

# Hayward Unified School District

24411 AMADOR STREET  
HAYWARD CA, 94544  
510.784.2600



## REQUEST FOR QUALIFICATIONS

**RFQ# 24.149**

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)  
CONSULTING SERVICES**

RFQ DUE DATE AND TIME

**Wednesday, May 29, 2024 AT 2:00PM**

HAYWARD UNIFIED SCHOOL DISTRICT

Purchasing Department

24411 Amador Street

Hayward, California 94544

Phone: 510-784-2600 x72620

## REQUEST FOR QUALIFICATIONS

### 24.149 California Environmental Quality Act (CEQA) Consulting Services (“Project” or “Contract”)

Notice is hereby given that the governing board (“Board”) of the **Hayward Unified School District** (“District”) is requesting submission of statements of qualifications (“**Response**”) from qualified persons, firms, partnerships, corporations, associations, or professional organizations (“**Firm(s)**”) to establish a pool of qualified consultants to perform California Environmental Quality Act (CEQA) Consulting Services as needed and directed by District (“**Project(s)**”).

District is authorized by California Government Code section 4525, et seq., to contract with and employ any persons for the furnishing of architecture, landscape architecture, engineering, environmental services, land surveying, and construction management through a fair, competitive selection process, which District is utilizing. District is also authorized by California Government Code section 53060 to contract with any persons, without any specific procurement process for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required.

This request is not a formal request for bids or an offer by District to contract with any Firm responding to this Request for Statement of Qualifications (“**RFQ**”). District intends to choose one or more Firms that respond to this RFQ to include in its pool of qualified Firms, based on qualifications and demonstrated competence in providing the services indicated herein. Inclusion in this pool and award of a contract will be subject to District’s Board’s approval. **All Firms that are currently or in the past have been in District’s California Environmental Quality Act (CEQA) Consulting Services independent consultant pool MUST still respond to this RFQ.**

Firms that intend to submit a Response must be appropriately certified, licensed, insured, and can be located anywhere, but it must maintain a staffed office within 75 miles of District.

**Questions.** Questions regarding this RFQ must be submitted in writing and directed only to **Victoria Coronado**, [vcoronado@husd.k12.ca.us](mailto:vcoronado@husd.k12.ca.us) by the date indicated in the RFQ schedule. All questions must be submitted by **10:00 AM on Tuesday, May 21, 2024**. District may respond to questions presented via addenda to this RFQ. **FIRMS MUST NOT CONTACT ANY OTHER DISTRICT PERSONNEL DIRECTLY WITH INQUIRIES REGARDING THIS RFQ.**

**Responses.** Interested Firms are invited to submit a sealed response to the District Administration/Purchasing Department, located at 24411 Amador St. Hayward, CA 94544 in accordance with this RFQ no later than **2:00 PM on Wednesday, May 29, 2024**. District reserves the right to not accept late Responses.

Contract Documents are available on the Districts website at <https://www.husd.us/departments/purchasing>

Thank you for your interest in working with the Hayward Unified School District.

Date of Advertisement #1: 5/10/24

Date of Advertisement #2: 5/17/24

**HAYWARD UNIFIED SCHOOL DISTRICT  
24411 AMADOR STREET, HAYWARD, CA 94544**

**May 10, 2024**

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**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CONSULTING SERVICES**

The **Hayward Unified School District** (“**District**”) is requesting submission of statements of qualifications (“**Response**”) from qualified persons, firms, partnerships, corporations, associations, or professional organizations (“**Firm(s)**”) to establish a pool of qualified consultants to perform California Environmental Quality Act (CEQA) Consulting Services as needed and directed by District (“**Project(s)**”).

District is authorized by California Government Code section 4525, et seq., to contract with and employ any persons for the furnishing of architecture, landscape architecture, engineering, environmental services, land surveying, and construction management through a fair, competitive selection process, which District is utilizing. District is also authorized by California Government Code section 53060 to contract with any persons, without any specific procurement process for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required.

This request is not a formal request for bids or an offer by District to contract with any Firm responding to this Request for Statement of Qualifications (“**RFQ**”). District intends to choose one or more Firms that respond to this RFQ to include in its pool of qualified Firms, based on qualifications and demonstrated competence in providing the services indicated herein. Inclusion in this pool and award of a contract will be subject to District’s Board’s approval. **All Firms that are currently or in the past have been in District’s California Environmental Quality Act (CEQA) Consulting Services independent consultant pool MUST still respond to this RFQ.**

Firms that intend to submit a Response must be appropriately certified, licensed, insured, and can be located anywhere, but it must maintain a staffed office within 75 miles of District.

**Questions.** Questions regarding this RFQ must be submitted in writing and directed only to **Victoria Coronado, [vcoronado@husd.k12.ca.us](mailto:vcoronado@husd.k12.ca.us)** by the date indicated in the RFQ schedule. All questions must be submitted by **10:00 AM on Tuesday, May 21, 2024**. District may respond to questions presented via addenda to this RFQ. **FIRMS MUST NOT CONTACT ANY OTHER DISTRICT PERSONNEL DIRECTLY WITH INQUIRIES REGARDING THIS RFQ.**

**Responses.** Interested Firms are invited to submit a sealed response to the District Administration/Purchasing Department, located at 24411 Amador St. Hayward, CA 94544 in accordance with this RFQ no later than **2:00 PM on Wednesday, May 29, 2024**. District reserves the right to not accept late Responses.

Thank you for your interest in working with the Hayward Unified School District.

## 1. General Information.

- 1.1. **General.** District invites qualified Firms to submit a Response related to its ability to provide the Services, as more fully indicated herein. Firms must be appropriately licensed to perform the Services and have extensive experience with the Office of Public School Construction (“OPSC”), California Building Standards Code (Title 24, California Code of Regulations), Department of Toxic Substances Control, and the Division of the State Architect (“DSA”). Firms must have extensive experience and an overall understanding of the construction of public school facilities, in addition to working with public school district representatives, architects, contractors and other school facility related consultants.
- 1.2. **Scope of Services.** The selected Firm(s) must be prepared to perform some or all of the Services described in the **Form of Agreement for Consultant/Professional Services (Construction Related) (“Agreement”)** attached hereto as **Attachment A (“Services”)**. **Note:** District reserves the right to enter into an Agreement on a project-by-project basis, or to enter into one overall, master Agreement with a selected firm, but only authorizing the performance of Services based on “Project Authorization(s)” tied to that master Agreement, each consistent with the form of Agreement attached as **Attachment A**.
- 1.3. **Establishing Pool / Award of Contracts.** District does not intend to award any projects via this RFQ. The purpose of this RFQ is to obtain information that will enable District to qualify a group of consultants that can provide District with the services indicated herein and related work for various future facility projects. One or more Firm(s) may be selected to be part of District’s pool of qualified Firms for certain District facility projects based on qualifications and demonstrated competence in providing the Services indicated herein. Once the qualified pool is established, District will then solicit proposals from some or all members of the pool for projects.
- 1.4. **Prevailing Wage (As Applicable to Some Scopes of Work for Some Services.** This is a public works project and any Firm whose worker(s) perform scopes of work that is within a classification of the Department of Industrial Relations (DIR) and for which there is a prevailing wage, must pay those workers under the Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the DIR, for the type of work performed and the locality in which the work is to be performed within the boundaries of District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are available from District or on the Internet at: <<http://www.dir.ca.gov>>. Firms shall comply with the applicable registration and qualification requirements pursuant to sections 1725.5 and 1771.1 of the California Labor Code and the skilled and trained workforce requirements of Education Code section 17407.5.

## 2. Firms’ Responses. Each Firm’s Response must be concise, well organized, and demonstrate Firm’s qualifications. It must be consecutively numbered on each page and must include the following information, using the outline structure and numbering system reflected below, except as may be otherwise directed by District via written addenda. Firm’s Response must **be no longer than thirty (30) pages**, inclusive of résumés, forms, and pictures. **One hard copy and one e-copy via flash drive of the RFQ must be submitted.**

- 2.1. **Cover Letter / Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of Firm(s), address, telephone, and the name, title, and signature of the person(s) authorized to submit the Response on behalf of Firm.
- 2.2. **Table of Contents.** A table of contents of the material contained in the Response should follow the Letter of Interest.
- 2.3. **Insurance.** Please provide a statement demonstrating that Firm can meet the insurance requirements as set forth in the Agreement.

2.4. **Proposed Personnel / Firm Team.**

- 2.4.1. Include resumes of key personnel who would be performing Services for District. Specifically, define the role of each person and outline the person's individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for District. Indicate Firm's and personnel's availability to provide the Services, and list all applicable professional registration, certification and/or license designations and numbers for all professional team members that are currently active in the State of California.
- 2.4.2. Provide a schedule of subconsultants, that are likely to be used by Firm to perform Services for District, including their applicable professional registration certification and/or license designations and numbers that are currently active in the State of California.

2.5. **Statement of Services.** Provide a comprehensive narrative of the hazardous materials consulting services offered by Firm. Prepare a detailed Statement of Services for which Firm is submitting its Response, and briefly demonstrates Firm's understanding of the Services and work required for future District projects.

2.6. **Schedule.** Discuss Firm's ability to meet construction schedules for projects with very tight timetables, Firm's schedule management procedures, and how Firm has successfully handled potential and actual delays and field changes. Identify established methods and approaches utilized by Firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

2.7. **Claims.** Provide a statement of **ALL** claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). For the claim(s) identified herein, identify which claims proceeded to mediation, settlement meetings or similar dispute resolution proceedings, and describe the outcome of the mediation or other proceeding.

2.8. **References.** Include letters of reference or testimonials, if available. Firm should limit letters of reference or testimonials to no more than ten (10).

2.9. **Conflicts of Interest.** Provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District construction or bond projects, or any other work with District that may have a potential to conflict with Firm's ability to provide the Services described herein. **Except for the Services specifically contracted for under its Agreement(s) with District (if any), a Firm cannot submit, propose, bid, contract, subcontract, consult, or have any other economic interests in the project to which Firm may provide those Services.**

2.10. **Firm's Current Work Commitments.** Specify the projected workload of Firm and describe if any future commitment may impact Firm's ability to complete the Services as required herein.

2.11. **Past Projects.** Identify **ALL** K-14 projects performed by Firm in the past five (5) years. Limit your response to no more than the ten (10) **MOST RECENT** projects. Identify how your Firm handled challenges providing the services indicated herein and the documentation your Firm prepared for projects. Please include the name of the district, contact person, contact information, a description of services provided and dollar value of each project.

2.12. **Additional Data.** Provide any additional information about Firm as it may relate to Firm's Response, including, without limitation, letters of reference or testimonial.

2.13. **Compensation.**

- 2.13.1. **Fee Schedule.** Please provide a current hourly fee schedule that the Firm would charge or bill for the Services.
      - 2.13.2. **Billing Practices.** Please also provide detailed information on typical billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories.
      - 2.13.3. **Additional Costs.** Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.
    - 2.14. **Agreement Form (Attachment A).** If a Firm has any comments or objections to the Agreement, it must provide those comments or objections in its Response. The Agreement (which includes insurance and indemnification provisions) specifies the Services generally, but District reserves the right to adjust the Agreement and the Services as necessary for each specific project. **PLEASE NOTE: District will not consider any substantive changes to the form of Agreement or form of Project Authorization if they are not submitted at or before the time the Firm's Response is due.**
  3. **District's Evaluation / Selection Process.** District intends to select one (1) or more Firms for the pool that best meet District's needs to perform the services as described herein and the Agreement.
    - 1.1. **Selection.** Based on its evaluation of Responses, District staff will select Firm(s) based on the following criteria, without limitation:
      - 3.1.1. Experience and performance history of the Firm with similar projects
      - 3.1.2. Experience and performance history of the Firm with District
      - 3.1.3. Experience and results of proposed personnel
      - 3.1.4. References from clients contacted by District
      - 3.1.5. Technical capabilities and track record of the Firm
      - 3.1.6. Overall responsiveness of the Response
      - 3.1.7. Firm's pricing information
    - 3.2. **Interviews.** From Firms who provide a Response to District, District may, at its discretion, interview some or all of those Firms. If interviews occur, District may instruct Firms regarding staff members required to attend interviews in its sole discretion.
  - 1.2. **District Investigations.** District may perform investigations of proposing parties that extend beyond contacting Districts identified in a Firm's Response.
  - 1.3. **Recommendation and Award.** District reserves the right to contract with any entity responding to this RFQ, to reject any Response as non-responsive, and not to contract with any Firm for the services described herein. District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. District reserves the right to seek Responses from or to contract with any Firm not participating in this process. District intends to make recommendations to the Board of Education and ask the Board to select Firms to be in District's pool of qualified Firms.
4. **Terms and Conditions.**
  - 4.1. District is not responsible for late delivery of a Response or the cost of preparing any Response. It is the responsibility of the responding Firm to ensure that the Response is submitted on time to District. Responses that are received after the deadline may not be considered.
  - 4.2. The selected Firm(s) and each of its (their) subconsultants and/or co-venture partners, must comply

with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (“**ADA**”). Firms must be responsible for establishing and implementing an ADA program within Firm’s workplace. Firms must not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent must cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ so that such provisions will be binding upon each subconsultant.

- 4.3. **Public Records.** Responses will become the property of District and subject to the California Public Records Act, Government Code sections 7920.000 et seq. Those elements in each Response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY” may not be subject to disclosure. District must not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event District is required to defend an action on a Public Records Act request for any of the contents of a response marked “Confidential,” “Proprietary,” or “Trade Secret,” Firm agrees, by submitting a Response, to defend and indemnify District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.

**Attachment A**

**Form of Agreement for Consultant/Professional Services (Construction Related)**



**AGREEMENT FOR  
CONSULTANT/PROFESSIONAL SERVICES (CONSTRUCTION RELATED)  
BY AND BETWEEN  
HAYWARD UNIFIED SCHOOL DISTRICT  
AND  
\_\_\_\_\_ FIRM NAME**

- Geotechnical Services       Hazardous Material Testing       Special Testing & Inspection  
 Surveying – Topographic       Water / Sewer Line Testing and Inspection  
 Gas Line Testing and Inspection  
 Other Scope / Services: \_\_\_\_\_

This Agreement for Consultant Professional Services (“**Agreement**”) is made and entered into as of \_\_\_\_\_, 20\_\_\_\_ by and between **Hayward Unified School District (“District”)** and \_\_\_\_\_ (“**Consultant**”) (individually a “**Party**” or collectively the “**Parties**”).

**RECITALS**

**WHEREAS**, the District is authorized by California Government Code section 4525, et seq., to contract with and employ qualified firms, partnerships, corporations, associations, persons, or professional organizations for environmental consulting services through a fair, competitive selection process, which the District utilized when it was applicable; and

**WHEREAS**, the District is also authorized by California Government Code section 53060 to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required; and

**WHEREAS**, Consultant is specially trained, experienced, competent and duly licensed under the laws of the State of California to perform the services pursuant to this Agreement.

**AGREEMENT**

**NOW, THEREFORE**, for good and sufficient consideration, receipt of which is acknowledged, the Parties agree as follows:

**1. Services.**

1.1. The Consultant shall provide the services as indicated in **Exhibit A (“Services” or “Work”)**.

1.2. The Services for the Project shall be performed on the following project(s) / site(s):

**[Insert Specific Sites]**

(“**Site(s)**”).

1.3. Consultant may perform Services at multiple Sites for the Project. The Consultant’s Services at any one of the Sites or combination thereof may be changed, including terminated, in the same manner as the Project, as indicated herein, without changing in any way the remaining Consultant’s Services at other Site(s). The provisions of this Agreement shall apply to the Consultant’s Services at each Site, without regard to the status of the remaining Project component(s). Consultant shall invoice for each inspection and test separately and for each Site separately and District shall compensate Consultant for each Site separately on a proportionate basis based on the level and scope of Services completed for each Site.

2. **Term.** Unless terminated or otherwise cancelled as permitted herein, the term of this Agreement shall be for the following (“Term”):

**[CHOOSE APPROPRIATE TERM PROVISION]:**

From \_\_\_\_\_, 20\_\_, to \_\_\_\_\_, 20\_\_.

**[OR]**

The period of construction of the Project.

**[OR]**

\_\_\_\_\_ (\_\_\_\_) Months, beginning on \_\_\_\_\_, 20\_\_.

**[OR]**

The duration of the services provided under this Agreement.

3. **Submittal of Documents.** The Consultant shall not commence the Work under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u>  X  </u>	Signed Agreement
<u>  X  </u>	(3 Certifications): Fingerprinting/Criminal Background Investigation Certification; Iran Contracting Act Certification; Russian Sanctions Certification
<u>  X  </u>	Insurance Certificates and Endorsements
<u>  X  </u>	W-9 Form
_____	_____

4. **Compensation.** Consultant’s fee for the performance of Consultant’s Services shall be on an hourly basis and/or a per unit basis. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Agreement on a per Project basis, for a total fee not to exceed \$ \_\_\_\_\_ (“Total Fee”). District shall not be obligated to pay or be liable in law or in equity for any amount incurred by Consultant above the Total Fee. District shall pay Consultant according to the following terms and conditions:

- 4.1. The Consultant shall submit a monthly itemized statement of Service charges and expenses to the District for the preceding month. If Consultant performs Services for more than one Site, Consultant shall prepare a separate, itemized statement for each Site. The itemized statement shall reflect the hours spent by the Consultant in performing its Services on each task, and, if applicable, the statements shall reflect expenses and materials. The invoices shall contain a sufficiently detailed description of any task performed by Consultant. The itemized statement shall show the days and hours worked each workday Consultant performs Services for the previous month. District will permit a two (2) month grace period beyond this time for the Consultant to submit its invoice for a particular month’s work (i.e., a total of three (3) months for Consultant to submit an invoice for a particular month’s work). No amounts shall be due or owing to the Consultant if it fails to submit an invoice to the District at or before the end of that grace period.
- 4.2. Consultant must provide, to the District’s satisfaction, appropriate substantiation for all Services performed on an hourly basis. Consultant shall properly support payment of all hourly services, as further described herein, for each invoice or application for payment submitted by Consultant for its Services. Failure to satisfy this requirement may result in Consultant’s invoice or application for payment being rejected, at the District’s discretion, until District approves Consultant’s full compliance herewith.
- 4.3. Payment for the Work shall be made for all undisputed amounts in monthly installment payments within thirty (30) days after the Consultant submits an itemized statement to the District for Work actually completed and after the District’s written approval of the Work, or the portion of the Work for which payment is to be made.
- 4.4. **Hourly Rates.** The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Services and Extra Services on a per hour basis and shall not be changed for the term of the Agreement.

Job Title	Hourly Rate
[Insert Job Title]	\$
[Insert Job Title]	\$
[Insert Job Title]	\$

4.5. **Extra Services.** District-authorized services outside of the scope of this Agreement or District-authorized reimbursables not included in the Consultant’s Total Fee are “Extra Services.” If the Consultant determines that Extra Services are necessary, then the Consultant may request from the District in writing the District’s authorization to perform Extra Services. Any charges for Extra Services shall be paid by the District only upon certification that the claimed Extra Services were authorized, in writing, by the District and that the Extra Services have been satisfactorily completed. If any Services or Work are performed by the Consultant without prior written authorization by the District, the District will not be obligated to pay. Extra Services shall be requested, substantiated and paid as described in herein.

4.5.1. **Billing for Extra Services.** Consultant shall bill the District for Extra Services as follows:

4.5.1.1. Extra Services shall be billed for on an hourly basis and per-item basis.

4.5.1.2. The District shall pay Consultant only for all undisputed amounts within thirty (30) days after Consultant submits an invoice to the District for Extra Services actually completed and after the District’s written approval of the Extra Services, or the portion of the Extra Services for which payment is to be made.

4.5.1.3. Consultant must provide, to the District’s satisfaction, appropriate substantiation for all Extra Services performed on an hourly basis. Consultant shall properly support payment of all hourly services in each invoices, as specifically provided for herein.

5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing the Services:

[Insert any allowed costs or expenses or state “Not applicable” if none]

6. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement:

[Insert any exceptions or state “Not applicable”]

7. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker’s Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant’s employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of Consultant’s Work, District being interested only in the results obtained.

8. **Consultant and Subconsultant Registration and Compliance (When Applicable).** Consultant acknowledges that, for purposes of Labor Code section 1725.5, for all scopes of work that are within a classification of the Department of Industrial Relations (DIR) and for which there is a prevailing wage, then Labor Code section 1771 applies and that the Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. If that is the case, then:

8.1. Consultant shall comply with Labor Code section 1725.5, including without limitation the registration

requirements for itself and its subconsultants. Consultant represents that all of its subconsultants are registered pursuant to Labor Code section 1725.5.

8.2. Consultant shall pay workers not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the DIR, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are available from the District or on the Internet at: <<http://www.dir.ca.gov>>.

8.3. Labor Code section 1771.1(a) states the following:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

8.4. Consultant shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations.

8.5. Consultant shall post job site notices, as required by law, including without limitation Labor Code section 1771.4.

8.6. Consultant shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

9. **Designated Representatives.** Consultant shall coordinate with District personnel and/or its designated representatives as may be requested and desirable, including with other professionals employed by the District for the design, coordination or management of other work related to the Project.

10. **Performance of Services.**

10.1. **Standard of Care.**

10.1.1. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts. Consultant's Services will be performed with due care and in accordance with applicable law, code, rule, regulation, and/or ordinance.

10.1.2. Consultant hereby represents that it possesses the necessary professional capabilities, qualifications, licenses, skilled personnel, experience, expertise, and financial resources, and it has available and will provide the necessary equipment, materials, tools, and facilities to perform the Services in an efficient, professional, and timely manner in accordance with the terms and conditions of the Agreement.

10.1.3. Consultant shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Services, and Consultant understands that the District relies upon the professional quality, accuracy, completeness, and coordination by Consultant in performing the Services.

- 10.1.4. Consultant shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.
    - 10.2. **Meetings.** In addition to all public hearings and meetings, Consultant agrees to participate in coordination meetings to discuss District strategies, timetables, implementations of Services, and any other issues deemed relevant to the Project.
    - 10.3. **District Approval.**
      - 10.3.1. The District has the right to inspect and supervise to secure satisfactory completion of the Services.
      - 10.3.2. Prior to any documents being made public, Consultant shall provide in draft form to District staff and District legal counsel, all documents that it or its subconsultants prepare.
    - 10.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.
  11. **Information.**
    - 11.1. **Furnished by District.** Upon request by Consultant, District shall furnish Consultant any information and documents readily available to District that the Consultant determines may be of use to the Consultant in the performance of the Services. District shall rely upon Consultant to determine which information and documents may be of use to the Consultant in performance of the Services. District makes no representations with respect to the reliability, accuracy, or completeness of any information or documents furnished by the District. Consultant shall determine if it is appropriate to rely on the District furnished information or documents. Consultant shall determine if clarification, additional information, or additional data is needed, and if so, to seek it out.
    - 11.2. **Furnished by Others.** Consultant is to obtain, utilizing its own personnel, any required information that has been developed by other public or private entities that are not under contract to District. Consultant shall determine if it is appropriate to rely on the information or data developed by these other public or private entities. Consultant shall determine if clarification, additional information, or additional data is needed.
  12. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for the services.
  13. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
  14. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct

audit(s) during Consultant's normal business hours, unless Consultant otherwise consents. For a period of three (3) years after final payment under this Agreement, all expenditures of public funds in excess of ten thousand dollars (\$10,000) shall be subject to examination and audit by the State Auditor. The audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering the Agreement.

**15. Termination.**

15.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for the Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three (3) days after the day the notice was mailed, whichever is sooner.

15.2. **Without Cause by Consultant.** Consultant cannot terminate this Agreement without cause.

15.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

15.3.1. Material violation of this Agreement by the Consultant; or

15.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage; or

15.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for the intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the Services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the Services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

15.4. **With Cause by Consultant.** Consultant may only terminate this Agreement after giving written notice of intention to terminate for cause and the expiration of the time to cure. Cause shall only include:

15.4.1. Material violation of this Agreement by the District, or

15.4.2. Failure of the District to timely pay undisputed Consultant invoices.

Written notice by Consultant shall contain the reasons for the intention to terminate and unless within thirty (30) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the thirty (30) calendar days cease and terminate. During the thirty (30) calendar days the Inspector shall continue providing Services to the District until the Agreement ceases and terminates. In the event of this termination, the District may secure the Services from another Consultant.

15.5. **Documentation upon Termination.** Upon termination, Consultant shall provide the District with all documents produced maintained or collected by Consultant pursuant to this Agreement, whether or not these documents are final or draft documents.

**16. Indemnification.** To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold

free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers (“the indemnified parties”) from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity (“**Claim(s)**”), but only to the extent that the Claim(s) arise out of, pertain to or relate to, in whole or in part, the negligence, recklessness, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, and/or this Agreement, including without limitation the payment of all consequential damages.

## 17. Insurance.

- 17.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.
- 17.1.1. **Commercial General Liability.** One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.
- 17.1.2. **Commercial Automobile Liability, Any Auto.** One million dollars (\$1,000,000) per accident for bodily injury and property damage.
- 17.1.3. **Workers' Compensation Liability.** For all Consultant's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Consultant shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per accident for bodily injury or disease. Consultant shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
- 17.1.4. **Employment Practices Liability.** For all Consultant's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Consultant shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per occurrence. Consultant shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
- 17.1.5. **Sexual Molestation and Abuse Liability Insurance.** One million dollars (\$1,000,000) per incident. Consultant shall procure and maintain, during the life of this Agreement, sexual molestation and abuse insurance. Consultant shall require its Consultants to procure and maintain sexual molestation and abuse insurance for all employees of Consultants. Any class of employee or employees not covered by a Consultant's insurance shall be covered by Consultant's insurance. If any class of employee or employees engaged in Services under the Agreement, on or at the Site of the Project, are not covered under the sexual molestation and abuse insurance, Consultant shall provide, or shall cause a Consultant to provide, adequate insurance coverage to cover any employee(s) not otherwise covered before any of those employee(s) commence work.
- 17.1.6. **Professional Liability.** This insurance shall cover the prime design professional and design professional's liability arising from the services of Consultant with a minimum of one million dollars (\$1,000,000) per claim limit and two million dollars (\$2,000,000) aggregate limit, and subject to no more than **twenty-five thousand dollars (\$25,000) per claim deductible**, coverage to continue through completion of construction plus “tail” coverage for two (2) years thereafter. This policy can be on a claims-made basis.
- 17.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services

until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

- 17.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 17.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 17.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers ("Additional Insureds") are named Additional Insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.
- 17.2.4. All policies except the Professional Liability Policy shall be written on an occurrence form.

17.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

18. **Assignment.** The obligations and liabilities of the Consultant pursuant to this Agreement shall not be assigned voluntarily by the Consultant nor assigned by operation of law, without express written consent of the District.
19. **Binding Contract.** This Agreement shall be binding upon the Parties hereto and upon their successors and assigns and shall inure to the benefit of the Parties and their successors and assigns.
20. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Agreement is at variance with any of these laws, ordinances, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
21. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force the certificates, permits and licenses as are required by law in connection with the furnishing of the Services. Except for any license or permits furnished by District, Consultant shall be fully responsible for identifying and obtaining all necessary licenses and permits for the timely prosecution of the Services.
22. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and District policy. Consultant and each subconsultant shall comply with Chapter 1 of Division 2, Part 7 of the Labor Code, beginning with § 1720, and including §§ 1735, 1777.5 and 1777.6, forbidding discrimination, and §§ 1776, 1777.5 and 1777.6 concerning the employment of apprentices by Consultant or subconsultants. Willful failure to comply may result in penalties, including loss of the right to bid on or receive public works contracts. In addition, the Consultant agrees to



require like compliance by all its subcontractor(s).

23. **Disabled Veteran Business Enterprises.** Pursuant to section 17076.11 of the Education Code, the District has a participation goal for disabled veteran business enterprises (DVBEs) of at least three percent (3%), per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the Act). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to future hirings, the Consultant, before it executes the Agreement, shall provide to the District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount paid to DVBEs in conjunction with the Agreement, and documentation demonstrating the Consultant's good faith efforts to meet these DVBE goals.
24. **Interaction with the Media and Public.** Consultant shall promptly refer all inquiries from the news media or public to District and shall not make any statements to the media or the public relating to the Services. If Consultant receives a complaint from a citizen or the community, Consultant shall promptly inform the District about the complaint.
25. **Taxes.** Consultant shall be liable and solely responsible for paying all required taxes and other obligations, including but not limited to federal and state income taxes and social security taxes payable in connection with the Services and this Agreement. Consultant agrees to release, indemnify, defend, and hold District harmless from and against any worker's compensation or any tax liability which District may incur to any Federal or State governments with jurisdiction as a consequence of this Agreement. All payments made to Consultant may be reported to the Internal Revenue Service.
26. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
27. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
  - 27.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
  - 27.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
28. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
29. **Disputes.** In the event of a dispute between the Parties as to performance of Work, Agreement interpretation, or payment, the Parties shall attempt to resolve the dispute by negotiation and/or mediation, if agreed to by the Parties. Pending resolution of the dispute, Consultant shall neither rescind the Agreement nor stop performing the Services.
30. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
31. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Services are actually being performed pursuant to this Agreement.

32. **Notice.** Notices and communications between the Parties may be sent to the following addresses:

**District:**

Hayward Unified School District  
2441 Amador Street  
Hayward, CA 94544  
ATTN: Allan Garde, Assistant  
Superintendent, Business Services  
[agarde@husd.k12.ca.us](mailto:agarde@husd.k12.ca.us)

**Consultant:**

\_\_\_\_\_ [Firm Name]  
Company Address  
\_\_\_\_\_, CA \_\_\_\_\_  
Attn: \_\_\_\_\_  
Email: \_\_\_\_\_

Any notice personally given shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the day after delivery.

33. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
34. **California Law.** This Agreement is entered into in California and shall be governed by and the rights, duties and obligations of the Parties, and shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District’s administrative offices are located. Consultant waives any claim or right to remove an action on this Agreement to federal court.
35. **Waiver.** The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of the term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
36. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
37. **Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
38. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.
39. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted the provision, and this Agreement shall be construed as if jointly prepared by the Parties.
40. **Calculation of Time.** For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified.
41. **Signature Authority.** Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.
42. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
43. **Incorporation of Recitals and Exhibits.** The Recitals and any and all exhibits attached hereto are hereby incorporated herein by reference.

44. **Provisions Required by Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.
45. **Incorporation of RFQ/RFP & Proposal and Interpretation of Documents.** The District's Request for Statement of Qualifications and/or A Request for Proposals ("**RFQ/RFP**"), is hereby incorporated into this Agreement. If a conflict exists between this Agreement and the RFQ/RFP and/or the Consultant's Response, this Agreement shall control over the RFQ/RFP, which shall control over Consultant's Response.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date indicated below.

**Hayward Unified School District**

**[Consultant]** \_\_\_\_\_

By: \_\_\_\_\_  
**Allan Garde**  
**Assistant Superintendent, Business Services**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Email: \_\_\_\_\_

**Information regarding Consultant:**

Consultant: \_\_\_\_\_

\_\_\_\_\_  
 Employer Identification and/or Social Security Number

License No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business Entity:  
 \_\_\_ Individual  
 \_\_\_ Sole Proprietorship  
 \_\_\_ Partnership  
 \_\_\_ Limited Partnership  
 \_\_\_ Corporation, State: \_\_\_\_\_  
 \_\_\_ Limited Liability Company  
 \_\_\_ Other: \_\_\_\_\_

**NOTE: Title 26, United States Code sections 6041 and IRS reporting rules require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. These rules also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the District requires your federal tax identification number or Social Security number, whichever is applicable.**

**[THE DISTRICT SHALL CHOOSE THE TYPE OF SERVICES FOR THE PROJECT  
AND DELETE ALL OTHERS]**

**EXHIBIT A TO AGREEMENT FOR SERVICES**

**PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE  
CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

**GEOTECHNICAL TESTING**

Consultant's entire Proposal is **not** made part of this Agreement. **[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.**

The Consultant shall perform the following geotechnical services as indicated in the District's RFQ/P and shall include, without limitation:

- Research and review of previous geotechnical investigation and geologic/fault reports for the site and vicinity
- Geologic reconnaissance of the site
- Subsurface exploration of the site
- Laboratory testing of selected soil samples obtained during drilling
- Geologic hazards evaluation
- Site surface, subsurface, and groundwater conditions
- Geologic and seismic conditions at the sites in accordance with California Geological Survey (CGS Note 48) and the Division of State Architect (DSA) requirements
- Identify potential seismic hazards and liquefaction potential
- Provide site specific seismic design parameters as per current California Building Code
- Provide site specific Design Response Spectrum (2% on 50 years)
- Corrosion and chemical attack potential of soils
- Soil criteria for foundation design, including soil bearing pressure, embedment depths, and resistance to lateral loads
- Estimated foundation settlements and differential settlements
- Concrete floor slab on grade design recommendations including thickness, reinforcement, base, vapor barrier, and compaction
- Earthwork construction including site preparation, over-excavation, fill placement, and compaction
- General assessment and recommendations for use of on-site materials for construction
- Preliminary asphalt concrete and concrete pavement sections based on assumed traffic indices for parking areas, drive aisles, delivery areas, fire access lanes, reinforcement, base, and compaction for TI- 5,6, and 7
- Recommendations and/or validation of base requirements for permeable pavers
- Anticipated excavation conditions and temporary excavations
- Underground utility trench backfill recommendations
- Recommendations regarding demolition of existing structures
- Compaction and base requirements for site walls and improvements
- Percolation test at proposed planters and parking lots
- Provide values for tie-back anchors
- Provide values for caissons and/or piles

- Provide values for passive pressure for design of light pole/ flag pole footings in areas outside of building pad where soil compaction may not occur.
- Document removal and re-compaction test areas and depths
- Observe and test compaction of subgrades to receive AC pavement and/or Portland cement concrete
- Provide onsite compaction testing for AC pavement areas
- Perform required laboratory tests on retained samples from on-site and/or imported materials for fill placement as required on the soils report.
- Observe, inspect, sample, and test all structural concrete placed at the project site including the placement of all reinforcing steel
- Observe and inspect all structural steel erection including welding
- Upon completion of Project, prepare a DSA 291 and a DSA 293

In addition, the Consultant shall perform geotechnical observations and testing services during construction of the Project, and shall include, without limitation:

- Risk Assessments per Title 5 of the California Code of Regulations
- Other Geohazard Assessments
- Health Risk Assessments including Toxic Air Emissions
- Geohazard Studies
- Railroad Risk Studies
- Pipeline/Water Storage Tank Risk Studies
- Electromagnetic Field Management Plans
- Hazardous waste site investigations
- Safety assessments
- Air emissions assessments
- Groundwater and soil vapor extraction / remediation systems
- Site visits to monitor the contractor's earthwork construction activities
- Observations and testing during site grading, installation of underground utilities, setting sub-grade and installing aggregate base, and foundation excavations
- Engineering consultations
- Project management of geotechnical concerns
- Consultant shall prepare and present a final report to the District within \_\_\_\_\_ days before / after the District's recording of a notice of completion

Consultant shall present drafts and final reports for action/information by the District.

**EXHIBIT A TO AGREEMENT FOR SERVICES**

**PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

**HAZARDOUS MATERIAL TESTING**

Consultant's entire Proposal is **not** made part of this Agreement.

**[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

Consultant shall provide all services necessary for completing the following:

<b>Summary of Work in Exhibit A by Task</b>	<b>Amount</b>
1. <b>Design Phase.</b> Performing non-destructive sampling survey for ACMs, LBPs, and LCMs using PLM asbestos analysis for 40 samples and XRF for lead with written report of findings; attending one 3-hour meeting to discuss abatement steps; preparing a management plan with no training.	\$ _____
2. <b>Pre-Bid Phase.</b> Preparing ACM, LBP, and LCM scope of work and abatement specifications; assisting in preparing bid/contract documents; attending one 3-hour pre-bid meeting.	\$ _____
3. <b>Construction.</b> Performing pre-shift full-time oversight of abatement and remediation with 15 air samples collected for PCM asbestos analysis per shift; reviewing contractor submittals; attending weekly project meetings and other meetings; lead analysis for 15 wipe samples; and waste characterization assuming two bulk samples for lead analysis using TTLC, STLC and TCLP analysis on a 5-day laboratory response time.	\$ _____
4. <b>Close-Out.</b> Compiling documents related to ACMs, LBPs, and LCMs.	\$ _____
<b>Total</b>	\$ _____

**1. SERVICES GENERALLY**

1.1. In general, the Services to be provided by the Consultant will include:

- 1.1.1. Construction document review
- 1.1.2. Building inspections/surveying and testing for:
  - 1.1.2.1. Asbestos-containing materials ("ACM"),
  - 1.1.2.2. Lead-containing materials ("LCM"), and
- 1.1.3. Identify other hazardous materials of importance required prior to demolition
- 1.1.4. Bulk sampling for ACM and LCM
- 1.1.5. X-Ray fluorescence (XRF) testing for LCM
- 1.1.6. Preparation of removal specifications and plans, identifying all items that require abatement prior to demolition
- 1.1.7. ACM and LCM abatement compliance inspections, including environmental and clearance air

- 1.1.8. monitoring, quality control and assurance programs for field sampling
- 1.1.8. Project support and analytical services for an emergency or planned repair, renovation, and demolition projects as required by the District
- 1.2. Consultant will monitor the abatement work to ensure compliance with contract specifications and all federal, state, and local regulatory requirements applicable to the work.
- 1.3. Work shall be performed in accordance with:
  - 1.3.1. Asbestos Hazard Emergency Response Act (AHERA),
  - 1.3.2. Title 8 of the California Code of Regulations, including Sections 1529 and 1532.1,
  - 1.3.3. Education Code Section 49410 et seq.,
  - 1.3.4. Health and Safety Code section 25914 et seq.,
  - 1.3.5. Labor Code Section 6501 et seq., and
  - 1.3.6. All applicable local, state and federal laws, all in support of the construction commencing throughout the District.

## **2. DESIGN PHASE**

- 2.1. Prepare a detailed survey/inspection of the Site for the presence of asbestos and lead containing materials, which will include review of available pertinent existing historical documentation/previous reports of proposed areas where materials or areas of ACM and LCM may be located.
- 2.2. Meet with the District Representatives as needed to decide what abatement steps should be undertaken in connection with the modernization plans for the Site.
- 2.3. Develop a management plan to identify ACM and LCM.
- 2.4. Assess, sample and analyze materials for ACM at the Site:
  - 2.4.1. Visual assessment of accessible areas.
  - 2.4.2. Preliminary assessment to determine homogeneous area and sampling schemes.
  - 2.4.3. Non-destructive bulk sampling and analysis by Polarized Light Microscopy (PLM) of suspect ACM. Analysis to be in accordance with United States Environmental Protection Agency (USEPA) protocol as found in the Asbestos Hazard Emergency Response Act (Code of Federal Regulation, Section 40, Part 763).
- 2.5. Assess, sample and analyze LCM at the respective Project sites:
  - 2.5.1. Visual assessment of accessible areas.
  - 2.5.2. Preliminary assessment to determine homogeneous areas and sampling schemes.
  - 2.5.3. X-ray fluorescence (XRF) sampling of painted surfaces to assess lead content. If inconclusive, sample tests are to be provided.
- 2.6. Consultant shall provide seventy two (72) hour notice to the designated representative of the District prior to starting any on-site assessment or sampling. The Consultant shall notify the District representative for all work to be performed, including the date and time of the Consultant's visit. Sampling may only be performed when staff and students are not present in the areas to be sampled. The Consultant shall not displace staff or students for sampling purposes.
- 2.7. Consultant shall provide a Hazardous Building Material Survey (HBMS) report for the Project site. HBMS

reports shall include a summary of findings and recommendations, and individual detailed sections for ACM and LCM.

- 2.8. District will provide, if available, copies of any available existing hazardous material reports prepared by others, as-built/record drawings (CD, if available) and copies of relevant modernization design drawings currently in progress to the Consultant.

### **3. PRE-BID PHASE**

- 3.1. Consultant shall prepare a LCM/ACM scope of work and specifications for the Project site as directed by the District, which will include but not be limited to: work procedures, abatement drawings identifying type, extent and location at each building of ACM and LCM and disposal requirements, air sampling criteria and work area preparation.
- 3.2. Consultant shall assist District in the preparation of other bidding/contract documents for abatement contractors.
- 3.3. Consultant shall be available to attend Pre-Bid meetings to answer questions from bidding contractors.

### **4. CONSTRUCTION PHASE**

- 4.1. Consultant shall provide oversight of abatement and remediation activities.
- 4.2. Consultant shall review contractor submittals, including the contractor's hazardous remediation plan, worker certificates, medical clearances, respirator fit tests and Injury Illness Prevention Plan (IIPP).
- 4.3. Consultant shall attend and participate in weekly project meetings, and any other meetings, as required.
- 4.4. Consultant shall monitor construction contractor with regard to monitoring abatement work (asbestos and lead removal), for compliance with abatement scope of work and specifications, as well as all necessary air monitoring, wipe sampling and necessary testing.
- 4.5. Consultant shall collect asbestos air samples during abatement work and analyze within twenty four (24) hours. Clearance air samples at conclusion of abatement work shall be analyzed in accordance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos School Hazard Abatement Reauthorization Act (ASHARA), 40 Code of Federal Regulations (CFR), Environmental Protection Agency (EPA) rules regarding asbestos containing materials in schools and other applicable requirements of responsible regulatory agencies.
- 4.6. Consultant shall characterize waste materials from lead abatement work. Waste characterization shall be performed in accordance with applicable requirements of responsible regulatory agencies. This includes characterization of wastes as hazardous waste and/or Resource Conservation Recovery Act (RCRA) hazardous waste.

### **5. CLOSEOUT**

Within thirty (30) days of completion of the abatement work, Consultant shall provide District documentation detailing abatement work completed, results of monitoring and contractor observations, results of clearance sampling, copies of waste manifests for the disposal of hazardous and non-hazardous waste for the Project site, site inspection reports (daily field reports) of abatement activities and summary of abatement activities, abatement activity personnel, and certification that the abatement activities complied with all applicable Health and Safety laws, guidelines, and requirements of Cal/OSHA Title 8, California Department of Education (CDE), Department of Toxic Substances Control (DTSC), and the California Division of the State Architect (DSA).



**EXHIBIT A TO AGREEMENT FOR SERVICES**

**PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

**SPECIAL TESTING AND INSPECTION**

Consultant's entire Proposal is **not** made part of this Agreement.

**[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

The scope of Services is more specifically described herein.

The Consultant must complete a Division of the State Architect ("DSA") Form SSS 103-1 (Revised 4/07 or more recent version, Structural Tests and Inspections). All appropriate boxes must be checked to indicate the type(s) of Inspection(s) and/or testing that will be performed as part of the scope of this Agreement.

- 1) Compacted fill inspection and testing
- 2) Reinforcing steel inspection and testing
- 3) Structural steel inspection and testing
- 4) Brick and block inspection and testing
- 5) Glued laminated structural lumbar inspection and testing
- 6) \_\_\_\_\_ inspection and testing
- 7) \_\_\_\_\_ inspection and testing
- 8) \_\_\_\_\_ inspection and testing

Consultant shall provide the Services set forth herein, as well as any incidental services necessary for the full and adequate completion of Project Services in strict accordance with all applicable local, state and federal laws rules and regulations, including but not limited to, the State Building Code, California Code of Regulations, Title 24 and Instructions on Division of the State Architect ("DSA"), Structural Tests and Inspections form SSS 103-1 (as provided for the project), and instructions included herein. Special Inspectors and testing staff shall be prepared to attend Project progress meetings and other specially called meetings as determined by the District. Consultant shall provide daily and/or individual occurrence reports of Special Inspections and Testing results on previously approved forms and provide sufficient copies to the District and District's Representatives for distribution to the Construction Contractor, and Architect.

**Geotechnical Engineer of Record and Soils Observation and Testing**

The geotechnical portions of this Project shall be performed under the direction of a Geotechnical Engineer, which shall be the Geotechnical Engineer of Record for the Project. A technician with a nuclear gauge shall perform density and moisture testing in the field during grading, utility trench backfilling, and pavement operations utilizing ASTM D2922, D3017, and ASTM D1556 methods. Laboratory maximum density and optimum moisture determination shall be performed in accordance with ASTM D1557 or D698. Asphalt pavement placement and testing shall be performed in accordance with Caltrans methods.

Consultant shall provide:

1. Perform a site reconnaissance, reviewing the geotechnical engineering report for this project, reviewing the drawings, and preparing a transfer of geotechnical engineer of record responsibility letter
2. Project management, consultation during construction, preparation of daily field, foundation excavation observation, and final grading reports
3. Ensure soils conditions are in conformance to soils report
4. Foundation Inspection
5. Caisson, drilled piers or driven piles inspection
6. As-graded soils report
7. Observation and testing during site clearing and mass grading

8. Observing the foundations excavations for structures
9. Observation and testing during backfilling of utility trenches
10. Observation and testing during backfilling around retaining walls
11. Observation and testing during subgrade preparation and base rock placement in asphalt paved areas
12. Observation and testing during asphalt concrete placement
13. Perform the following Sampling and Testing of Materials and Testing of Work-in-Place as may be required by the DSA Testing and Inspection Listing, and as required by the District. The Testing shall be performed in accordance with ASTM test methods and California test methods as appropriate. All Laboratory testing shall be accomplished in a DSA certified laboratory:
  - a. Soil, Aggregate & Asphalt
  - b. Maximum Dry Density
  - c. Expansion Index (ASTM D4318)
  - d. R-Value
  - e. Sand Equivalent
  - f. Sieve Analysis (ASTM C136)
  - g. Hveem Stability
  - h. Asphalt Extraction (ASTM 2172)
  - i. Hardness and Abrasion
  - j. Atterberg limits (ASTM 4318)
  - k. No. 200 Sieve Analysis (ASTM D422)
  - l. Specific Gravity C127/C128
  - m. Asphalt and Asphaltic Concrete Gradation (ASTM C136)
  - n. Asphalt and Asphaltic Concrete Specific Gravity (ASTM D1188)
  - o. Asphalt and Asphaltic Concrete Stability & Flow Marshall (ASTM D1559)
  - p. Asphalt and Asphaltic Concrete Abrasion (ASTM C131)
  - q. Asphalt and Asphaltic Concrete Unit Weight (ASTM D2726)
  - r. Asphalt Cores

Observation and testing shall consist of visual observation of earthwork activities and taking field density and moisture tests for the purpose of ascertaining that the work is in substantial conformance with the Project documents, plans and specifications.

## **EXHIBIT A TO AGREEMENT FOR SERVICES**

### **PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

### **SURVEYING – TOPOGRAPHIC**

Consultant's entire Proposal is **not** made part of this Agreement.

**[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

Consultant shall perform the following surveying-topographical Services as indicated in the District's RFP, and shall include, without limitation:

#### **Aerial Topographic Survey Control**

- A. Set aerial control panels at locations by aerial mapping company, if any. Perform field survey and office calculations to determine horizontal and vertical locations of aerial control panels. Survey to be tied into appropriate benchmarks.
- B. Provide ASCII digital file with coordinates and elevations of aerial control points.

#### **Boundary Survey**

- A. Perform research at County Survey Records Department and City Engineering Department to obtain record maps necessary to perform boundary survey. Obtain copy of assessor's parcel map, record maps, records of survey, etc.
- B. District will purchase Preliminary Title Reports for the subject properties and provide all referenced documents in the title reports.
- C. Perform field boundary survey to locate existing property corner monuments and survey monuments on adjoining properties as necessary to determine property boundary location.
- D. Compute location of property boundary and plot in same coordinate reference with aerial mapping, if any. Include in digital and paper copies to be provided to District.
- E. Coordination with District, Master Architect, and others as needed.

#### **Complete Comprehensive Base Mapping (utilities, easements, boundary, and topography)**

- A. Perform research at City Engineering Department to obtain record drawings for existing public (and private) improvements including existing city-owned utilities on or within the influence of the proposed project.
- B. Obtain record facility maps from franchise utilities (PG&E gas and electric, SBC, Cable TV)
- C. Use additional field survey shots and prepare existing base utilities information as well as augmentation to the base mapping for other key features.
- D. Use information contained in the preliminary title report, identify record easement information and other potential constraints to the development of the property on the base map graphically.
- E. Circulate the base mapping for use and comment by District, Master Architect, and others as needed.

#### **Prepare a Record of Survey**

- A. Prepare and file with County Surveyor a record of survey map of the property boundary. Record of survey will be signed and sealed by a California professional land surveyor or professional engineer authorized to practice land surveying in California.
- B. Set property corner monuments as required by County Surveyor. Monuments will be identified (tagged) with PLS or RCE License number.

### Additional Services

- A. Field topographic shots for verifying and/or augmenting aerial topographic survey will be taken as a part of the comprehensive base mapping work. These shots will including tying in existing utilities on the property as well as general shots to validate the terrain model developed by the aerial mapping subconsultant.
- B. Set two inter-visible project survey control monuments (one of which shall be the project benchmark) near edge of the property for use as Project control throughout the project planning, design development and subsequent construction. Monuments will be durable in nature with identifiable markers such as brass discs, aluminum washers or other like tag(s).
- C. Attend meetings and assist in survey related issues as needed.

Form of Agreement

**EXHIBIT A TO AGREEMENT FOR SERVICES**

**PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

**STORM / SEWER LINE TESTING AND INSPECTION**

Consultant's entire Proposal is **not** made part of this Agreement.

**[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

Consultant shall perform the following testing and inspection Services as indicated in the District's RFP, and shall include, without limitation:

**1. PHASE 1 - Planning and research:**

- 1.1. Meet with District staff to confirm scope of deliverables, schedule, and timing of the work.
- 1.2. Research existing as-built and record drawings, from local agencies. Obtain existing sewer and storm drainage inventory maps, existing GIS drainage layers provided by local agencies, utilities, and flood control district.
- 1.3. Determine existing private sewer/storm drain easements and responsible party.
- 1.4. Determine watershed areas and develop watershed boundaries as a GIS layer.
- 1.5. Present methods and alternatives to obtaining data and provide recommendations and analyses of the advantages and/or disadvantages of each if necessary.
- 1.6. Develop a plan for the collection of field data on the existing structures and pipes.

**2. PHASE 2 - Collect/verify data on existing sewer and stormwater drainage system:**

- 2.1. Inventory and survey sewer and stormwater drainage system including the following:
  - 2.1.1. Type of drainage structure (i.e. curb inlet, manhole, box culvert, etc.) and material (concrete, brick, metal, plastic, etc.).
  - 2.1.2. Drainage structure dimensions, rim/grate elevations, and invert elevations of inlets and outlet pipes.
  - 2.1.3. Direction of flow thru structure (referenced from due north).
  - 2.1.4. Apparent structural condition (rated on a scale of 1-5 or other rating system recommended by the Consultant).
- 2.2. Obtain pipe size, material type, and condition (rated on a scale of 1-5 or any recommended scale).
- 2.3. Pipe assessments will be done by visual inspection of each accessible pipe segment using a Quickview pipe camera or an equivalent alternate method. Conduct CCTV video inspection surveys of existing drainage facilities where pipe segments are too long or have a deflection such that the entire pipe segment is not visible from one end. Video files showing the visual assessment of each pipe end will be created.
- 2.4. Other relevant information (i.e. plugged with debris, lid missing, etc.).

**3. PHASE 3 - Survey Deliverables:**

- 3.1. All collected information shall be recorded using electronic form. Digital photos and digital video files of the pipe shall be linked to each structure or pipe record in the database. Digital copies must be provided with a reference number indicated on the information form. Consultant shall combine all structure

inventory records into a single GIS database and provide a digital copy of the database files to the District at the completion of the project.

- 3.2. Any structures or pipes that cannot be located in the field or opened will need to be noted as not accessible. Structures or pipes that are clogged with debris such that adequate visual inspection cannot be performed will also need to be recorded. Upon receipt of this list, the District will determine how to proceed to complete the assessment on these structures.

Form of Agreement

**EXHIBIT A TO AGREEMENT FOR SERVICES**

**PROJECT SCOPE**

**[THIS IS SAMPLE SCOPE ONLY. THE REQUIRED SCOPE OF SERVICES MUST BE REVIEWED AND APPROVED BY THE CONSULTANT AND THE DISTRICT WHEN THE AGREEMENT IS EXECUTED.]**

**GAS LINE / WATER LINE TESTING AND INSPECTION**

Consultant's entire Proposal is **not** made part of this Agreement.

**[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

Consultant shall perform the following testing and inspection Services as indicated in the District's RFP, and shall include, without limitation:

**1. PHASE 1 - Planning and research:**

- 1.1. Meet with District staff to confirm scope of deliverables, schedule, and timing of the work.
- 1.2. Research existing as-built and record drawings, from local agencies and utilities. Obtain existing gas and water-line inventory maps provided by local agencies and utilities.
- 1.3. Determine existing public/private gas and water line easements and responsible party.
- 1.4. Present methods and alternatives to obtaining data and provide recommendations and analyses of the advantages and/or disadvantages of each if necessary.
- 1.5. Develop a plan for the collection of field data on the existing structures and gas and water lines.

**2. PHASE 2 - Collect/verify data on existing gas and water-line systems:**

- 2.1. Inventory and survey gas and water line systems including the following:
  - 2.1.1. Type of structure and material (concrete, brick, metal, plastic, etc.).
  - 2.1.2. Line structure dimensions, elevations of inlets and outlet pipes.
  - 2.1.3. Direction of flow thru structure (referenced from due north).
  - 2.1.4. Apparent structural condition (rated on a scale of 1-5 or other rating system recommended by the consultant).
- 2.2. Obtain pipe size, material type, and condition (rated on a scale of 1-5 or any recommended scale).
- 2.3. Pipe assessments will be done by visual inspection of each accessible pipe segment using \_\_\_\_\_ or an equivalent alternate method.
- 2.4. Other relevant information (i.e. plugged with debris, lid missing, etc.).

**3. PHASE 3 - Survey Deliverables:**

- 3.1. All collected information shall be recorded using electronic form. Digital photos and digital video files of all gas and water-lines shall be linked to each structure or pipe record in the database. Digital copies must be provided with a reference number indicated on the information form. Consultant shall combine all structure inventory records into a single GIS database and provide a digital copy of the database files to the District at the completion of the project.
- 3.2. Any structures or pipes that cannot be located in the field or opened will need to be noted as not accessible. Structures or pipes that are clogged with debris such that adequate visual inspection cannot

be performed will also need to be recorded. Upon receipt of this list, the District will determine how to proceed to complete the assessment on these structures.

Form of Agreement



**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services ("Agreement"):

**[TO BE COMPLETED BY AUTHORIZED DISTRICT EMPLOYEE ONLY.]** Consultant's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Consultant's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c).)

Date: \_\_\_\_\_  
District Representative's Name and Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant's services under this Agreement and Consultant certifies its compliance with these provisions as follows: *"Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."*

Consultant's services under this Agreement shall be limited to the construction, reconstruction, rehabilitation, or repair of a school facility and although all Employees will have contact, other than limited contact, with District pupils, pursuant to Education Code section 45125.2 District shall ensure the safety of the pupils by at least one of the following as marked:

- \_\_\_\_\_ The installation of a physical barrier at the worksite to limit contact with pupils.
  - \_\_\_\_\_ Continual supervision and monitoring of all Consultant's on-site employees of Consultant by an employee of Consultant, \_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.
  - \_\_\_\_\_ Surveillance of Employees by District personnel. **[TO BE COMPLETED BY AUTHORIZED DISTRICT EMPLOYEE ONLY.]**
- Date: \_\_\_\_\_  
District Representative's Name and Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Megan's Law (Sex Offenders)**. I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

**[MUST BE COMPLETED BY CONSULTANT'S AUTHORIZED REPRESENTATIVE.]** I am a representative of the Consultant entering into this Agreement with the District and I am familiar with the facts herein certified and am authorized and qualified to execute this certificate on behalf of Consultant.

Date: \_\_\_\_\_  
Name of Consultant or Company: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

**IRAN CONTRACTING ACT CERTIFICATION**  
**(Public Contract Code § 2204)**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Consultant shall complete **ONLY ONE** of the following three paragraphs.

- 1. Consultant's total Fee is less than one million dollars (\$1,000,000).  
**OR**
- 2. Consultant's total Fee is one million dollars (\$1,000,000) or more, but Consultant is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code § 2203(b), and Consultant is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.  
**OR**
- 3. Consultant's total Fee is one million dollars (\$1,000,000) or more, but the District has given prior written permission to Consultant to submit a proposal pursuant to PCC 2203(c) or (d). **A copy of the written permission from the District is included with this Agreement.**

I certify that I am duly authorized to legally bind the Consultant to this certification, that the contents of this certification are true, and that this certification is made under the laws of the State of California.

Date: \_\_\_\_\_

Proper Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**RUSSIAN SANCTIONS CERTIFICATION**

On February 21, 2022, President Biden issued Executive Order 14065 (<https://www.whitehouse.gov/briefing-room/presidential-actions/2022/02/21/executive-order-on-blocking-property-of-certain-persons-and-prohibiting-certain-transactions-with-respect-to-continued-russian-efforts-to-undermine-the-sovereignty-and-territorial-integrity-of-ukraine/>; “**Federal Order**”) imposing economic sanctions and prohibiting many activities including, but not limited to, investing in, importing to, exporting from, and contracting with, areas of Ukraine and in Russia. On March 4, 2022, California Governor Newsom issued Executive Order N-6-22 requiring state agencies to take steps to ensure any agency and entity under contract with state agencies comply with the Federal Order (<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>; “**State Order**”).

The District requires the Consultant, as a vendor with the District, to comply with the economic sanctions imposed in response to Russia’s actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>).

If your Firm’s contract with the District has a cumulative value of \$5 million or more, you must also provide a written response to the District, in addition to this certification, indicating:

- (1) that your Firm is in compliance with the required economic sanctions of the Federal and State Orders;
- (2) the steps your Firm has taken in response to Russia's actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, not transferring technology to Russia or Russian entities, and directly providing support to the government and people of Ukraine.

I certify that I am duly authorized to legally bind the Consultant to this certification, and I certify that the Consultant is compliant with the Federal Order and the State Order.

Date: \_\_\_\_\_

Proper Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_