

**NAPA COUNTY AGREEMENT NO. 240426B**

**PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered into as of this 25<sup>th</sup> day of June 2024, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and GHD, INC. a California corporation, whose mailing address is 2235 Mercury Way, Suite 150, Santa Rosa, CA 95407, hereinafter referred to as “CONTRACTOR.”

**RECITALS**

**WHEREAS**, COUNTY wishes to obtain specialized services, as authorized by Government Code section 31000, in order to provide engineering design and various support services related to the Deer Park Region and West Zinfandel Paving Project, RDS 25-02; 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, 2027, 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).

2. **Scope of Services.** CONTRACTOR shall provide COUNTY those services set forth in Exhibit “A,” attached hereto.

3. **Compensation.**

(a) **Rates.** In consideration of CONTRACTOR's fulfillment of the promised work, COUNTY shall pay CONTRACTOR at the fixed price of \$279,080 at the fixed prices set forth in Exhibit “B,” attached hereto and incorporated by reference herein.

(b) **Expenses.** No travel or other expenses will be reimbursed by COUNTY.

(c) **Maximum Amount.** Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall be a total of TWO HUNDRED SEVENTY-NINE THOUSAND EIGHTY and 00/100 DOLLARS (\$279,080) for professional services; provided,

however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered.

#### 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) CONTRACTOR shall submit invoices not more often than monthly to the project manager 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 project manager 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. [RESERVED.]

**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 Department 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 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) or damage to property, arising from all acts or omissions of

CONTRACTOR or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses arising from the active or sole negligence or willful misconduct of COUNTY or its officers, agents, employees, volunteers, representatives, or other contractors or their subcontractors. 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, providing 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 fifteen(15) 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 ten (10) 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 thirty 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 Lederer  
Director of Public Works  
Napa County Department of Public Works  
1195 Third Street, Suite 101  
Napa, CA 94559

CONTRACTOR

William M. Silva  
Vice President  
GHD, Inc.  
2235 Mercury Way, Suite 150  
Santa Rosa, CA 9540

**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) Napa County “Discrimination, Harassment and Retaliation Prevention Policy,” which is found in the Napa County Policy Manual Part I, Section 37K.

(b) Napa County “Drug and Alcohol Policy,” which is found in the Napa County Policy Manual Part I, Section 37O.

(c) “Napa County Information Technology Use and Security Policy” which is found in the Napa County Policy Manual Part I, Section 31A.

(d) Napa County “Workplace Violence Policy,” which is found in the Napa County Policy Manual Part I, Section 37U.

(e) Napa County “Waste Source Reduction and Recycled Product Content Procurement Policy” which is found in the Napa County Policy Manual Part I, Section 8D.

**15. Prevailing Wage Requirements.** The scope of services includes “public works” as defined in the California Labor Code. CONTRACTOR shall comply with all State prevailing wage requirements, including but not limited to, those set forth in Exhibit “D.”

**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 project manager.

(b) Consent to Subcontractors. COUNTY hereby consents to CONTRACTOR subcontracting with Miller Pacific Engineering Group for subsurface exploration under Bennet

Lane, Dunaweal Lane, Larkmead Lane, Bale Lane, Lodi Lane, and Old Lawley Toll Road and with Cinquini & Passarino, Inc., for monument preservation on the project corridors.

(c) 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 (California Code of Regulations, title 2, section 11000, et seq.), the provisions of the Government Code, title 2, 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, subs. (a) through (f), and set forth in California Code of Regulations, title 2, sections, 11099, et seq., 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.

**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 California Code of Regulations, title 2, section 18701, subd. (a)(2), 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.

By executing this Agreement, the COUNTY hereby determines that CONTRACTOR has been hired to perform a range of duties so limited in scope as to not be required to comply with such disclosure obligation.

**24. Warranty.** CONTRACTOR shall perform the services consistent with the level of care, diligence, and skill ordinarily exercised by professional consultants performing the same or similar services under the same or similar circumstances at the same time and geographic location that the services are provided by CONTRACTOR.

**25. 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.

**26. 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.

**27. 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.

**28. 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.

**29. Counterparts.** This Agreement may be executed in counterparts, which when taken together, shall constitute a single signed original as though all parties had executed the same page.

*[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]*

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

GHD, Inc.

By   
MICHAEL BORAKS, Vice President

By   
PATRICIA OSOKO, Secretary

"CONTRACTOR"

NAPA COUNTY, a political subdivision of the State of California

By \_\_\_\_\_  
JOELLE GALLAGHER, Chair  
Board of Supervisors

"COUNTY"

APPROVED AS TO FORM Office of County Counsel  By: <i>Shana A. Bagley</i> Deputy County Counsel  Date: June 13, 2024	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS  Date: Processed By:  Deputy Clerk of the Board	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors  By:
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## **EXHIBIT “A”**

### **SCOPE OF WORK**

#### **I. DESCRIPTION OF SERVICES**

CONTRACTOR shall provide professional engineering services to complete design of the Deer Park Region and West Zinfandel Paving Project, produce documents suitable for use in competitive bidding, and provide support during the bid and construction phases of the Project. CONTRACTOR shall provide those services set forth in its proposal dated June 12, 2024, attached hereto and incorporated by reference as Attachment A1, for itemization of the work scope.

#### **II. COMPLIANCE WITH GOVERNMENT CODE SECTION 7550**

As required by Government Code section 7550, each document or report prepared by CONTRACTOR for or under the direction of COUNTY pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. The Agreement and subcontract dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

ATTACHMENT A1

June 12, 2024

Daniel Basore P.E.  
Engineering Supervisor  
Napa County Public Works  
1195 Third Street, Rm 101  
Napa, CA 94599

**RE: Napa County 2025 Pavement Rehabilitation Project | Engineering Services**

Dear Daniel,

GHD is pleased to provide this proposal for the Napa County 2025 Pavement Rehabilitation Project (project). The project includes the rehabilitation of five segments of roadway in the Deer Park/Sanitarium area of Napa County. GHD will be providing design engineering services to the County to generate bid and construction documents for the project and supporting construction with engineering support services during construction and pertaining to the design.

**PROJECT UNDERSTANDING AND APPROACH**

Per coordination with the County and with our experience on similar projects, we are pleased to submit our proposal for GHD’s scope of services. The project includes geotechnical exploration and rehab recommendations and the design of the roadway rehabilitation of the following roadway segments. Along with the design, a basis of design document examining existing conditions and evaluating potential safety and bicycle improvements along the corridor will be developed and will cover each segment.

<i>Roadway Segment</i>	<i>Segment Length (mi)</i>
Deer Park Road (Silverado Trail to Howell Mountain Road)	4.03
Sanitarium Road (All)	1.75
Sunnyside Road (All)	0.58
Glass Mountain Crossroad (All)	0.11
West Zinfandel Lane (All)	0.56

The subject streets are all two-lane, rural roadways with relatively light to moderate traffic loads. They are all in varying stages of distress with some areas in very poor condition while other areas are in moderate to poor condition. Many areas exhibit extensive cracking and rough surfaces and there are some areas of rutting/base failures. There are also a few areas on Sunnyside Road where downhill portions of the roadway exhibit cracking and lateral “creep” and are at increased risk for greater instability and loss of the downhill travel lane. West Zinfandel was overlain with an “earthbind” material in mid-2022 that has not performed as desired, and that material may be removed as part of the planned project. Based on experiences with similar

projects, recycle in place strategies probably won't be selected but a 20-year design life is the likely goal of the project work.

A Pavement Evaluation and Design Recommendation Report was completed and delivered to the County by Miller Pacific Engineering Group (MPEG) in January 2023 for Deer Park Road. Subsurface exploration was completed and pavement rehabilitation options were discussed in the report. As part of this scope of work, MPEG will do the same for the other four segments. The GHD team will utilize the findings in the reports and coordinate with the County and MPEG to determine the recommended repair and rehabilitation treatments.

It is our understanding that no significant improvements beyond pavement rehabilitation and striping/signage upgrades are planned as part of the project. Significant utility impacts are also not anticipated.

Our team has delivered several similar projects in Napa County and in the surrounding area and looks forward to working with the County to deliver this roadway project.

#### **SCOPE OF WORK**

##### **TASK 1 - PROJECT MANAGEMENT AND COORDINATION**

Management activities will consist of a project management plan and internal coordination, maintaining an action item matrix, project schedule, agency coordination, project meetings (including agendas and minutes), field reviews and meetings and quality assurance / quality control.

##### **TASK 2 – BASE MAPPING, LIMITED SURVEY AND UTILITY COORDINATION**

No topographic survey is proposed for these roadway segments. Plans will be developed using available information, including as-builts, aerial photography and field measurements. It is anticipated GHD staff will collect measurements detailed enough to accurately draft existing conditions and estimate project costs during this phase.

GHD will also send out utility letters to request facility mapping and ensure all facilities are included in the project plans.

##### **TASK 3 – GEOTECHNICAL INVESTIGATION AND PAVEMENT RECOMMENDATIONS**

MPEG will provide a Pavement Evaluation and Design Recommendation Report, similar to what has been provided for Deer Park Road and other segments throughout the County, for the remaining roadway segments.

The team is unaware of existing pavement thickness data along the subject roadways (except Deer Park Road where our report has been completed) so we propose new pavement drilling to determine existing structural sections which will then allow us to develop alternative repair or improvement strategies. We propose our services in phases to correspond with project design. Our initial Phase will include exploration to determine existing pavement thicknesses and obtain samples for subsequent laboratory testing. We propose the following:

###### *Task 3.1 – Geotechnical Investigation*

Our Phase 1 services will include review of readily-available geologic and geotechnical background information, including published maps, reports, construction

drawings, and other documents the County might provide. We will perform a site reconnaissance to observe and document existing conditions, select locations for subsurface exploration, and pre-mark the site for utility location by Underground Service Alert. A follow-up reconnaissance will be performed to verify utility locations and finalize drilling locations. Given the moderate traffic loads, we will provide “professional” traffic control and set up one lane of traffic so we can drill holes in existing travel lanes rather than shoulder areas which may not be representative of the more heavily- loaded travel lanes. We will also apply for County Encroachment Permits and work with County Staff to perform our field work on mutually-agreeable days.

Subsurface exploration for the project will include three days of shallow soil borings to determine existing pavement sections and to obtain samples for subgrade classification. We anticipate advancing 30 to 40 borings along the roadways (except Deer Park Road which was previously explored) which will result in borings at spacings of about 600 to 800 feet. We will also drill deeper holes, up to about 20 feet or refusal in hard rock, at three locations along the downhill edge of Sunnyside Road to evaluate stability in areas of soil creep. Drilling work will be supervised by our field Engineer, who will log existing pavement sections, note the presence/location of paving fabrics (if encountered), and collect bulk samples of subgrade and structural section materials for laboratory classification testing.

We will perform engineering analyses in order to develop recommendations and design criteria for geotechnical/pavement design portions of the project. We will summarize the results in a letter report addressing the following:

- Summary of regional and local geologic conditions;
- Summary of existing pavement conditions and reconnaissance observations;
- Summary of subsurface exploration;
- Recommendations for site preparation and grading, including discussion of subgrade treatment options and wintertime construction considerations as warranted;
- A discussion of areas of soil creep along Sunnyside Road and alternatives that can be considered to reduce lateral movement, including criteria for retaining walls and less robust options that include geotextiles.
- Development of recommended “traditional” and “full-depth asphalt” structural pavement sections for a range of Traffic Indices (TI’s) for the roads, including “mill and fill with overlay” recommendations, and;
- Other geotechnical project components as needed.

Our report will also include site plans showing the locations of our borings and other figures as needed to support our conclusions and recommendations. Note, we will not discuss Deer Park Road in our “new” report but will refer to our previous report which should still be appropriate for project design.

### Task 3.2 – Supplemental Consultation and Plan Review

MPEG will be available to consult with the project team and respond to requests for information as project design advances. We should review the project plans as they near completion to determine whether the intent recommendations has been sufficiently incorporated.

MPEG’s scope of work is attached and provides additional information.

#### **TASK 4 – PRELIMINARY ENGINEERING AND BASIS OF DESIGN**

The project team will perform a review of the existing corridor, including checking guardrail and other safety features for compliance, as well as reviewing collision and traffic data, while completing an evaluating of the corridor. The results will be utilized in preparing a Basis of Design Memorandum that will accompany the 35% level project plans and estimate. The memorandum will outline potential safety upgrades as well as any improvements to the bicycle facilities that could be incorporated into the project. The memorandum will also outline any constraints and discuss rehabilitation methodologies and options. The report will provide cost estimating to assist the County in any decisions moving forward.

Geotechnical Investigation and Pavement Rehab Recommendations will be provided by MPEG. GHD will coordinate with the County and MPEG throughout design as needed to determine the appropriate pavement rehabilitation method.

The base mapping completed as part of the earlier phase will be utilized for the improvement plans.

The Basis of Design Memorandum will include the following:

- Discussion and analysis of existing roadway safety and safety features
- Recommendations for additional or replacement safety features
- Description of the facility that includes details and condition of the existing roadway
- Analysis of possible alternatives for roadway rehabilitation
- Recommendation for the most feasible method of roadway pavement rehabilitation

It should be noted that structural engineering services are not included in this scope of work. After the geotechnical analysis is completed, if it is determined that an area or areas where the downhill “creep” is occurring on Sunnyside is in need of a structural solution it is anticipated that those services will be added as part of a contract amendment.

##### Task 4 Deliverables:

- Field visit/s with stakeholders as necessary (2 site visits are anticipated)
- Field review of existing conditions
- Basis of Design Memorandum
- 35% Project Plans and Estimates

#### **TASK 5 –90% PS&E**

It is anticipated that the County and GHD team will coordinate and evaluate the recommendations set forth in the basis of design memo and will select a method of rehabilitation to use in plan development. The rehabilitation method selected, as well as any safety or bicycle upgrades, will be carried forward into the development of construction contract documents for the project. Given the relative simplicity of the plans for these types of roadway rehab projects, it is proposed the plans go from 35% to a 90% submittal.

The Consultant team will develop the plans and specifications to include all necessary aspects of the project. Each discipline will utilize the latest guidance published that is applicable. It is

anticipated that contract drawings would include: General Notes; Abbreviations, Legend and Symbols; Typical Sections; Plan Sheets, Construction Details; Log of Test Borings. Design will be in accordance with County Standard Details and Specifications and State of California Standards where applicable. GHD will prepare the Technical Specifications. It is assumed that the County will provide their most recent up-to-date front-end Documents for GHD's use.

Consultant will prepare a Preliminary Construction Cost Estimate based on items and quantities of work shown on the 65% Plans and other anticipated improvements. This will be based upon current market unit costs, the magnitude of the quantities, our experience with similar local projects, Caltrans cost data sheet and the engineer's judgment.

Task 5 Deliverables:

- 90% PS&E

**TASK 6 –100% PS&E (FINAL BID READY)**

Any comments on the 90% submittal will be incorporated into the design and bid documents. The plans and specifications will be signed and sealed and bid ready documents provided. The deliverable for this task shall not be prepared until receiving written authorization from the County.

Task 6 Deliverables:

- Bid ready documents and all applicable back-up documentation:
- PDF and 3 sets of 22 x 34 final design plans
- Electronic copy of specifications (printer ready)
- Copy of Engineer's Estimate
- Copy of design calculations
- Copy of design quantities

**TASK 7 – BID PHASE SERVICES**

*The project team will perform Construction Bid and Award Phase Support Services,*

Task 7.1 Project Advertisement

Consultant will provide project coordination support during project advertisement by answering contractor inquiries and preparing any addendums that may be required.

It is assumed that the County will advertise the project Bid Notice and manage electronic distribution of plans/specs to the Federated Builders Exchange (CalBX) including addendums. Consultant will attend a pre-bid meeting if requested by County.

Task 7.2 Prepare Addenda

GHD will respond to technical inquiries during bidding via written addenda. This scope is based upon the preparation of up to one (1) written addenda for the project. Addenda are assumed to be related to changes to or interpretations of the Bid Documents and will be submitted as PDFs to the County.

### Task 7.3 Construction Contractor Bidding and Award

GHD will attend one (1) bid opening at the County, assist the County with the evaluation of the bids, and will provide needed information to the County so they can prepare the staff report recommending award of the contract.

## **TASK 8 – CONSTRUCTION SUPPORT SERVICES**

### Task 8.1 Construction Support

The project team will attend the pre-construction meeting, up to 3 construction progress meetings, review submittals (5), respond to RFI's (5), and provide ongoing construction engineering support as requested by the County.

Additional support requested beyond the budget included in the contract will require an addendum to the contract.

### Task 8.2 Construction Management and Inspection - OPTIONAL

If the County wishes to use GHD for Construction Management or Inspection Services a proposal will be prepared and submitted once the scope of the work is known as the project gets closer to bid.

## Contingency

There is no GHD fee contingency set aside for this project.

## Assumptions

- The County will pay all permit and application fees and will handle permit reviews or waive permits as applicable.. GHD will provide support in the form of plan and specification preparation and addressing comments from permit reviews, if required.
- The County will provide record drawings for County facilities indicating existing design features, utilities and other appurtenances, as available. The County will also provide current digital aerial imagery for use in plan preparation.
- Meetings other than those indicated are not included.
- Life-cycle cost analysis is not included.
- Right of Way acquisition services are not included.
- A full traffic study is not included.
- A SWPPP is not included in this scope of work.
- As a roadway rehabilitation project stormwater Low Impact Development compliance is not included.
- Full topographic survey is not included.
- Construction staking is not included.
- Potholing is not included.
- Utility relocation coordination or design is not included.
- Structural engineering is not included in this proposal.

## PROJECT SCHEDULE

Below is an anticipated schedule. Once the Notice to Proceed is awarded, GHD will update the schedule with dates and provide a CPM schedule. It is anticipated that if Notice to Proceed is received in July that the project will be ready to bid by February 2025.

### *Preliminary Schedule*

Activity/Task	Duration
Notice to Proceed	---
Geotechnical Investigation	12 weeks
Field Measurements, 35% Plans and Design Memorandum	8 weeks

County Review 35% Plans and Design Memo	2 weeks
90% PS&E	4 weeks
County Review 90% PS&E	2 week
100% - FINAL BID READY	2 weeks
Project Advertisement	1 week

**FEE ESTIMATE**

See attachment for breakdown of the estimated fee.

**CLOSING**

It is assumed that upon agreement of the scope of work for the engineering services for the Napa County 2025 Pavement Rehabilitation Project, the County and GHD will prepare Professional Services Agreement to go to the Board of Supervisors. The proposal and fee estimate have been prepared to be consistent with the terms of the on-call MSA, using agreed upon rates.

The Notice to Proceed will be the date of written authorization by the County to proceed or when GHD receives the fully executed contract for the work.

If you have any questions or comments regarding this proposal, please feel free to call me at 707-540-9612.

Sincerely,

GHD Inc.

**Jeremy Schmal, PE**

Project Manager  
(707) 540-9612

Cc: Bill Silva, PE, GHD Principal

Attachment: MPEG Scope and Fee  
Fee Estimate Spreadsheet

**EXHIBIT “B”**

**FIXED FEE COMPENSATION**

Task 1-Project Management and Coordination	\$ 13,560
Task 2-Base Map, Survey, and Utility Coordination	\$ 42,810
Task 3-Geotechnical Investigation and Pavement Recommendations	\$ 52,490
Task 4-Preliminary Engineering and Basis of Design:	\$ 73,420
Task 5-90% PS&E	\$ 49,910
Task 6-100% PS&E	\$ 29,660
Task 7-Bid Phase Services	\$ 5,500
<u>Task 8-Construction Support Services:</u>	<u>\$ 11,730</u>
<b>TOTAL</b>	<b>\$279,080</b>

CONTRACTOR shall be compensated at the rates set forth above in an amount not to exceed \$279,080.

**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. Conf w/Owner AutoCad, Bldg X, 3 <sup>rd</sup> Floor	Smith, Engineer	1.5	\$165.00	247.50
1/1/15		Smith, Engineer	1	\$165.00	165.00
1/1/15		Smith, Engineer	4	\$165.00	660.00
		Smith, Engineer			
1/2/15	Rev plans, phone conf w/Owner	Jones, PE	1.75	\$195.00	341.25
1/2/15	AutoCad Bldg X, 3 <sup>rd</sup> Floor Conf w/Owner re 2 <sup>nd</sup> Floor	Smith, Engineer	4	\$165.00	660.00
1/2/15		Smith, Engineer	.5	\$165.00	82.50
1/3/15	Mtg w/Jones re 2 <sup>nd</sup> Floor; conf w/Owner Mtg w/Smith; conf w/Owner re 2 <sup>nd</sup> Floor	Smith, Engineer	1.5	\$165.00	247.50
1/3/15		Jones, PE	1.5	\$195.00	292.50
<b>TOTAL</b>					

## EXHIBIT “D”

### CALIFORNIA PREVAILING WAGE REQUIREMENTS

Pursuant to California Labor Code sections 1720 and 1771, construction, alteration, demolition, installation, repair and maintenance work performed under this Agreement is subject to State prevailing wage laws. State prevailing wage laws require certain provisions be included in all contracts for public works. The Contractor and any subcontractors shall comply with State prevailing wage laws including but not limited to the requirements listed below.

**1. Compliance with Prevailing Wage Requirements.** Pursuant to California Labor Code sections 1720 through 1861, the Contractor and all subcontractors shall ensure that all workers who perform work under this Agreement are paid not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR). This includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction, including but not limited to inspection and land surveying work, regardless of whether any further construction work is conducted, and work performed during the post-construction phases of construction, including but not limited to all cleanup work at the jobsite.

**1.1.** Copies of such prevailing rate of per diem wages are on file at the Napa County Public Works Department and are available for inspection to any interested party on request. Copies of the prevailing rate of per diem wages also may be found at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. The Contractor and all subcontractors shall post a copy of the prevailing rate of per diem wages determination at each job site and shall make them available to any interested party upon request.

**1.2.** The wage rates determined by the DIR refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, then the published rate of wage shall be in effect for the life of this Agreement. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the DIR, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to this Agreement in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of this Agreement, each successive predetermined wage rate shall apply to this Agreement on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates expires during the life of this Agreement, such wage rate shall apply to the balance of the Agreement.

**2. Penalties for Violations.** The Contractor and all subcontractors shall comply with California Labor Code section 1775 in the event a worker is paid less than the prevailing wage rate for the work or craft in which the worker is employed. This shall be in addition to any other applicable penalties allowed under California Labor Code sections 1720 through 1861.

**3. Payroll Records.** The Contractor and all subcontractors shall comply with California Labor Code section 1776, which generally requires keeping accurate payroll records, verifying and certifying payroll records, and making them available for inspection. The Contractor shall require all subcontractors to also comply with section 1776. The Contractor and all subcontractors shall furnish records specified in section 1776 on a monthly basis, both to the County and directly to the Labor Commissioner in the manner required by California Labor Code section 1771.4. The Contractor shall ensure its subcontractors prepare and submit payroll records to the County and the DIR as required by this section.

**3.1.** If the Contractor or a subcontractor is exempt from the DIR registration requirement pursuant to section 9.4 below, then the Contractor or such subcontractor is not required to furnish payroll records directly to the Labor Commissioner but shall retain the records for at least three years after completion of the work, pursuant to California Labor Code section 1771.4(a)(4).

**3.2.** The County may require the Contractor and its subcontractors to prepare and submit records specified in section 1776 to the County and the Labor Commissioner on a weekly basis, at no additional cost to the County.

**4. Apprentices.** The Contractor and all subcontractors shall comply with California Labor Code sections 1777.5, 1777.6, and 1777.7 concerning the employment and wages of apprentices. The Contractor is responsible for compliance with this section for all apprenticeable occupations pursuant to California Labor Code section 1777.5(n).

**5. Working Hours.** The Contractor and all subcontractors shall comply with California Labor Code sections 1810 through 1815, including but not limited to: (i) restrict working hours on public works contracts to eight hours a day and forty hours a week, unless all hours worked in excess of 8 hours per day are compensated at not less than 1½ times the basic rate of pay; and (ii) specify penalties to be imposed on contractors and subcontractors of \$25 per worker per day for each day the worker works more than 8 hours per day and 40 hours per week in violation of California Labor Code sections 1810 through 1815.

**6. Required Provisions for Subcontracts.** The Contractor shall include, at a minimum, a copy of the following provisions in any contract they enter into with a subcontractor: California Labor Code sections 1771, 1771.1, 1775, 1776, 1777.5, 1810, 1813, 1815, 1860 and 1861.

**7. Labor Code Section 1861 Certification.** In accordance with California Labor Code section 3700, the Contractor is required to secure the payment of compensation of its employees. By signing the Agreement, to which this is an exhibit, the Contractor certifies that:

“I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement.”

**8. Compliance Monitoring and Enforcement.** This project is subject to compliance monitoring and enforcement by the DIR. The County must withhold contract payments from the Contractor as directed by the DIR, pursuant to California Labor Code section 1727.

**9. Contractor and Subcontractor Registration Requirements.** The Contractor and all subcontractors shall not be qualified to bid on, be listed in a bid or proposal, subject to the requirements of California Public Contract Code section 4104, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to California Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by California Business and Professions Code section 7029.1 or California Public Contract Code sections 10164 or 20103.5, provided the Contractor is registered to perform public work pursuant to section 1725.5 at the time the contract is awarded.

**9.1.** A Contractor's inadvertent error in listing a subcontractor who is not registered pursuant to California Labor Code section 1725.5 in response to a solicitation shall not be grounds for filing a protest or grounds for considering the bid or proposal non-responsive provided that any of the following apply: (1) the subcontractor is registered prior to the proposal due date; (2) within 24 hours after the proposal due date, the subcontractor is registered and has paid the penalty registration fee specified in California Labor Code section 1725.5; or (3) the subcontractor is replaced by another registered subcontractor pursuant to California Public Contract Code section 4107.

**9.2.** By submitting a bid or proposal to the County, the Contractor is certifying that the Contractor has verified that all subcontractors used on this project are registered with the DIR in compliance with California Labor Code sections 1771.1 and 1725.5. The Contractor shall provide proof of registration for themselves and all listed subcontractors to the County at the time of the bid or proposal due date or upon request.

**9.3.** The County may ask the Contractor for the most current list of subcontractors (regardless of tier), along with their DIR registration numbers, utilized on this project at any time during performance of this Agreement, and the Contractor shall provide the list within ten (10) working days of the County's request.

**9.4.** This section shall not apply to work performed on a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work, pursuant to California Labor Code sections 1725.5(f) and 1771.1(n).

**10. Stop Order.** Where a contractor or subcontractor engages in the performance of any public work contract without having been registered in violation of California Labor Code sections 1725.5 or 1771.1, the Labor Commissioner must issue and serve a stop order prohibiting the use of the unregistered contractor or subcontractor on ALL public works until the unregistered contractor or subcontractor is registered. Failure to observe a stop order is a misdemeanor.