

NAPA COUNTY AGREEMENT NO. 220255B

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of this _____ day of _____, 2022, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as “COUNTY”, and TLCD Architecture a California corporation, whose business address is 520 Third Street #250, Santa Rosa, CA 95401, hereinafter referred to as “CONTRACTOR”;

RECITALS

WHEREAS, COUNTY wishes to obtain specialized services, as authorized by Government Code section 31000, in order to provide Architectural/Engineering and associated services to evaluate, provide recommendations, construction support for safety and security improvements at the Child Welfare Services located at the South Campus Facility; and

WHEREAS, CONTRACTOR is willing to provide such specialized services to COUNTY under the terms and conditions set forth herein;

TERMS

NOW, THEREFORE, COUNTY hereby engages the services of CONTRACTOR, and CONTRACTOR agrees to serve COUNTY in accordance with the terms and conditions set forth herein:

- 1. Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire on June 30, 2022, unless terminated earlier in accordance with Paragraphs 9 (Termination for Cause), 10 (Other Termination) or 23(a) (Covenant of No Undisclosed Conflict); except that the obligations of the parties under Paragraphs 7 (Insurance) and 8 (Indemnification) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to COUNTY shall also continue after said expiration date or early termination in relation to the obligations prescribed by Paragraphs 15 (Confidentiality), 20 (Taxes) and 21 (Access to Records/Retention). The term of this Agreement shall be automatically renewed for an additional year at the end of each fiscal year, under the terms and conditions then in effect, not to exceed two additional years, unless either party gives the other party written notice of intention not to renew no less than thirty (30) days prior to the expiration of the then current term. For purposes of this Agreement, “fiscal year” shall mean the period commencing on July 1 and ending on June 30.
- 2. Scope of Services.** CONTRACTOR shall provide COUNTY those services set forth in Exhibit “A”, attached hereto and incorporated by reference herein.

3. **Compensation.**

(a) Rates. In consideration of CONTRACTOR's fulfillment of the promised work, COUNTY shall pay CONTRACTOR at the hourly rates set forth in Exhibit "B", attached hereto and incorporated by reference herein.

(b) Expenses. Will be reimbursed as set forth in Exhibit B.

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall be a total of **Eighty-Four Thousand Eight Hundred Two Dollars (\$84,802)** for professional services per fiscal year; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred.

4. **Method of Payment.**

(a) Professional Services. All payments for compensation and reimbursement for expenses shall be made only upon presentation by CONTRACTOR to COUNTY of an itemized billing invoice in a form acceptable to the Napa County Auditor which indicates, at a minimum, CONTRACTOR's name, address, Social Security or Taxpayer Identification Number, itemization of the hours worked, a detailed description of the tasks completed during the billing period, the names of person(s) performing the services and the position(s) held by such person(s), and the approved hourly or task rate.

(b) Expenses. If the Agreement provides for expense reimbursement, requests for reimbursement shall describe the nature and cost of the expense, the date incurred. With the exception of per diem reimbursements, receipts must be attached.

(c) Fixed Price. If the Agreement provides for a fixed price, if CONTRACTOR presents interim invoices, CONTRACTOR must state the percentage of work completed, which must be verified by COUNTY, i.e., 35% design, 95% design, draft report, et cetera, at which time CONTRACTOR shall be paid the equivalent percentage of the fixed price.

(d) Invoices. CONTRACTOR shall submit invoices not more often than once per month to the Director of Public Works who, after review and approval as to form and content, shall submit the invoice to the Napa County Auditor no later than fifteen (15) calendar days following receipt. A sample invoice showing the level of detail required is attached as Exhibit "C".

(e) Legal status. So that COUNTY may properly comply with its reporting obligations under federal and state laws pertaining to taxation, if CONTRACTOR is or becomes a corporation during the term of this Agreement, proof that such status is currently recognized by and complies with the laws of both the state of incorporation or organization and the State of California, if different, shall be provided to the Director of Public Works upon request in a form satisfactory to the Napa County Auditor. Such proof shall include, but need not be limited to, a copy of any annual or other periodic filings or registrations required by the state of origin or California, the current address for service of process on the corporation or limited liability partnership, and the name of any agent designated for service of process by CONTRACTOR within the State of California.

5. **Independent Contractor.** CONTRACTOR shall perform this Agreement as an independent contractor. CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at

CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes, unless required to do so by court order. As between the parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.

6. **Specific Performance.** It is agreed that CONTRACTOR, including the agents or employees of CONTRACTOR, shall be the sole providers of the services required by this Agreement. Because the services to be performed by CONTRACTOR under the terms of this Agreement are of a special, unique, unusual, extraordinary, and intellectual or time-sensitive character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in an action of law, COUNTY, in addition to any other rights or remedies which COUNTY may possess, shall be entitled to injunctive and other equitable relief to prevent a breach of this Agreement by CONTRACTOR.

7. **Insurance.** CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(a) Workers' Compensation Insurance. To the extent required by law during the term of this Agreement, CONTRACTOR shall provide workers' compensation insurance for the performance of any of CONTRACTOR's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:

(1) General Liability. Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(2) Professional Liability/Errors and Omissions. Professional liability [or errors and omissions] insurance for all activities of CONTRACTOR arising out of or in connection with this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim. If the coverage includes an aggregate limit the aggregate limit shall be no less than twice the per occurrence limit.

(3) Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence. Coverage shall be

business auto insurance coverage using Insurance Services Office (ISO) form number CA 0001 06 92 including symbol 1 (any Auto) or the exact equivalent. If CONTRACTOR owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in subparagraph (b)(1) above. If CONTRACTOR or CONTRACTOR's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, CONTRACTOR shall provide evidence of personal auto liability coverage for each such person upon request.

(c) Certificates of Coverage. All insurance coverages referenced in 7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by CONTRACTOR with the Director of Public Works prior to commencement of performance of any of CONTRACTOR's duties.

(1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) Waiver of Subrogation and Additional Insured Endorsements. For the commercial general liability insurance coverage referenced in 7(b)(1) and, for the comprehensive automobile liability insurance coverage referenced in 7(b)(3) where the vehicles are covered by a commercial policy rather than a personal policy, CONTRACTOR shall also file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, CONTRACTOR shall file with the evidence of coverage an endorsement waiving subrogation.

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of CONTRACTOR not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of CONTRACTOR under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

(4) Upon request by COUNTY's Risk Manager, CONTRACTOR shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(d) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be subject to approval by, COUNTY's Risk Manager, which approval shall not be denied unless the COUNTY's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and

the risks of liability associated with the activities required of CONTRACTOR by this Agreement. At the option of and upon request by COUNTY's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COUNTY, its officers, employees, agents and volunteers or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

(e) Inclusion in Subcontracts. CONTRACTOR agrees to require all subcontractors and any other entity or person who is involved in providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in this Paragraph 7.

8. Hold Harmless/Defense/Indemnification.

(a) In General. To the full extent permitted by law, CONTRACTOR shall defend at its own expense, indemnify, and hold harmless the COUNTY and its officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of, personal injury (including death), including but not limited to COUNTY employees, and the public, or damage to the property of any person or entity, which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONTRACTOR, its officers, agents, employees, volunteers, representatives, contractors and subcontractors. This duty of CONTRACTOR includes the duty of defense, inclusive of that set forth in California Civil Code Section 2778. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, provided that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(b) Employee Character and Fitness. CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of CONTRACTOR under this Agreement, including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law. Notwithstanding anything to the contrary in this Paragraph, CONTRACTOR shall hold COUNTY and its officers, agents and employees harmless from any liability for injuries or damages resulting from a breach of this provision or CONTRACTOR's actions in this regard.

9. Termination for Cause. If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within Ten (10) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving Five (5) days prior written notice to the defaulting party in the manner set forth in Paragraph 13 (Notices). The Napa County Purchasing Agent or designee pursuant to Napa County Code section 2.36.050 is hereby authorized to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY for cause.

10. **Other Termination.** This Agreement may be terminated by either party for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least 30 days prior to the effective date, as long as the date the notice is given and the effective date of the termination are in the same fiscal year; provided, however, that no such termination may be effected by COUNTY unless an opportunity for consultation is provided prior to the effective date of the termination. COUNTY hereby authorizes the Napa County Executive Officer to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY for the convenience of COUNTY.

11. **Disposition of, Title to and Payment for Work Upon Expiration or Termination.**

(a) Upon expiration of this Agreement or termination for cause under Paragraph 9 or termination for convenience of a party under Paragraph 10:

(1) To the extent CONTRACTOR has provided services through Software and Applications materials licensed to COUNTY, COUNTY shall promptly return the Software and Application materials to CONTRACTOR. In addition, to the extent CONTRACTOR maintains COUNTY data on those portions of digital software hosted by CONTRACTOR and not controlled by COUNTY ("County data"), CONTRACTOR shall promptly return County data to COUNTY Information Technology Department (ITS) in a format designated by ITS and shall subsequently purge County data from CONTRACTOR's systems upon confirmation from COUNTY that the copy of the data provided to COUNTY is comprehensive of the data previously hosted by CONTRACTOR.

(2) All finished or unfinished documents and other materials, if any, and all rights therein shall become, at the option of COUNTY, the property of and shall be promptly returned to COUNTY, although CONTRACTOR may retain a copy of such work for its personal records only, except as otherwise provided under Paragraph 15 (Confidentiality) of this Agreement. Unless otherwise expressly provided in this Agreement, any copyrightable or patentable work created by CONTRACTOR under this Agreement shall be deemed a "work made for hire" for purposes of copyright or patent law and only COUNTY shall be entitled to claim or apply for the copyright or patent thereof. Notwithstanding the foregoing and to the extent services under this Agreement involve the development of previously patented inventions or copyrighted software, then upon expiration or termination of this Agreement, title to, ownership of, and all applicable patents, copyrights and trade secrets in the products developed or improved under this Agreement, shall remain with CONTRACTOR or any other person or entity if such person previously owned or held such patents, copyrights, and trade secrets, and such persons shall retain complete rights to market such product; provided, however, that COUNTY shall receive, at no additional cost, a perpetual license to use such products for its own use or the use of any consortium or joint powers agency to which COUNTY is a party. If the product involves a source code, CONTRACTOR shall either provide a copy of the source code to COUNTY or shall place the source code in an escrow account, at CONTRACTOR's expense, from which the source code may be withdrawn and used by COUNTY for the sole purpose of maintaining and updating the system dependent upon such code when such use is necessary to prevent loss of service to COUNTY.

(b) CONTRACTOR shall be entitled to receive compensation for any satisfactory work completed prior to expiration or receipt of the notice of termination or commenced prior to receipt of the notice of termination and completed satisfactorily prior to the effective date of the

termination; except that CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of the Agreement by CONTRACTOR whether or not the Agreement expired or otherwise terminated, and COUNTY may withhold any payments not yet made to CONTRACTOR for purpose of setoff until such time as the exact amount of damages due to COUNTY from CONTRACTOR is determined.

12. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

13. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY

Steven E. Lederer
Director of Public Works
1195 Third St., Room 201
Napa, CA 94559

CONTRACTOR

Jason Brabo, Principal/Vice President
TLCD Architecture
520 Third Street #250
Santa Rosa, CA 95401

14. **Compliance with COUNTY Policies on Waste, Harassment, Drug/Alcohol-Free Workplace, and Computer Use.** CONTRACTOR hereby agrees to comply, and require its employees and subcontractors to comply, with the following policies, copies of which are on file with the Clerk of the Board of Supervisors and incorporated by reference herein. CONTRACTOR also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this Agreement, which would interfere with compliance or induce violation of these policies by COUNTY employees or contractors.

(a) Waste Source Reduction and Recycled Product Content Procurement Policy adopted by resolution of the Board of Supervisors on March 26, 1991.

(b) County of Napa "Policy for Maintaining a Harassment and Discrimination Free Work Environment" revised effective June 20, 2017.

(c) County of Napa Drug and Alcohol Policy adopted by resolution of the Board of Supervisors on June 25, 1991.

(d) Napa County Information Technology Use and Security Policy adopted by resolution of the Board of Supervisors on April 17, 2001. To this end, all employees and subcontractors of CONTRACTOR whose performance of services under this Agreement requires access to any portion of the COUNTY computer network shall sign and have on file with

COUNTY's ITS Department prior to receiving such access the certification attached to said Policy.

(e) Napa County Workplace Violence Policy, adopted by the BOS effective May 23, 1995 and subsequently revised effective November 2, 2004, which is located in the County of Napa Policy Manual Part I, Section 37U.

15. Confidentiality.

(a) Maintenance of Confidential Information. Confidential information is defined as all information disclosed to CONTRACTOR which relates to COUNTY's past, present, and future activities, as well as activities under this Agreement. CONTRACTOR shall hold all such information as CONTRACTOR may receive, if any, in trust and confidence, except with the prior written approval of COUNTY, expressed through its Director of Public Works. Upon cancellation or expiration of this Agreement, CONTRACTOR shall return to COUNTY all written and descriptive matter which contains any such confidential information, except that CONTRACTOR may retain for its files a copy of CONTRACTOR's work product if such product has been made available to the public by COUNTY.

(b) Protection of Personally Identifiable Information and Protected Health Information.

(1) To the extent CONTRACTOR is provided, creates, or has access to, Protected Health Information (PHI), Personally Identifiable Information (PII), or any other legally protected confidential information or data in any form or matter (collectively referred to as "Protected Information"), CONTRACTOR shall adhere to all federal, state and local laws, rules and regulations protecting the privacy of such information. CONTRACTOR shall adhere to all existing and future federal, state and local laws, rules and regulations regarding the privacy and security of Protected Information, including, but not limited to, laws and regulations requiring data encryption or policy and awareness programs for the protection of COUNTY Protected Information provided to, or accessed or created by, CONTRACTOR.

(2) CONTRACTOR shall ensure that its staff is trained to its privacy and security policies and procedures and that appropriate physical, technological and administrative safeguards are in place to protect the confidentiality of COUNTY's Protected Information, including, but not limited to, PHI and PII. Upon request, CONTRACTOR shall make available to COUNTY its policies and procedures, staff training records and other documentation of compliance with this Paragraph 15.

(3) CONTRACTOR agrees to notify COUNTY immediately of any unauthorized access to or disclosure of Protected Information that it becomes aware of.

(4) CONTRACTOR will be responsible for all costs associated with CONTRACTOR's breach of the security and privacy of COUNTY's Protected Information, or its unauthorized access to or disclosure of COUNTY's Protected Information, including, but not limited to, mitigation of the breach, cost to the County of any monetary sanctions resulting from breach, notification of individuals affected by the breach, and any other action required by federal, state, or local laws, rules or regulations applicable at the time of the breach.

16. No Assignments or Subcontracts.

(a) In General. A consideration of this Agreement is the personal reputation of CONTRACTOR; therefore, CONTRACTOR shall not assign any interest in this Agreement or subcontract any of the services CONTRACTOR is to perform hereunder without the prior

written consent of COUNTY, which shall not be unreasonably withheld. The inability of the assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by CONTRACTOR, or to perform any of the remaining services required under this Agreement within the same time frame required of CONTRACTOR shall be deemed to be reasonable grounds for COUNTY to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Director of Public Works.

(b) Effect of Change in Status. If CONTRACTOR changes its status during the term of this Agreement from or to that of a corporation, limited liability partnership, limited liability company, general partnership, or sole proprietorship, such change in organizational status shall be viewed as an attempted assignment of this Agreement by CONTRACTOR. Failure of CONTRACTOR to obtain approval of such assignment under this Paragraph shall be viewed as a material breach of this Agreement.

17. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only with the prior written consent of both parties. Failure of CONTRACTOR to secure such authorization in writing in advance of performing any extra or changed work shall constitute a waiver of any and all rights to adjustment in the contract price or contract time and no compensation shall be paid for such extra work.

18. **Interpretation; Venue.**

(a) Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this Agreement.

19. **Compliance with Laws.** CONTRACTOR shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes. Such laws shall include, but not be limited to, the following, except where prohibited by law:

(a) Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), or political affiliation or belief, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), use of family care leave, or political

affiliation or belief. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Agreement subcontracts to CONTRACTOR services or works required of COUNTY by the State of California pursuant to agreement between COUNTY and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and CONTRACTOR and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

(b) Documentation of Right to Work. CONTRACTOR agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONTRACTOR performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONTRACTOR shall make the required documentation available upon request to COUNTY for inspection.

(c) Inclusion in Subcontracts. To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include all of the provisions of this Paragraph 19 in all such subcontracts as obligations of the subcontractor.

(d) Prevailing Wages.

(1) Affected Work. CONTRACTOR shall comply with Labor Code sections 1774 and 1775 in relation to payment of prevailing wages for any portion of the required work performed under this Agreement on or after January 1, 2002 relating to construction design, testing, surveying and/inspection work, and construction if the State Director of Industrial Relations has established prevailing wage rates for the types of work involved.

(2) Prevailing Wages Rates. In accordance with the provisions of Section 1774 of the Labor Code of the State of California, to the extent the Director of Industrial Relations has established the general prevailing rate of wages (which rate includes employer payments for health and welfare, pension, vacation and similar purposes) for the above-described portions of the work required under this Agreement, such rates of wages will be on file and available for inspection at the office of the County of Napa Department of Public Works, 1195 Third Street, Room 201, Napa, California.

(3) Payroll Records. In accordance with Labor Code section 1776, a copy of all payrolls for work subject to this subparagraph shall be submitted weekly to COUNTY's Director of Public Works. Payrolls shall contain the full name, address and social security number of each employee, his correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. They shall also indicate apprentices and ratio of apprentices to journeymen. The employee's address and social security number need only appear

on the first payroll on which his name appears. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or his agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the contract. The "Statement of Compliance" shall be on forms furnished by the Director of Public Works or designee or on any form with identical wording. CONTRACTOR shall be responsible for the submission of copies of payrolls of all subcontractors.

(4) Apprentices. CONTRACTOR shall be responsible for ensuring compliance with the provisions of Labor Code section 1777.5 relating to employment and payment of apprentices for work under this Agreement relating to land surveying and/or construction inspection if the total compensation to be paid CONTRACTOR for such work is \$30,000 or more.

20. **Taxes.** CONTRACTOR agrees to file federal and state tax returns or applicable withholding documents and to pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement and shall be solely liable and responsible to make such withholdings and/or pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. CONTRACTOR agrees to indemnify and hold COUNTY harmless from any liability it may incur to the United States or the State of California as a consequence of CONTRACTOR's failure to pay or withhold, when due, all such taxes and obligations. In the event that COUNTY is audited for compliance regarding any withholding or other applicable taxes or amounts, CONTRACTOR agrees to furnish COUNTY with proof of payment of taxes or withholdings on those earnings.

21. **Access to Records/Retention.** COUNTY, any federal or state grantor agency funding all or part of the compensation payable hereunder, the State Controller, the Comptroller General of the United States, or the duly authorized representatives of any of the above, shall have access to any books, documents, papers and records of CONTRACTOR which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records for at least seven (7) years after COUNTY makes final payment for any of the work authorized hereunder and all pending matters are closed, whichever is later.

22. **Authority to Contract.** CONTRACTOR and COUNTY each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this Agreement.

23. **Conflict of Interest.**

(a) Covenant of No Undisclosed Conflict. The parties to the Agreement acknowledge that they are aware of the provisions of Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. CONTRACTOR hereby covenants that it presently has no interest not disclosed to COUNTY and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of its services or confidentiality obligation hereunder, except as such as COUNTY may consent to in writing prior to the acquisition by CONTRACTOR of such conflict. CONTRACTOR further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. CONTRACTOR agrees that if

such financial interest does exist at the inception of this Agreement, COUNTY may terminate this Agreement immediately upon giving written notice without further obligation by COUNTY to CONTRACTOR under this Agreement.

(b) Statements of Economic Interest. CONTRACTOR acknowledges and understands that COUNTY has developed and approved a Conflict of Interest Code as required by state law which requires CONTRACTOR to file with the Elections Division of the Napa County Assessor-Clerk Recorder “assuming office”, “annual”, and “leaving office” Statements of Economic Interest as a “consultant”, as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations, unless it has been determined in writing that CONTRACTOR, although holding a “designated” position as a consultant, has been hired to perform a range of duties so limited in scope as to not be required to fully comply with such disclosure obligation.

CONTRACTOR agrees to timely comply with all filing obligations for a consultant under COUNTY’s Conflict of Interest Code unless such a determination is on file on the filing dates for each of the required Statements of Economic Interest.

24. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

25. **Attorney’s Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney’s fees incurred in connection with such action.

26. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

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27. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

TLCD ARCHITECTURE, a California Corporation

By  _____
 JASON BRABO, AIA
 Principal/Vice President C29632

By  _____
 DON TOMASI, AIA
 Principal/President C14948

“CONTRACTOR”

NAPA COUNTY, a political subdivision of the State of California

By _____
 RYAN GREGORY, Chair
 Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas S. Capriola</u> Deputy County Counsel</p> <p>Date: <u>December 17, 2021</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT "A"

SCOPE OF WORK

CONTRACTOR shall provide COUNTY with the following services:

I. DESCRIPTION OF SERVICES

CONTRACTOR shall provide a scoping/concept for needed tenant improvements for Child Welfare Services located at the South Campus Facility.

Following is a description of the project scope and proposed services dated 11-16-21:

PROJECT SCOPE:

November 16, 2021

John Vicencio
Associate Engineer
Napa County Public Works
1195 Third St. Room 101
Napa, CA 94559
TLCD Proposal No. 21058.00

Re: Napa County Child Welfare Services Safety and
Security Improvements
South Campus Facility
Proposal for Architectural & Engineering Services,

Revision 1 Dear John:

Thank you for the opportunity to provide you with a proposal for architectural and engineering services for the schematic design through construction administration phases of improvements focused on safety and security upgrades for the Child Welfare Service program at South Campus. Our proposed revised scope of services and fees is described as follows:

Project Description

We understand that your team has prioritized the safety and security related items for the Child Welfare Services program which have been identified in the attached (Exhibit A) from the County. Further reduction from the identified scope has been clarified on 11/4/2021 and scope adjustments to our proposal have been incorporated. Two areas in the Child Welfare Services program have been identified; Lobby/Reception Improvements, and Outdoor CWS Playground Enclosure Improvements.

The upgrade to the Lobby/Reception area includes installation of a new transaction counter and secure window with speaker box and pass through at reception. Adjacent disrupted finishes will be patched to match existing.

Property Management will separately address scope for installation of card key access at the front entry door and associated remote release button.

TLCD or our consultants will not have any associated consultation or scope.

Playground enclosure safety improvements include extending the height of the existing wall at the playground area, replacement of two low gates with new taller solution and infill/replacement of existing

third gate with fixed full height solution. New gates will comply with accessibility and fire egress from play area.

Scope of Work:

- Design Development Phase
 - Background and code summary development.
 - Site visit coordinated with program for access to Reception and Playground areas in scope of renovation for all relevant design team to attend. Review scope with identified client leadership and program to ensure intent of requests is understood.
 - Development initial documentation for scope of modifications.
 - Development of enlarged floor plan, and required elevations for program spaces in scope.
 - Preliminary selection and description of all major materials and assemblies.
 - Preliminary specifications required for project execution.
 - Coordination with consultant team.
 - One video conference hosted review meeting with leadership and program for progress review and approval.

- Construction Documents Phase
 - Develop documentation in collaboration with consultant team.
 - One 50%-completion page turn review meeting with County onsite.
 - Finalize code analysis and documentation.
 - Refine and annotate design set including plans, elevations, enlarged plans, details, and selections.
 - Finalize specifications.
 - Coordination and detailing with Structural Engineering for proper anchorage of playground fence enclosure on an Hourly, Not to Exceed Fee (see below).
 - One final video conference hosted 100%-completion page turn review meeting.

- Agency Approval Phase
 - Submission and no more than one meeting to review County Fire Department comments.
 - Distribute and coordinate comments with consultant team.
 - Update documents as necessary.
 - Issue Final Document Set.

- Bid Phase
 - Coordinate construction bid documents for County distribution.
 - Attend no more than two Site Walks with Contractors.
 - Review construction bid questions and provide responses.
 - Prepare Addendums as required.

- Construction Administration

1. Weekly OAC meetings where contractor is responsible for meeting minutes. No more than 6 OAC meetings onsite, all others will be attended via conference call.
2. Coordinated response to RFIs with design consultant team.
3. Coordinated response to Submittals with design consultant team.
4. Issue ASIs or CCDs for clarifications to Construction Documents.
5. Punchlist creation to be completed in one site visit with photos provided once work is completed by the contractor for close out.
6. Close out and Record Drawings.

Meetings total:

As identified above, during design phases we have assumed a total of no more than 5 meetings in a combination of onsite and virtual (2 Design Development Phase, 2 Construction Documentation Phase, 1 Agency Approval Phase). During the Bid and Construction phases we have assumed a total of no more than 14 meetings in a combination of onsite and virtual (2 Bidding Phase, 12 Construction Administration Phase). We have also included a single final site visit for the punchlist.

TLCD is happy to provide further facilitation at additional meetings in an add service agreement should it be required.

Consultants:

TLCD will provide architectural services. Landscape architecture (for exterior fence design), and structural engineering are included in this proposal and will be provided by the following consultants:

- 2 Quadriga, Landscape Architecture
- 3 ZFA Structural Engineers

Schedule:

The schedule for the scope identified above is assumed to be 4 weeks for DD, 6 weeks for CD, 4 weeks for AA, 6 weeks for Bid and 12 weeks for CA. This schedule assumes timely availability of leadership and the CWS program leaders.

Fee Proposal:

We proposed a fixed fee contract for the services of our firm and our consultants, with the exception of Structural Engineering during the Design Phase. As identified above in B.7, we have provided an Hourly, Not to Exceed budget for Structural Engineering due to the unknown nature of the existing conditions, design, and requirements for the playground enclosure. Our fees are detailed on the attached Excel spreadsheet, summarized as follows:

Architecture	\$ 72,000
<u>Landscape Architecture</u>	<u>\$ 6,802</u>
Structural (Hourly NTE)	\$ 6,000
TOTAL:	\$ 84,802

Assumptions, Exclusions, and Additional Services

1. The fees and schedule outlined assume access to Napa County and program leadership and timely feedback.
2. Coordination of construction phasing within the project is excluded.
3. Interior finishes for the project are assumed to match existing adjacent finish with no new finish or color selections.
4. Furniture selection, specification and bidding are excluded.
5. Services related to LEED certification are excluded.
6. Changes to the existing fire protection system (sprinklers) are not anticipated, and therefore not included.
7. Existing furniture evaluation or disposal is excluded from the scope.
8. Consultants not listed in this proposal, such as Electrical, Mechanical, Waterproofing, Signage, and Civil are excluded.
9. Move management is excluded from this proposal.
10. Schedule and fees outlined assume that the project does not pause for any evaluation.
11. The fees outlined do not include any value engineering evaluation.

ZFA STRUCTURAL ENGINEERS

1303 jefferson street | suite 400a | napa ca 94559 | 707.492.3452 | zfa.com

Project Number: 21xxx

Project Name: Napa County South
Campus CWS

320 THIRD Street, #200

Email: ross.jones@tlcd.com

Phone: (707) 535-5221

PROJECT DESCRIPTION:

Structural engineering services for security and safety upgrades for Napa County Child Welfare Services, located in Building 1B of the Napa County South campus. As outlined in the Scope of Work PDF provided by TLCD Architecture, the project includes the alteration of several interior wall openings at the lobby and interior conference room. It is our understanding that these alterations are located at interior non-bearing walls that are not part of the building's lateral force resisting system. The scope also includes an extension of several site walls at the playground, to increase their height. Because the construction drawings for the walls are unavailable, destructive investigation is anticipated to determine how the walls are constructed. ZFA will provide direction and coordination for the investigation, to be performed by others.

SCOPE OF SERVICES:

- Structural investigation markup in PDF format
- Site visit to review and coordinate the structural investigation
- Concept design sketches for extension of playground site walls, as required
- Structural construction drawings, details, and calculations
- Structural specifications in short format placed on drawings
- Support through building department plan check process
- Construction review services are additional per below

CONSTRUCTION DOCUMENTS: \$6,000 (Hourly – Estimated)

Construction Review and Support Services: Services will be performed at hourly rates estimated at **\$2,000** for up to 2 site visits and response to contractor RFI's and construction clarifications. Structural Engineering for design or owner revisions after permit, justification of Contractor revisions/corrections or differing existing conditions, and justification of substitutions are not included in this estimate.

Revisions: Revisions to the scope of the project as defined above and revisions to our work are not included in said fee. All requests for additional or extra work or services must be in writing and will be negotiated as extra work services.

PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICES

Date: September 1, 2021

Project: Napa County CWS
2751 Napa Valley Corporate Way
Napa , CA 94558

Client: TLCD Architecture
Contact: Stacey Walker, Principal

GENERAL PROJECT SCOPE

Provide landscape architectural design services for limited landscape areas related to the CWS safety and security improvements. Our work will be confined to coordinating detail upgrades to the wall and gating as requested to reduce access and increase security. We will require structural review for wall components and gates.

Proposed Design phases include Concept, Construction Documents, and Construction Period Services.

SCOPE OF SERVICES

Part I.

CONCEPT DESIGN

- a. Site Review- visit site to confirm record drawing of built condition, review existing gate for re-use/ alteration possibility.
- b. Design Refinement — Develop approach for raising of wall and removal of gates
- c. Materials and Surfaces— Coordinate with Architect and Structural Engineer in development of wall detail approach.
- d. Layout Plan — Prepare a site layout plan for landscape related site improvements such as walkways, use areas, screening and fencing.
- e. Construction Details - Prepare preliminary landscape construction details to illustrate scale and material relationships, as needed to supplement Architect's Layout Plans.
- f. Design Team Meetings — Meet with the design team in the development of the Design Development package. One virtual meeting.

- g. Deliverables —One electronic file in PDF format, at 100% Design Development.

Part II.

CONSTRUCTION DOCUMENTATION (CD)

- a. Design Refinement - Based upon the approved Preliminary Design package, current building information and the approved cost estimate, work with the team to resolve outstanding issues.
- b. Construction Documents:
 - 1. Materials and Layout Plan — Prepare plan including limits of wall refinements and proposed materials, coordinate wall height extension with structural engineer- provide finish and any site restoration direction.
 - 2. Wall/Gate Details — Utilizing existing gate design, update and revise to current codes and opening dimension. Prepare and compile details
- c. In-House Plan Check Review — Quadriga will review civil and architectural plans for conformance of grading design to hardscape layout.
- d. Cost Estimate Review — Review and comment on Cost Estimator’s estimates and summaries.
- e. Meetings - Attend meetings with Client and Project Consultant team to resolve design issues that affect the progress of Quadriga’s work (1 meeting).
- f. Deliverables — One hardcopy and one electronic file in PDF format, at each of three expected issue points: 50%, 95% and for Permit submittal.

Part III.

CONSTRUCTION ADMINISTRATION SERVICES

- a. Addenda/Revisions - provide clarification, revisions, and addenda, as needed, to the Construction Documents to clarify Quadriga generated details.
- b. Project Management — General consultation with Contractor and Client to resolve design and cost issues.

ASSUMPTIONS AND OUT OF SCOPE ITEMS

Items not covered in Quadriga’s Scope of Services, and assumptions related to Quadriga’s work are indicated as follows:

- A. Topographic Surveys - By others
- B. Boundary Surveys and Easements - By others
- C. Geotechnical Reports - By others
- D. Project Schedule - Project schedule indicating milestones and anticipated completion dates of construction by others.

E. Existing Site Utilities - Information pertaining to existing site utilities and proposed improvements by others.

F. Soils Engineer - The Soils Engineer is assumed to be responsible for reviewing and providing details and recommendations pertaining to reinforcing and doweling paving sections.

G. Specifications - The Architect is assumed to provide the standard General Conditions and Special Conditions of CSI Section 1 and be responsible for packaging these and Quadriga's specification sections into the master specifications book.

NOTICE

Landscape architects are licensed by the California Board of Architectural Examiners. Any questions concerning a landscape architect may be referred to the board at:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105,

Sacramento, CA 95834,

Phone: (916) 574-7220

California Registered Landscape Architect #5226

EXHIBIT B

Task	\$240.00	\$210.00	\$150.00	\$120.00			
Description	PIC	PM/PA	Designer	Support	Hours	Budget	
1.00 PHASE 1- Design Development							
CBC Code Summary		2	2				
Set up Project Base Sheets		2	12	4			
Floor plans, Finish Plans, Elevations,	2	4	16				
Site Meeting to review Scope with Users - Full Design Team	4	4	4				
Consultant Coordination	1	2	3				
Outline Specifications	1	6					
Design Direction approval meeting (Zoom)	2	2	2				
Project Management (2 hours/wk for 4 wk duration)		8					
SUBTOTAL	10	30	39	4	83	\$	15,030
2.00 PHASE 2- Construction Document							
Presentation at 50% to County	1	4	4		9		
Plans, Sections, Details, Refined Code Analysis	2	6	18		26		
Consultant Coordination	1	3	4		8		
Specifications	2	16		8	18		
100% Client Review Meeting (zoom)	1	2	2		5		
Project Management (2 hours/wk for 6 wk duration)		12			12		
SUBTOTAL	7	43	28	8	86	\$	15,870
3.00 PHASE 3- Agency Approva							
Review County and FD Comments and Distribute	1	4			5		
Consultant Review Mtg and Coordination/Incorporate Comments		1	2		3		
Coordination Review	1	3					
Issue Documents		2	2				
Project Management 1 hours/wk for 4 wk duration		4			4		
SUBTOTAL	2	14	4	0	20	\$	4,020
4.00 PHASE 4- Bid							
Coordinate Bid Docs		2	2	4	4		
Review Bid Questions	2	2	2		6		
Attend Site Walk with Contractors		6			6		
Prepare Addendums	2	2	8		12		
Project Management 1 hours/wk for 6 wk duratio		6			6		
SUBTOTAL	4	18	12	4	38	\$	7,020
5.00 PHASE 5- Construction Administratio							
OAC Meetings (weekly meeting, every other site visit)	8	30	12		50		
RFIs		6	8	12	14		
Submittals			18	12			
Issue ASI/CCD		6	12		18		
Punchlist	4	4	8				
Closeout			6				
Project Management (2 hours/wk for 12 wk duration)		24			24		
SUBTOTAL	12	70	64	24	170	\$	30,060
Hours Subtotal	35	175	147	40			
	\$8,400	\$36,750	\$22,050	\$4,800			
ARCHITECTURAL TOTAL						\$	72,000
6.00 Consultant Fees							
OMM						\$	-
Costa						\$	-
Guidepost						\$	6,802
Quadriga						\$	6,000
ZFA						\$	
PROJECT TOTAL						\$	84,802

SCHEDULE OF HOURLY RATES 2022

Project Administration	\$120
Designer	\$150
Senior Designer	\$160
Project Captain	\$165
Interior Designer	\$165
Senior Project Captain	\$175
Project Architect	\$185
Senior Interior Designer	\$185
Senior Project Architect	\$210
Project Manager	\$210
Principal	\$240

These rates are effective for the calendar year 2022 and are subject to change one time annually.

ZFA STRUCTURAL ENGINEERS

1303 jefferson street | suite 400a | napa ca 94559 | 707.492.3452 | zfa.com

BILLING RATES

Executive Principal	\$215.00 per hour	Engineer	\$125.00 per hour
Principal	\$195.00 per hour	Designer	\$110.00 per hour
Associate Principal	\$175.00 per hour	BIM Project Manager	\$130.00 per hour Senior
Associate	\$160.00 per hour	Senior BIM	\$120.00 per hour
Associate.....	\$150.00 per hour	BIM Technician	\$105.00 per hour
Senior Engineer	\$135.00 per hour	Engineering Support	

QUADRIGA

HOURLY RATE SCHEDULE

Principal Landscape Architect	\$185.00 per hour
Senior Landscape Architect	\$150.00 per hour
Project Manager	\$135.00 per hour
Senior Designer	\$120.00 per hour
Designer/CADD	\$110.00 per hour
Reproduction & Reimbursables	Cost plus 10%
Mileage	\$0.56/mile

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Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105,
Sacramento, CA 95834,
Phone: (916) 574-7220

California Registered Landscape Architect #5226

EXHIBIT C

[Company Name]
 [Street Address]
 [City, ST ZIP Code]
 Phone [phone] Fax [fax]
 Taxpayer ID #

**SAMPLE
INVOICE**

INVOICE # _____
 DATE: _____

TO:
 [Customer Name]
 [Street Address]
 [City, ST ZIP Code]

FOR:
 [Project or service description]
 Contract No.

Date	DESCRIPTION	Employee & Title	HOURS	RATE	AMOUNT
1/1/15	Site visit/investigation 123 Main St, Napa.	Smith, Engineer	1.5	\$165.00	247.50
1/1/15	Conf w/Owner	Smith, Engineer	1	\$165.00	165.00
1/1/15	AutoCad, Bldg X, 3 rd Floor	Smith, Engineer	4	\$165,00	660.00
1/2/15	Rev plans, phone conf w/Owner	Jones, PE	1.75	\$195.00	341.25
1/2/15	AutoCad Bldg X, 3 rd Floor	Smith, Engineer	4	\$165.00	660.00
1/2/15	Conf w/Owner re 2 nd Floor	Smith, Engineer	.5	\$165.00	82.50
1/3/15	Mtg w/Jones re 2 nd Floor; conf w/Owner	Smith, Engineer	1.5	\$165.00	247.50
1/3/15	Mtg w/Smith; conf w/Owner re 2 nd Floor	Jones, PE	1.5	\$195.00	292.50
TOTAL					