AGREEMENT FOR DESIGN SERVICES FOR RELOCATION OF SEWER FACILITIES IN MIDDLETOWN

This Agreement is made and entered into by and between the Lake County Sanitation District (LACOSAN), hereinafter referred to as "DISTRICT", and Oscar Larson & Associates Consulting Engineers, Inc., hereinafter referred to as "CONTRACTOR", collectively referred to as the "parties".

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONTRACTOR shall provide to DISTRICT the services described in the Scope of Services attached hereto and incorporated herein as Exhibit A/B at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibits A/B/C/D/E/F/G, the Agreement shall prevail.

2. TERM. This Agreement shall commence on _____ 20__, and shall terminate on September 15 2018, unless earlier terminated as hereinafter provided. In the event DISTRICT desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.

3. COMPENSATION. CONTRACTOR has been selected by DISTRICT to provide the services described hereunder in Exhibit "B" (Scope of Services), attached hereto. Compensation to CONTRACTOR shall not exceed Thirty Six Thousand Two Hundred and no/100 ($36,200.00).

The DISTRICT shall compensate CONTRACTOR for services rendered, in accordance with the provisions set forth in Exhibit "C" (Fiscal Provisions), attached hereto, provided that CONTRACTOR is not in default under any provisions of this agreement. Compensation to CONTRACTOR is contingent upon appropriation of federal, state and county funds.

4. TERMINATION. This Agreement may be terminated by mutual consent of the parties or by DISTRICT upon Thirty (30) days written notice to CONTRACTOR.

In the event of non-appropriation of funds for the services provided under this Agreement, DISTRICT may terminate this Agreement, without termination charge or other liability.

Upon termination, CONTRACTOR shall be paid a prorated amount for the services provided up to the date of termination.

5. MODIFICATION. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of CONTRACTOR and DISTRICT executed by the Special Districts Administrator.

6. NOTICES. All notices between the parties shall be in writing addressed as follows:

DISTRICT	CONTRACTOR
Lake County Special Districts	Oscar Larson & Associates
230 N. Main Street	317 Third Street, 2nd Floor
Lakeport, CA 95453	Eureka, CA 95501
Attn: Jan Coppinger, Administrator	Attn: John N. DeBoice

7. EXHIBITS. The Agreement Exhibits, as listed below, are incorporated herein by reference:

Exhibit A – Definitions – (*Not applicable)*
Exhibit B – Scope of Services
Exhibit C – Fiscal Provisions
Exhibit D – Compliance Provisions
Exhibit E – Request for Proposals
Exhibit F – Contractor's Proposal
Exhibit G – Contractor's Cost Proposal

8. TERMS AND CONDITIONS. CONTRACTOR warrants that it will comply with all terms and conditions of this Agreement and Exhibits, and all other applicable federal, state and local laws, regulations and policies.

9. INTEGRATION. This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

Executed at Lakeport, California on _____.

LAKE COUNTY SANITATION DISTRICT	CONTRACTOR
_____	_____
CHAIR, Board of Directors	John N. DeBoice, Senior Engineer Oscar Larson & Associates
ATTEST: CAROL J. HUCHINGSON Clerk to the Board of Supervisors	APPROVED AS TO FORM: ANITA L. GRANT County Counsel
By: _____	By: _____

EXHIBIT "A" – DEFINITIONS

(Not applicable)

EXHIBIT "B" – SCOPE OF SERVICES

1. CONTRACTOR RESPONSIBILITIES.

1.1 Prepare and provide Plans, Specifications and Cost Estimate for the relocation of Sewer Force Main facilities in Middletown, CA in accordance with the requirements of the RFP (Attached as Exhibit E), Contractor's Proposal (Attached as Exhibit F), and Contractor's revised Cost Proposal (Attached as Exhibit G).

2. RESERVED

3. RECORDS RETENTION. CONTRACTOR shall prepare, maintain and/or make available to DISTRICT upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, CONTRACTOR shall retain the records until resolution of litigation or audit. After the retention period has expired, CONTRACTOR assures that confidential records shall be shredded and disposed of appropriately.

4. RESERVED

EXHIBIT "C" – FISCAL PROVISIONS

1. <u>CONTRACTOR'S FINANCIAL RECORDS</u>. CONTRACTOR shall keep financial records for funds received hereunder, separate from any other funds administered by CONTRACTOR, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's Cost Principles.

2. <u>INVOICES</u>.

2.1 CONTRACTOR's invoices shall be submitted in arrears on a monthly basis, or such other time that is mutually agreed upon in writing, and shall be itemized and formatted to the satisfaction of the DISTRICT.

2.2 DISTRICT shall make payment within 20 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the CONTRACTOR and approved by the Assistant Purchasing Agent.

3. <u>AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS</u>

3.1 CONTRACTOR warrants that it shall comply with all audit requirements established by DISTRICT and will provide a copy of CONTRACTOR's Annual Independent Audit Report, if applicable.

3.2 DISTRICT may conduct periodic audits of CONTRACTOR's financial records, notifying CONTRACTOR no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. CONTRACTOR shall allow DISTRICT, or other appropriate entities designated by DISTRICT, access to all financial records pertinent to this Agreement.

3.3 CONTRACTOR shall reimburse DISTRICT for audit exceptions within 30 days of written demand or shall make other repayment arrangements subject to the approval of DISTRICT.

4. <u>RESERVED</u>

5. <u>RESERVED</u>

EXHIBIT "D" – COMPLIANCE PROVISIONS

1. <u>INFORMATION INTEGRITY AND SECURITY</u>. CONTRACTOR shall immediately notify DISTRICT of any known or suspected breach of personal, sensitive and confidential information related to CONTRACTOR's work under this Agreement.

2. <u>NON-DISCRIMINATION</u>. CONTRACTOR shall not unlawfully discriminate against any qualified worker or recipient of services because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age.

3. <u>DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS</u>

3.1 The CONTRACTOR certifies to the best of its knowledge and belief, that it and its subcontractors:

A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and

D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.

3.2 CONTRACTOR shall report immediately to DISTRICT, in writing, any incidents of alleged fraud and/or abuse by either CONTRACTOR or CONTRACTOR's subcontractor. CONTRACTOR shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by DISTRICT.

4. <u>AGREEMENTS IN EXCESS OF $100,000</u>. CONTRACTOR shall comply with all applicable orders or requirements issued under the following laws:

4.1 Clean Air Act, as amended (42 USC 1857).
4.2 Clean Water Act, as amended (33 USC 1368).
4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)
4.4 Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).

5. INDEMNIFICATION AND HOLD HARMLESS

Each party shall indemnify and hold the other harmless against all actions, claims, demands, and liabilities and against all losses, damage, cost, expenses, and attorney's fees, arising directly or indirectly out of an actual or alleged injury to a person or property in the same proportion that its own acts and/or omissions are attributed to said claim, demand, liability, loss, damage, cost, expenses, and/or attorney's fees. This provision shall not extend to any claim, demand, liability, loss, damage, cost, expenses, and/or attorney's fees covered by the insurance of either party. CONTRACTOR's obligations under this Section shall survive the termination of the Agreement.

6. STANDARD OF CARE. CONTRACTOR represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by CONTRACTOR or designated subcontractors, in a manner according to generally accepted practices.

7. INTEREST OF CONTRACTOR. CONTRACTOR assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. DUE PERFORMANCE – DEFAULT. Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within _15_ days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. INSURANCE.

9.1 CONTRACTOR shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 CONTRACTOR shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars ($1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent CONTRACTOR's liability.

9.3 CONTRACTOR shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with CONTRACTOR's business in an amount of not less than one million dollars ($1,000,000) combined single limit coverage per occurrence.

9.4 CONTRACTOR shall procure and maintain Professional Liability Insurance for the protection against claims arising out of the performance of services under this Agreement caused by errors, omissions or other acts for which CONTRACTOR is liable. Said insurance shall be written with limits of not less than one million dollars ($1,000,000).

9.5 CONTRACTOR shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to DISTRICT certificates of insurance naming the County of Lake as additional insured. CONTRACTOR agrees to provide to DISTRICT, at least 30 days prior to expiration date, a new certificate of insurance.

9.6 In case of any subcontract, CONTRACTOR shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. CONTRACTOR shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.7 For any claims related to the work performed under this Agreement, the CONTRACTOR’s insurance coverage shall be primary insurance as to the DISTRICT, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by DISTRICT, its officers, officials, employees, agents or volunteers shall be in excess of the CONTRACTOR’s insurance and shall not contribute with it.

9.8 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The DISTRICT, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to CONTRACTOR’s insurance on Form CG 20 10 11 85. CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has had delivered to DISTRICT the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.9 Insurance coverage required of CONTRACTOR under this Agreement shall be placed with insurers with a current A.M. Best rating of no less than A: VII.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the CONTRACTOR for liability in excess of such coverage, nor shall it preclude DISTRICT from taking other action as is available to it under any other provision of this Agreement or applicable

law. Failure of DISTRICT to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

9.10 Any failure of CONTRACTOR to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

10. ATTORNEY'S FEES AND COSTS. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such part may be entitled.

11. ASSIGNMENT. CONTRACTOR shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of DISTRICT except that claims for money due or to become due CONTRACTOR from DISTRICT under this Agreement may be assigned by CONTRACTOR to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to DISTRICT. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. PAYROLL TAXES AND DEDUCTIONS. CONTRACTOR shall promptly forward payroll taxes, insurances, and contributions to designated governmental agencies.

13. INDEPENDENT CONTRACTOR. It is specifically understood and agreed that, in the making and performance of this Agreement, CONTRACTOR is an independent contractor and is not an employee, agent or servant of DISTRICT. CONTRACTOR is not entitled to any employee benefits. DISTRICT agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result Agreed for herein.

CONTRACTOR is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to CONTRACTOR and CONTRACTOR's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. OWNERSHIP OF DOCUMENTS. All non-proprietary reports, drawings, renderings, or other documents or materials prepared by CONTRACTOR hereunder are the property of DISTRICT.

15. SEVERABILITY. If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. ADHERENCE TO APPLICABLE DISABILITY LAW. CONTRACTOR shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

17. HIPAA COMPLIANCE. CONTRACTOR will adhere to Titles 9 and 22 and all other applicable Federal and State statutes and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will make his best efforts to preserve data integrity and the confidentiality of protected health information.

18. SAFETY RESPONSIBILITIES. CONTRACTOR will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. CONTRACTOR agrees that in the performance of work under this Agreement, CONTRACTOR will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.

19. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. CONTRACTOR waives any right of removal it might have under California Code of Civil Procedure Section 394.

20. RESIDENCY. All independent contractors providing services to DISTRICT for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.

21. NO THIRD-PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

AGREEMENT FOR DESIGN SERVICES FOR RELOCATION OF SEWER FACILITIES IN MIDDLETOWN

EXHIBIT “E” – REQUEST FOR PROPOSALS

SPECIAL DISTRICTS

Lake County's Water and Wastewater Agency

REQUEST FOR PROPOSAL

For

ENGINEERING AND DESIGN SERVICES

Issued: _March 15, 2018_

Proposal Title: *"Engineering and Design Services for relocation of Sewer Facilities in the Middletown LACOSAN Area"*

Due Date and Time: **Monday April 2, 2018, 3:30 p.m. local time**

You are invited to submit proposals in accordance with the requirements of this solicitation, which are contained herein.

Mail or Delivery To: Jan Coppinger, Administrator
Lake County Special Districts Administration
230 N. Main Street
Lakeport, CA 95453

REQUEST FOR PROPOSAL

For

ENGINEERING AND DESIGN SERVICES

1. **Purpose**
   The County of Lake is seeking an engineering consultant to prepare the Plans and Specifications for the realignment of approximately 920' of 8" sewer force main within the State Highway 175 right of way near the community of Middletown, California. Said Plans and Specifications shall be in accordance with the objectives, assumptions and requirements specified in the following Scope of Work.

2. **Background**
   The Lake County Special Districts Administration (District) is the water and wastewater agency of the County of Lake. It manages and operates ten water systems and four wastewater systems serving almost 39,000 customers in twenty-one communities. The community of Middletown is served by the District for the collection and treatment of wastewater. The wastewater treatment plant is located approximately two miles west of the community on State Highway 175. Sewage is transported to the plant via an 8" sewer force main. The State of California, Department of Transportation (Caltrans) is proposing a widening project on State Highway 175. As a result of the widening project the sewer force main needs to be relocated to avoid conflict with the State project.

3. **General Process**:
   3.1 Registration: Registration is recommended, as those registered will receive any amendments or other communications regarding this RFP. Proposers failing to register assume complete responsibility in the event that amendments or other communications are issued. To register, please contact:

   Scott Harter, Deputy Administrator
   Lake County Special Districts Administration
   Email: scott.harter@lakecountyca.gov
   Phone: 707-263-0119 Fax: 707-263-3836

   by Monday March 19, 2018, 4:00 p.m. local time, with your name, email address, company name and mailing address, phone and fax numbers.

   3.2 Inquiries/Requests for Additional Information: Fax or email any questions you have, at least ten (10) days prior to proposal opening to Scott Harter (see above).

   Proposers should contact the individual identified above and are specifically directed not to contact other District or County staff for meetings, conferences, or other technical discussions related to the RFP.

   Answers to questions received that would change and/or clarify this solicitation will be provided in writing (via email or fax) to all firms that have registered.

The District reserves the right to decline to respond to any questions if, in the assessment of the District, the information cannot be obtained and shared with all registered proposers in a timely manner.

3.3 Pre-Proposal Meeting:
No pre-proposal meeting is scheduled for this project. Please direct any questions to the staff identified in Section 3.1 within the timeframe allotted.

4. Format and Submission of Proposals

4.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.

4.2 Proposal Deadline: All Proposals must be received no later than **Monday, April 2, 2018, 3:30 p.m. local time**. Proposals received after this time and date will not be considered.

4.3 Proposal Content: Please assemble your Proposal in the following order.

a. **Cover Letter**: A standard business letter must be included which represents your agreement to supply the requested services detailed in the RFP.

b. **Company Profile**: Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.

c. **Project Understanding and Approach**: Provide an overview of your understanding of the needs of the department, and understanding of the services to be provided and your approach to the work.

d. **Scope of Work:** Provide your specific proposal to address the Scope of Work outlined in Section 6 below. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include a proposed time-line for completing the work. If applicable, describe expected use of subcontractors.

e. **Distinguishing Features**: Highlight the main features that distinguish your firm from your competition relative to this solicitation. This is also where you should specify the date by which you commit to have completed the engineering and design work.

f. **Deviations**: State on a point-by-point basis, any proposed deviations from full compliance with the requirements described throughout this RFP. You must cite the paragraph number or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed. If none, please so state.

g. **References:** Provide a minimum of three references wherein you have provided similar services within the last two years. Each reference to include company name, address, telephone number, contact, date of work, and approx. dollar value of the services rendered. You should consider that each reference will be contacted.

h. **Staffing Organization and Qualifications:** Provide a staffing organization chart showing the names and roles of key staff members that will be involved with this project, and provide a summary of the qualifications and experience for each staff member. Jan Coppinger is the Special Districts Administrator and is the key lead for Special Districts and this project.

i. **Cost Proposal: -** Within the sealed proposal package, the Cost Proposal shall be **separately sealed** from the Work Proposal; only one copy is required. The cost proposal will include specific staff (or positions) assigned to each task, number of

hours by position, billable rate and total cost for each task in a tabular format. The cost proposal shall use the same format as the consultant proposes to use for billing invoices.

4.4 Proposal Submission: Seven (7) complete copies of the Proposal shall be submitted either by mail or delivery to:

Jan Coppinger, Administrator
Lake County Special Districts Administration
230 N. Main Street
Lakeport, CA 95453

in a sealed envelope or container, clearly marked on the outside with your firm's name and return address, the RFP Title and the due date. The due date and time is 3:30 p.m. local time on Monday, April 2, 2018.. Faxed or emailed proposals will not be considered.

5. Evaluation Process

5.1 Evaluation Panel: Proposals may be evaluated by a Consultant Selection Board (panel) comprised of current County employees from similar departments and members of the public. The sole purpose in the evaluation process is to determine which firm/proposal serves the County's best interest. The panel's recommendation will be submitted to the Special Districts Administrator for consideration. Any final analysis or weighted point score (if any) does not imply that one Respondent is superior to another, but simply that in the panel's judgment, the Respondent selected appears to offer the best overall solution for the County's current and anticipated needs.

5.2 Investigation: Submittal of a proposal authorizes the County to investigate without limitation the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a proposal or to cancellation of any resulting Contract.

5.3 Acceptability: The County reserves the sole right to determine whether services offered are acceptable for our use.

5.4 Award Criteria: Proposals will be evaluated in relation to all aspects of this Request, specifically as follows.

Firms are requested to prepare their proposals such that they correspond to, and are identified with, the following specific evaluation criteria:

1. Project Understanding (25 POINTS):

Convey a thorough understanding of the Project and adequate familiarity with the project area, and experience with providing similar services on similar projects for similar localities and local agencies in accordance with State and local agency requirements.

Clearly identify key or critical issues related to the Project and propose a potential approach to addressing each key or critical issue.

Provide a detailed scope of work identifying all tasks and sub-tasks required to successfully implement the design and subsequent construction of the Project. Identify the deliverables to LACOSAN as each task is being completed.

2. Project Manager Qualifications (30 POINTS):

Provide the name and qualifications of the Project Manager who will be assigned to the Project, total years of experience, and the number of years employed with the current firm.

Identify the total number of wastewater collection system and treatment facility projects the Project Manager has, assigned as a project manager, successfully ***completed*** for local agencies. Identify the number of these projects that were similar in design. Provide completion date, description, location, lead agency (include contact information), and the local agency Project Manager for each project.

Describe the Project Manager's commitment to other projects and availability for the Project.

Describe Project Manager's familiarity with the County, experience working in the County and with the County staff.

Provide confirmation that the Project Manager is a licensed professional civil engineer in the State of California.

3. Staff Qualifications (30 POINTS):

List the names and qualifications of the key staff/team members who will be assigned to the Project, total years of experience, and the number of years employed with the current firm.

Identify the number of similar projects each key staff/team member has successfully ***completed*** for local agencies. Provide completion date, description, location, lead agency, and the local agency Project Manager for each project (include contact information).

Describe the commitment of key staff/team members to other projects and their availability for the Project.

Identify all services that will be performed by sub-consultants and describe each sub-consultant's relevant staff qualifications.

4. Firm Qualifications (15 POINTS):

Provide the firm's complete name, type of firm (individual, partnership, corporation or other), telephone number, FAX number, name and email address of the contact person.

List the names and titles of the firm's principal officers with the authority to bind the firm in a contractual agreement.

Describe the firm's specific and relevant experience with providing engineering services for wastewater collection facilities. Provide detailed project information, including dates project started and completed, local agency contact information including Project Manager, and other appropriate supporting information.

Project Selection Procedures: After the proposals have been evaluated, they shall be ranked pursuant to their relative qualitative or placement scores. The County is not obligated to select the highest ranked proposal as ranking serves only to identify a starting point for negotiations. Such negotiations may consider a Consultant's availability, ability to meet any County timelines, and willingness to negotiate an acceptable price or any other criteria deemed to be in the County's best interest. Said negotiations shall begin with the firm offering the highest ranked proposal.

6 Scope of Work:

6.1 The scope of work reflected in your proposal should consider the design and specifications for the relocation of three segments of 8" sewer force main totaling approximately 920' as well as the adjustment to grade of one force main air/vac facility, in conformance with applicable District and Caltrans Standards. Record Drawings will be provided in a scanned PDF format for District facilities, and conflict drawings, including the roadway design, generated by Caltrans design staff are available in DWG format.

6.2 Considering the above, your proposal should describe the work involved to provide the following deliverables:
ENGINEER will prepare the necessary contract documents (construction plans, typical details, specifications, and cost estimates) for the project. The preparation of contract documents will be completed in three submittals: 60%, 90% and Final Bid Documents. Submittal of the 60% review documents will occur at a Project Review Workshop with key members of the project team. The contents of the submittals will be presented to LACOSAN to familiarize LACOSAN staff with the information being submitted and the design thought process behind the work. Following the Project Review Workshop, LACOSAN will have a 1-week review period to provide any additional comments which were not brought forward in the Project Review Workshop.

7 Standard RFP Terms and Conditions

By your submission of a proposal, you agree to be bound by the following conditions:

7.1 To the fullest extent allowed by law, proposals will not be public record until discussion and negotiations with the Respondent have been completed, as premature disclosure would jeopardize the County's and the Respondent's negotiating interests. If your proposal contains trade secrets or other information that is confidential or proprietary by law, you shall label all such pages with a stamped annotation such as: "CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE", and further, provide written notification to the County of your request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be submitted in a manner that allows it to be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.

7.3 County is not liable for any costs incurred by the Proposer in the preparation, presentation or in any other aspect of responding with the Proposal.

7.4 <u>Disposition of Proposal(s) and Contract Award</u>:

a. All proposals shall become the property of Lake County.

b. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.

c. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.

d. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

e. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.

f. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.

7.5. Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.

7.6. Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtains substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.

7.7. Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.

7.8. It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.

7.9. Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

7.10. Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Contractors and/or subcontractors who require periodic access to secured areas, may be required to wear or carry temporary security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. If such is deemed necessary, any such security measures will be made part of the contract.

7.11. Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions, which are attached.

7.12. Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.

7.13. Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and

generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.

7.14. This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.

7.15. The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

7.16. Negotiations: Following initial selection, the County will enter into negotiations with the firm receiving the highest rating. If such negotiations are not successful, negotiations will then be entered into with other qualified respondents in the order to their rating.

* end *

INSURANCE REQUIREMENTS

The Consultant shall not commence work under this agreement until he has obtained all the insurance required herein, Certificates of Insurance have been submitted to County and said insurance has been approved by County. The Certificates of Insurance shall contain a provision that coverage afforded under the policies will not be canceled until at least twenty (20) days prior written notice has been given to County.

Consultant shall not allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been obtained. Any failure of Consultant to maintain the insurance required by this paragraph, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.

Certificates evidencing the issuance of the following insurance shall be filed with the County within ten (10) days after the date of execution of the agreement by Consultant:

(A) Compensation Insurance. Consultant shall procure and maintain, at Consultant's own expense during the term hereof, Worker's Compensation Insurance for all of his employees engaged in work. In case of any such work sublet, Contractor shall require subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by Consultant's Workers Compensation Insurance.

(B) Public Liability and Property Damage Insurance. Consultant shall procure and maintain, at Consultant's own expense during the term hereof, Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one-million dollars ($1,000,000.00) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage's: Personal Injury; Premises-Operations; Products and Completed Operations; Explosion Hazard; Blanket Contractual; and Independent Contractor's Liability.

Consultant shall not commence work under this agreement until he has had delivered to County an "Additional Insured Endorsement" naming County, its officers, employees and agents as additional insured under each of the aforesaid policies in this sub-paragraph.

Automobile Liability Insurance. Consultant shall procure and maintain, at Consultant's own expense during the term hereof, Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with Contractor's business in an amount of not less than one-million dollars ($1,000,000.) combined single limit coverage per occurrence.

Consultant shall require each subcontractor to procure and maintain, during the life of his contract, similar Public Liability Insurance as specified in subparagraph (B) and Automobile Liability Insurance as specified in Subparagraph (C) hereinabove, with minimum limits equal to one-half the amounts required by Consultant. Said Public Liability Insurance shall contain the "Additional Insured Endorsement" as required by Contractor in sub-paragraph (B) hereinabove.

Professional Liability Insurance. Consultant shall procure and maintain, at Consultant's own expense during the term hereof, Professional Liability Insurance for protection against claims arising out of the performance of services under this agreement caused by negligent acts of errors or omissions for which Contractor is liable. Said insurance shall be written with limits of not less than one-million dollars ($1,000,000.) per claim and in the aggregate.

Such insurance shall be issued by a company or companies authorized to transact business in the State of California.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Consultant for liability in excess of such coverage, nor shall it preclude the County from taking such other actions as are available to it under any other provision of this contract (except retainage of money due the Consultant) or otherwise in law.

AGREEMENT FOR DESIGN SERVICES FOR
RELOCATION OF SEWER FACILITIES IN MIDDLETOWN

EXHIBIT "F" – CONTRACTOR'S PROPOSAL

Proposal

for

Engineering and Design Services for Relocation of Sewer Facilities in the Middletown LACOSAN Area

Prepared for:

Jan Coppinger, Administrator
Lake County Special Districts Administration
230 N. Main Street
Lakeport, CA 95453

Submitted by:

Oscar Larson & Associates
Consulting Engineers, Inc.
800-660-2043 • www.olarson.com

April 2, 2018

2018.4.026

Table of Contents

Page

1. Cover Letter 1

2. Company Profile 2

3. Project Understanding and Approach 3

4. Scope of Work 4

5. Distinguishing Features 6

6. Deviations 7

7. References 8

8. Staffing Organization and Qualifications 9

9. Cost Proposal [in a separate sealed envelope] 12

Appendix 1 – Resumes 13

Oscar Larson & Associates
Consulting Engineers, Inc.
317 Third Street • 2nd Floor • Eureka • CA 95501

phone: 707-445-2043 • phone: 800-660-2043
fax: 707-445-8230
e-mail: larson@olarson.com
website: www.olarson.com

April 2, 2018

Ms. Jan Coppinger, Administrator
Lake County Special Districts Administration
230 N. Main Street
Lakeport, CA 95453

Subject: Proposal for Engineering and Design Services for Relocation of Sewer Facilities in the Middletown LACOSAN Area

Dear Ms. Coppinger:

Oscar Larson & Associates is pleased to submit this proposal to provide engineering and design services for the relocation of three segments of 8-inch sewer force main and an air/vacuum relief valve as detailed in the request for proposals.

We recently completed the replacement of a section of force main in the City of Eureka including replacement of an air/vacuum relief valve, a project very similar to this project. We will use the same team for this project as was used for the Eureka project: Kenneth G. Davlin, P.E., as Principal in Charge; John N. DeBoice, P.E., Ph.D., as Project Manager; and Gregory M. Hall, P.E., QSD/QSP, as Project Engineer. Further information on their experience and qualifications are presented in this proposal, along with information on our firm and other similar projects.

Thank you for your consideration and we hope to be working with you in this important project.

Sincerely,

OSCAR LARSON & ASSOCIATES
CONSULTING ENGINEERS, INC.

John N. DeBoice, P.E.

2. Company Profile

Oscar Larson & Associates (OLA) is a California incorporated consulting engineering firm that has provided a variety of services for clients since 1945, a total of 73 years. We are a certified small business with a skilled staff of 8 professionals and technicians. Our office is located in Eureka. Our company cultivates a reputation which includes open communication, initiative, flexibility, and capable project coordination to deliver high quality engineering, planning, and construction management services to clients.

Our diverse team of engineers has managed hundreds of projects from the application and financial planning phases, through environmental document preparation and approval, design, and construction monitoring support. Our professional and technical staff interacts effectively with each other and the client to identify and meet clients' objectives. We have specialized in providing consulting services for both urban and rural agencies in California, Oregon and Nevada. Over the years we have provided services to 138 government agencies. Our current workload is light and the personnel assigned to this project are immediately available so we do not anticipate any difficulty in completing this project in a timely manner.

3. Project Understanding and Approach

Our understanding of the needs of the department is that plans and specifications for the relocation of three segments of 8" sewer force main totaling approximately 920' as well as the adjustment to grade of one force main air/vacuum relief facility, in conformance with applicable District and Caltrans Standards, are needed in order to allow bidding and construction to relocate the force main and air/vacuum relief facility. The work is needed to avoid conflicts with a section of State Highway 175 which is to be widened by Caltrans. We understand that the District will provide plans of the existing facilities and the roadway design plans showing the conflicts in AutoCAD dwg format so that surveying will not be required. If not included within those plans, we would also request that the District provide geotechnical information as needed to complete the design.

In summary, our approach to the project will be to initiate the work with a meeting with the District to obtain copies of the relevant materials and discuss specific goals and objectives, such as material preferences and limitations on force main down-times. We would also conduct a site visit to see if there are any obvious conflicts with existing features that would be of concern in the design. It is anticipated that maintaining sewer service during construction will be an issue that will need to be addressed in the design.

Following the meeting and site visit, we will prepare the plans and specifications for submittal to and review by the District at the 60% and 90% completion level, with final bid documents submitted following the 90% review. It is understood that the 60% submittal is to occur at a Project Review Workshop with the District and that additional comments may be provided within a week following the workshop.

Although not requested, we can also provide additional services, at costs to be determined, including assistance with the bidding process, responses to requests for information during construction and prepare record drawings upon completion of construction.

4. Scope of Work

Our project approach and the specific tasks are as follows. Our anticipated schedule is at the end of this section. We do not anticipate having any subcontractors on this project.

1. Kick-off Meeting and Site Visit

We will initiate the work with a meeting with the District to obtain copies of the relevant materials and discuss specific goals and objectives, such as material preferences and limitations on force main down-times. We would also conduct a site visit to see if there are any obvious conflicts with existing features that would be of concern in the design.

2. Prepare Plans

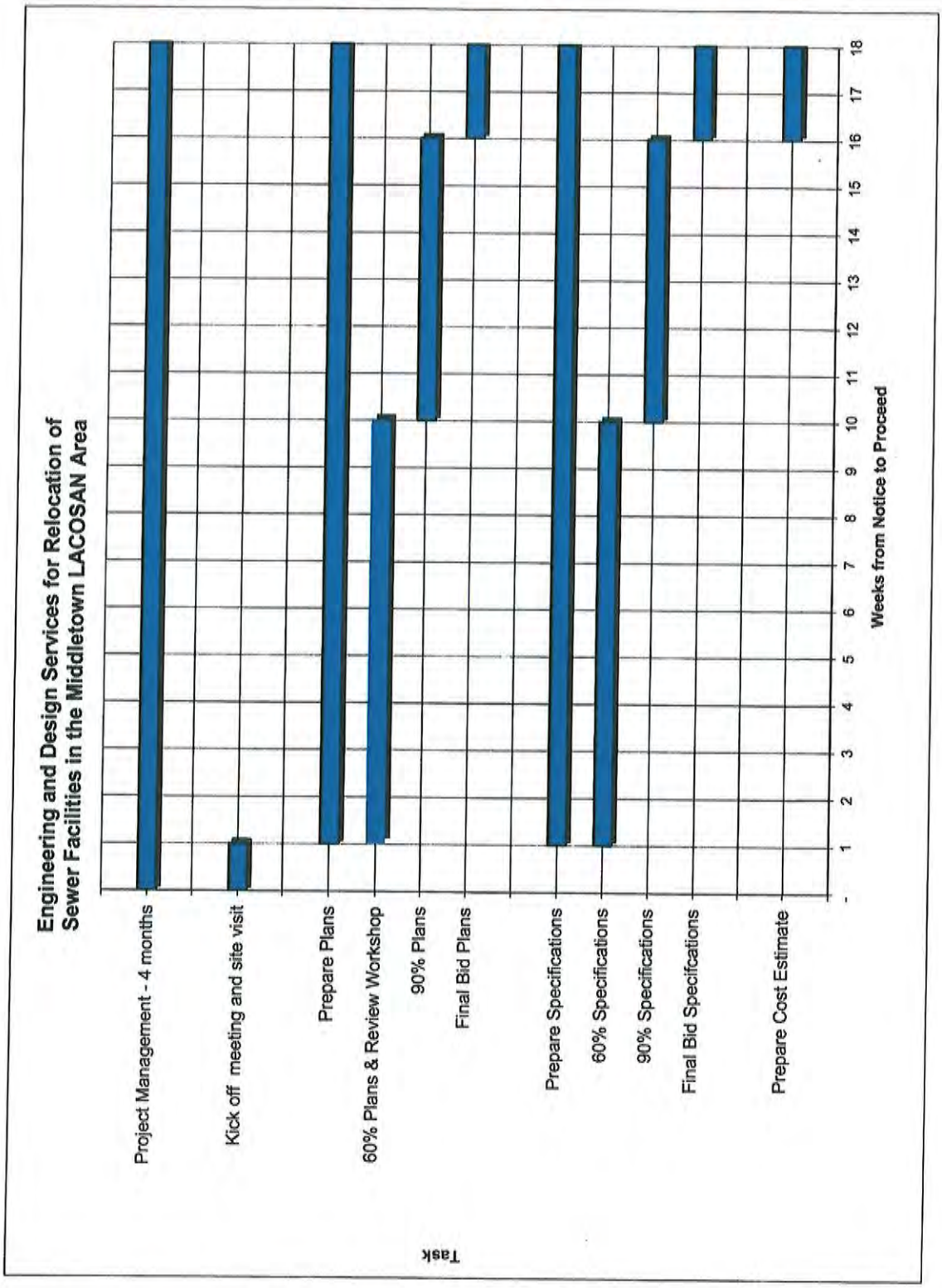
We will prepare the plans and submit them for review and comment by the District at the 60% and 90% completion levels. District standards will be incorporated as appropriate. The 60% submittal will be made at a Project Review Workshop with the District. At the work shop we will discuss the plans, our approach to the design and any issues that the District has with the design. It is understood that comments may be made for up to a week after the Project Review Workshop and we have allowed for that in our schedule. The plans will be prepared based on the drawings of the existing force main and air/vacuum relief valve installation, and the Caltrans plans of the roadway improvements. We will copy the appropriate information from those drawings onto our plan and profile sheets and add the necessary information to show to where and how the force main and air/vacuum relief valve are to be relocated. All work will be done to applicable District and Caltrans standards. After receiving comments on the 90% submittal we will prepare the final plans for bidding and submit them to the District. We anticipate providing half and full size hard and pdf copies.

3. Prepare Specifications

We will prepare the specifications and submit them for review and comment by the District at the 60% and 90% completion levels. District standards will be incorporated as appropriate. The 60% submittal will be made at a Project Review Workshop with the District. At the work shop we will discuss the specifications, our approach to the design and any issues that the District has with the design. It is understood that comments may be made for up to a week after the Project Review Workshop and we have allowed for that in our schedule. All work will be done to applicable District and Caltrans standards. After receiving comments on the 90% submittal we will prepare the final specifications for bidding and submit them to the District. We anticipate providing a hard copy and a pdf copy.

4. Prepare Cost Estimate

The cost estimate will be prepared and submitted in draft form with the 90% submittal. The cost estimate will be a detailed breakdown by each bid item. The final cost estimate will be submitted with the final bid set of plans and specifications.


Engineering and Design Services for Relocation of Sewer Facilities in the Middletown LACOSAN Area
Project Management - 4 months
Kick off meeting and site visit
Prepare Plans
60% Plans & Review Workshop
90% Plans
Final Bid Plans
Prepare Specifications
60% Specifications
90% Specifications
Final Bid Specifications
Prepare Cost Estimate
Task
-
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
Weeks from Notice to Proceed

5. Distinguishing Features

Oscar Larson & Associates recently completed a similar project for the City of Eureka, the Cross-Town Interceptor Project, which involved replacement of 820 feet of 20-inch ductile iron pipe with 18-inch P401 lined ductile iron pipe and replacement of air relief and vacuum relief valves with an air relief valve. The vacuum relief valve was not replaced so that the line can act as a siphon once flow is started, reducing the load on the force main pumps.

We anticipate completing the engineering and design work in four months. Assuming a start date of May 1, 2018, the work will be completed by September 1, 2018. This also assumes timely reviews by the District. Our anticipated schedule was shown in the previous section.

6. Deviations

We do not propose any deviations from the requirements described in the RFP.

7. References

Company name: City of Eureka
Address: 531 K Street, Eureka, CA 95501
Telephone number: 707-441-4152
Contact: Brian Gerving, Director of Public Works
Date of work: Completed 12/31/2017
Approx. dollar value of services rendered: $31,000 (Cross-Town Interceptor)

Company name: Brooktrails Township Community Services District
Address: 24860 Birch Street, Willits, CA 95490
Telephone number: 707-459-2494
Contact: Denise Rose, General Manager
Date of work: Started July 2017, Ongoing.
Approx. dollar value of services rendered: $33,150 to date. Anticipate $1,000 to $2,000 additional.

Company name: McKinleyville Community Services District
Address: P.O. Box 2037, McKinleyville, CA 95519
Telephone number: (707) 839-3251
Contact: Greg Orsini, General Manager
Date of work: Completed 1/31/2015
Approx. dollar value of services rendered: $67,800 (Northern Interconnect Project)

8. Staffing Organization and Qualifications

The key members of our team are: Kenneth G. Davlin, P.E., as Principal in Charge, John N. DeBoice, P.E., Ph.D., as Project Manager and Gregory M. Hall, P.E., QSD/QSP, as Project Engineer. Summary resumes for each are presented below. Our organization chart is at the end of this section. Complete resumes for the project team are included in Appendix 1.

Kenneth G. Davlin, PE, MBA, Senior Project Manager – Mr. Davlin has over 35 years of experience in the field of civil engineering. His experience includes project management, project scope development, designs, feasibility studies, construction management, and consulting for coastal, hydroelectric, water, sewage, land development, roads and streets, buildings, and industrial, commercial and municipal projects. He practices engineering as a Project Manager, Project Engineer, and Design Engineer for infrastructure development programs. His Project Management and QA/QC skills incorporate financing programs, assessment districts, resource allocation, personnel and system administration.

His experience is broad and includes technical and management responsibilities associated with projects which are represented by the following:

- Water systems up to $40 million
- Coastal facilities projects up to $20 million
- Construction inspection and management projects up to $300 million
- Developments up to $60 million; residential and commercial
- Financial programs preparation, including assessment districts
- Hydroelectric projects up to $40 million
- Industrial projects up to $250 million
- Road/street projects from small projects to five miles of freeway construction on Highway 101
- Site survey projects up to $300 million

He has served as City Engineer in five California cities: City of Blue Lake – 24 years; City of Trinidad – 8 years; City of Fortuna – 4 years; City of Rio Dell – 7 years; City of Ferndale – 3 years. While City Engineer for Fortuna he worked on road and drainage improvements in the area of the proposed project.

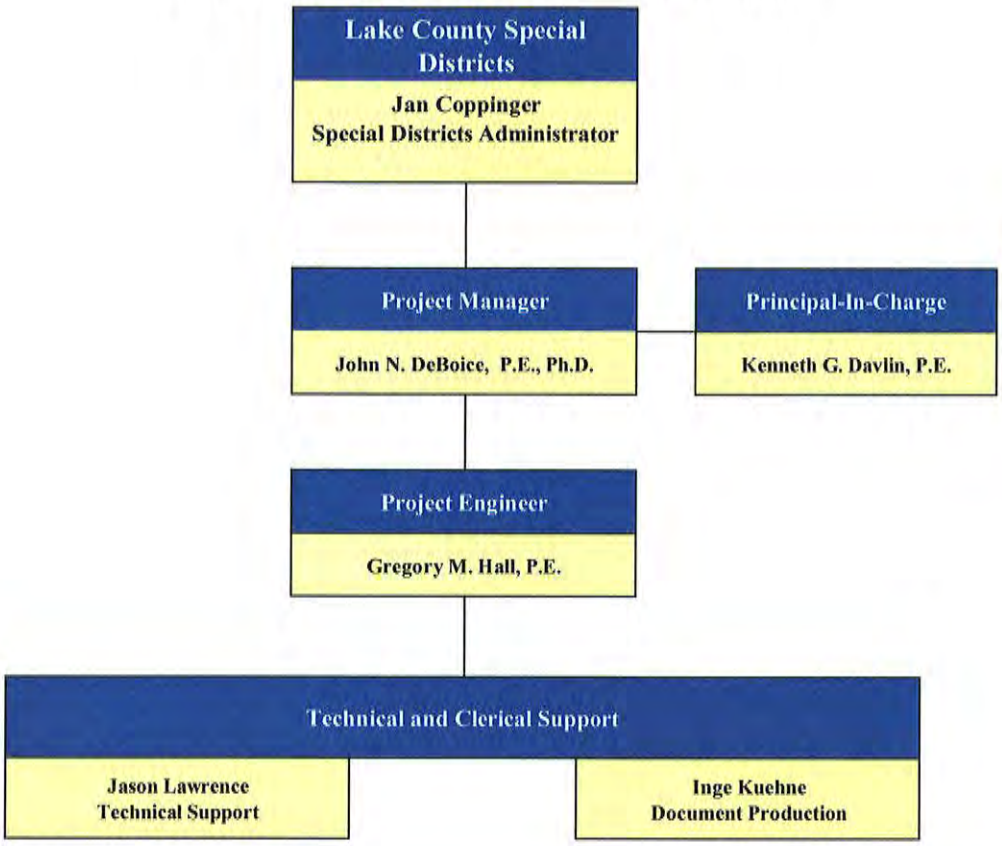
He served as the District Review Engineer during the development of its signature project, a 235-slip marina, and as Engineer of Record for the Humboldt Bay Harbor, Recreation and Conservation District for about $20 million of projects.

John N. DeBoice, PE, PhD, Project Manager – Dr. DeBoice has 40+ years of experience in civil engineering. His experience includes preparation of rate studies, subdivision design, commercial site design, stormwater hydrologic reports and calculations; stormwater detention basin and culvert design, water system evaluations, design of water pipelines, pump stations and reservoirs, wastewater system evaluations and designs, construction cost estimating, preparation of construction contract documents including specifications and drawings for bidding and construction; construction management and administration. Relevant projects include design and construction management of the Cross-Town Interceptor for the City of Eureka, the Madrone Pump Station 2017 Emergency Repairs Project for the Brooktrails Township Community Services District and the City of Eureka Mad River Parallel Pipeline Project. The latter was not a sewer force main but was a major water transmission main.

Gregory M. Hall, PE, QSD/QSP, Design Engineer – Mr. Hall has over 15 years of experience in stormwater management and monitoring, water and wastewater engineering, commercial and residential development, and construction management. His experience includes water main rehabilitation and design; hydraulic modeling of water distribution systems; design of public water supply wells; production testing of springs and wells; water and wastewater treatment process analysis and design; sanitary sewer rehabilitation and design; preparation of stormwater hydrologic reports and calculations; stormwater detention basin and culvert design; subdivision design; wet weather testing for onsite wastewater systems; onsite wastewater system design; levee design; construction cost estimating; preparation of construction contract documents including specifications and drawings for bidding and construction; construction management and administration; construction observation and inspection for compliance with contract documents; concrete sampling and testing; compaction testing; and drafting utilizing AutoCAD. Mr. Hall was involved in the same projects cited above for Dr. DeBoice.

8. Staffing Organization and Qualifications

Lake County Special Districts
Engineering and Design Services for Relocation of Sewer Facilities in the Middletown LACOSAN Area



9. Cost Proposal

The Cost Proposal is in a separate sealed envelope.

AGREEMENT FOR DESIGN SERVICES FOR
RELOCATION OF SEWER FACILITIES IN MIDDLETOWN

EXHIBIT "G" – CONTRACTOR'S COST PROPOSAL

Lake County Special Districts
Engineering and Design Services for Relocation of Sewer Facilities in the Middletown LACOSAN Area

Estimated Man-hours and Proposed Budget

	Task	Principal In Charge	Project Manager	Staff Engineer	Engineering Technician	Clerical	Travel Time	Total Labor	Expenses	Total
		Hours	Hours	Hours	Hours	Hours	Hours	$	10%	$
		$180	$140	$130	$90	$70	$50		$	
	Project Management - 4 months	4.0	8.0			4.0		$ 2,120	$ 212	$ 2,332
1	**Kick off meeting and site visit**		4.0	4.0		1.0	16.0	$ 1,950	$ 773	$ 2,723
2	**Prepare Plans**									
	60% Plans & Review Workshop	1.0	12.0	34.0	10.0	1.0	16.0	$ 8,050	$ 805	$ 8,855
	90% Plans		8.0	24.0	10.0			$ 5,140	$ 514	$ 5,654
	Final Bid Plans		8.0	24.0	10.0			$ 5,140	$ 514	$ 5,654
3	**Prepare Specifications**									
	60% Specifications	1.0	10.0	16.0		2.0		$ 3,800	$ 380	$ 4,180
	90% Specifications		4.0	8.0		1.0		$ 1,670	$ 167	$ 1,837
	Final Bid Specifcations		4.0	8.0		2.0		$ 1,740	$ 174	$ 1,914
4	**Prepare Cost Estimate**		8.0	12.0		1.0		$ 2,750	$ 275	$ 3,025
	Total	6.0	66.0	130.0	30.0	12.0	32.0	$ 32,360	$ 3,814	$ 36,174
	Budget Estimate - Rounded Up									**$ 36,200**

Oscar Larson & Associates
Engineering - Planning - Construction Management