

**NAPA COUNTY AGREEMENT NO. 250360B**  
**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into in Napa County, California, this 25th day of March, 2025, (“Effective Date”) by and between Napa County, a political subdivision of the State of California, hereinafter referred to as “County,” and Mead & Hunt, Inc., a Wisconsin Corporation, whose address is 1360 19<sup>th</sup> Hole Dr. Suite 200, Windsor, CA 95492, hereinafter referred to as “Consultant.”

**RECITALS**

- A. County wishes to obtain professional services in order to provide engineering services for the design of North GA Ramp Reconstruction Project at the Napa County Airport.
- B. Consultant was selected in May of 2021 to provide as-needed architectural, engineering, construction management and inspection services for a five-year period after a competitive process conducted pursuant to Request for Qualifications # AIR032101.
- C. For good and valuable consideration, the sufficiency of which is acknowledged, County and Consultant agree as follows:

**AGREEMENT**

**ARTICLE I – SCOPE OF SERVICES**

**1.1 Scope of Services.** Consultant shall provide professional services to County as described in Exhibit A to this Agreement, and in accordance with the Contract Documents. The Contract Documents consist of this Agreement and its Exhibits, the Request for Proposals or Qualifications issued by County (if any), and Consultant’s proposal or statement of qualifications.

**1.2 Schedule.** Consultant shall perform and complete the scope of services in accordance with the schedule set forth in Exhibit A. Consultant shall further perform the scope of services in compliance with any interim milestones or deadlines, as may be set forth in Exhibit A. Time is of the essence in the performance of the scope of services.

**1.3 Standard of Care.** Consultant represents that the professional services rendered under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent professional using the degree of care and skill ordinarily exercised by reputable professionals practicing in the same field of service in the State of California. Consultant shall correct any professional services falling below this standard at its sole cost and expense, if notified by County within one year after completion of such services. This remedy is in addition to any other remedies that may be available to County in law or equity.

**1.4 Correction of Deficient Services.** Consultant shall take reasonable steps to commence correction of any services that fail to meet the standard of care within seven days of receipt of written notice from County unless otherwise agreed by the parties. If Consultant fails to commence such steps within the seven day or other agreed-upon period, County may, in addition to any other remedies provided under the Contract Documents, commence correction of such services without further written notice to Consultant. If County takes such corrective action, Consultant shall be responsible for all reasonable costs incurred by County in performing such correction, including but not limited to the cost of County staff time and the amount paid to another consultant to correct the deficient services.

**1.5 Other Remedies.** This Article applies only to Consultant's obligation to correct services that do not meet the standard of care and is not intended to constitute a period of limitations or waiver of any other rights or remedies County may have regarding the Consultant's other obligations under the Contract Documents or federal or state law.

**1.6 Key Personnel.** Key personnel identified in Consultant's proposal or statement of qualifications shall be the individuals who will actually perform the services. Changes in key personnel must be reported by Consultant in writing and approved by County.

**1.7 Government Code Section 7550.** Every document or report prepared by Consultant for or under the direction of County pursuant to this Agreement shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of the document or written report if the total cost for the work performed by nonemployees of County exceeds five thousand dollars (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject or product of this Agreement, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

## ARTICLE II – DURATION OF AGREEMENT

**2.1 Term of the Agreement.** The term of this Agreement shall begin on the Effective Date entered on page 1 of this Agreement. This Agreement shall expire one year after completion of the scope of services, unless terminated earlier in accordance with this Article.

**2.2 Suspension for Convenience.** County may suspend all or any portion of Consultant's performance under this Agreement at its sole option and for its convenience at no cost for a period of time not to exceed 60 days. County must give 10 days prior written notice to Consultant of such suspension. County may rescind the suspension prior to or at 60 days by providing Consultant with written notice of the rescission, at which time Consultant will be required to resume performance in compliance with the terms and provisions of this Agreement. Consultant shall be entitled to an extension of time to complete performance equal to the length of the suspension unless otherwise agreed to in writing by the parties.

**2.3 Termination for Convenience.** County may terminate all or any portion of this Agreement at its sole option and for its convenience, by giving 30 days prior written notice of such termination to Consultant. The termination of the Agreement shall be effective 30 days after receipt of the

notice by Consultant. After receipt of notice of termination of all or any portion of the Agreement, Consultant shall immediately discontinue all affected performance (unless the notice directs otherwise) and complete any additional work necessary for the orderly filing of documents and closing of Consultant's affected performance under the Agreement. Consultant shall deliver to County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Consultant in performing this Agreement, whether completed or unfinished. Consultant may keep copies for its own records. County shall pay Consultant for services satisfactorily provided before the effective date of termination, and reasonable costs incurred by Consultant in providing County with the data and documents required by this paragraph. Consultant shall not be compensated for lost or anticipated profit or overhead on the terminated portion of this Agreement.

**2.4 Termination for Cause.** County may terminate this Agreement for default if Consultant fails to satisfactorily perform any material obligation required by this Agreement. Default includes Consultant's failure to timely provide services in accordance with the schedule. If Consultant fails to satisfactorily cure a default within 10 days of receiving written notice from County specifying the nature of the default, County may immediately terminate this Agreement, and terminate each and every right of Consultant, and any person claiming any rights by or through Consultant under this Agreement. The rights and remedies of County enumerated in this paragraph are in addition to and independent of County's rights under any other provision of this Agreement and any right or remedy available to County at law or in equity.

**2.4.1 Absence of Default.** If after County gives notice of termination for cause, it is determined that Consultant was not in default of a material obligation of this Agreement, the termination shall be deemed to be a termination for the convenience of County under paragraph 2.3.

**2.5 Public Works Director's Authority.** The County's Director of Public Works or their designee is hereby authorized to make all decisions and take all actions required under this Article to suspend or terminate this Agreement.

### ARTICLE III – COMPENSATION

**3.1 Amount of Compensation.** County shall pay Consultant for satisfactory performance of the scope of services, as follows:

**3.1.1 Rates.** County shall pay Consultant the not to exceed price of Four Hundred Sixty-Seven Thousand Six Hundred and Sixty-Seven Dollars (\$467,667.00) according to the phases and tasks shown in the compensation and fee schedule set forth in Exhibit B.

**3.1.2 Expenses.** Travel or other expenses will only be reimbursed by County if such expenses are specifically identified in Exhibit B. Any travel expenses must comply with the Napa County Travel Policy found in the Napa County Policy Manual, Part I, Section 43, regardless of anything to the contrary in Exhibit B.

**3.1.3 Additional Services.** County may require Consultant to perform additional services beyond those described in the Scope of Services. County and Consultant must agree in writing upon a fee for the additional services prior to Consultant's performance of any additional services. The total cost of any additional services performed under this Agreement shall not exceed Thirty Thousand Dollars (\$30,000.00); provided, however, that such amount shall not be construed as a guaranteed sum, and compensation shall be based upon services actually provided and reimbursable expenses actually incurred.

**3.1.4 Maximum Amount.** Notwithstanding paragraphs 3.1.1, 3.1.2, and 3.1.3, the maximum payments under this Agreement shall not exceed a total of Four Hundred Ninety-Seven Thousand, Six Hundred Sixty-Seven Dollars (\$497,667.00).

**3.2 Payment Process.** Consultant may submit one invoice per calendar month in arrears for services provided, to the Airport Manager who will review the invoice to confirm its contents match the services provided during the period covered by the invoice. If approved, the invoice will be forwarded to the Napa County Auditor no later than 15 days following receipt of the invoice.

**3.2.1 Content of Invoices.** Invoices shall be in a form acceptable to the Napa County Auditor and include Consultant's name, address, Social Security or Taxpayer Identification Number, and the Napa County Agreement number. If this Agreement provides for payment based on unit prices or tasks completed, invoices shall include itemization of the hours worked, descriptions of the tasks completed during the billing period, the names and positions of person(s) performing the services, and the hourly or task rates. If the Agreement or Exhibit B provides for a fixed or lump sum price and Consultant presents monthly invoices, each invoice must indicate the percentage of work completed (e.g., 50% of design or draft report) or the milestone(s) achieved in Exhibit B, which will allow Consultant to be paid the equivalent percentage of the fixed price.

**3.2.2 Expenses.** If the Agreement provides for reimbursement of expenses, invoices shall describe the nature and cost of the expense, and the date incurred. Receipts must be included with the invoice.

**3.3 Annual Appropriation of Funds.** Consultant acknowledges that the term of this Agreement may extend over multiple County fiscal years, and that compensation under this Agreement is contingent on the Board of Supervisors appropriating funding for this Agreement for those fiscal years. This Agreement may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. County is not obligated to pay Consultant, nor is Consultant obligated to provide further services if sufficient funds have not been appropriated and authorized by the Board of Supervisors.

## ARTICLE IV – INSURANCE

**4.1 Insurance.** Prior to commencing the scope of services, Consultant 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 insurance coverage set forth in Exhibit C.

**4.2 Inclusion in Subcontracts.** Consultant shall require its subconsultants and any other entity or person providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in Exhibit C.

## ARTICLE V – INDEMNIFICATION

**5.1 Indemnification and Hold Harmless.** To the fullest extent permitted by law, Consultant shall defend at its own expense, indemnify, and hold harmless County and its officers, agents, employees, volunteers, and representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, and damages, 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 negligent acts or omissions or willful misconduct of Consultant or its officers, employees, and subconsultants in providing services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses to the extent arising from the active or sole negligence or willful misconduct of County. 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.

**5.2 Design Professionals.** To the extent Consultant is providing the services of a “design professional” as defined in California Civil Code section 2782, County acknowledges that Consultant’s obligations under paragraph 5.1 may be limited under Civil Code Section 2782.8.

**5.3 Effect of Insurance.** The provisions of this Article are not limited by the requirements of Article IV related to insurance.

**5.4 Enforcement Costs.** Consultant shall reimburse any and all costs County incurs enforcing the indemnity, hold harmless, and defense provisions set forth in this Article.

**5.5 Survival.** This Article shall survive termination or expiration of this Agreement and continue in effect so long as a viable claim may exist.

## ARTICLE VI – MANDATORY COUNTY PROVISIONS

**6.1 Compliance with County Policies.** Consultant shall comply, and require its employees and subconsultants to comply, with the following policies, copies of which are available on County’s website at <https://www.countyofnapa.org/771/Purchasing> and are hereby incorporated by reference.

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

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

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

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

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

**6.2 Inducement of County Employees.** Consultant shall not permit its officers, agents, or employees to engage in any activities during the performance of any of services under this Agreement that would interfere with compliance or induce violation of these policies by County employees or consultants.

## **ARTICLE VII – COMPLIANCE WITH LAWS**

**7.1 Compliance with Controlling Law.** Consultant shall comply with all laws, ordinances, regulations, and policies of federal, California, and local governments applicable to this Agreement. Consultant shall comply immediately with all directives issued by County or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations.

**7.2 Conflict of Interest.** Consultant acknowledges that they are aware of the provisions of Government Code sections 1090, et seq., and sections 87100, et seq., relating to conflict of interest of public officers and employees. Consultant 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 the scope of services under this Agreement. Consultant further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. Violation of this paragraph by Consultant is a material breach of this Agreement which may result in termination of the Agreement for cause.

**7.3 Taxes.** Consultant shall file federal and state tax returns or applicable withholding documents and pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement. Consultant shall be solely liable and responsible to make such withholdings and pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. Consultant shall indemnify and hold County harmless from any liability it may incur to the United States or the State of California if Consultant fails to pay or withhold, when due, all such taxes and obligations. If County is audited for compliance regarding any withholding or other applicable taxes or amounts, Consultant shall furnish County with proof of payment of taxes or withholdings on those earnings within 10 business days after notice from County.

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

**7.5 FAA Provisions.** Consultant shall comply with the “FAA Provisions” set forth in Exhibit E, attached hereto and hereby incorporated by reference.



## ARTICLE VIII – DISPUTE RESOLUTION

**8.1 Mandatory Non-binding Mediation.** If a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, the parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation through Judicial Arbitration and Mediation Services (JAMS) or any other neutral organization agreed to by the parties. To initiate mediation, the initiating party shall send written notice of its request for mediation to the opposing party. Mediation is mandatory before either party may initiate litigation or have recourse in a court of law.

**8.2 Mediation Costs.** The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

**8.3 Selection of Mediator.** A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator may be selected from lists furnished by JAMS or any other agreed upon mediator. The parties shall endeavor to agree on a mediator within 10 business days, unless a longer period is mutually agreed to in writing by Consultant and County. If the parties cannot agree on a mediator, JAMS or other neutral organization shall select the mediator.

**8.4 Conduct of Mediation Sessions.** Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, or admissions will be confidential to the proceedings and will be subject to Evidence Code section 1152. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though County's recommendation of settlement may be subject to the approval of the Board of Supervisors. Either party may have attorney(s), witnesses, or expert(s) present. Either party may request a list of witnesses and notification whether attorney(s) will be present.

**8.5 Mediation Results.** Any resultant agreements from mediation shall be documented in writing. Mediation results and documentation, by themselves, shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless such admission into evidence is otherwise agreed to in writing by both parties. Mediators shall not be subject to any subpoena or liability, and their files and actions shall not be subject to discovery.

## ARTICLE IX – GENERAL PROVISIONS

**9.1 Access to Records/Retention.** Consultant shall provide County with access to Consultant's records which are reasonably necessary for County to review or audit Consultant's compliance with the provisions of this Agreement. Consultant shall provide such access within 10 business days after written request by County, either by providing copies of the requested records to County or allowing County to inspect and photocopy the records at Consultant's place of business where the records are kept. Consultant shall maintain all records related to this Agreement for at least four years after expiration or termination of this Agreement.

**9.2 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

Napa County Airport  
2000 Airport Road  
Napa, CA 94558

CONSULTANT

Mead & Hunt, Inc.  
1360 19<sup>th</sup> Hole Dr., Suite 200  
Windsor, CA 95492

**9.3 Independent Contractors.** Consultant and its subconsultants, if any, are independent contractors and not agents of County. Any provisions of this Agreement that may appear to give County any right to direct Consultant concerning the details of performing the scope of services, or to exercise any control over such performance, shall mean only that Consultant shall follow the direction of County concerning the end results of the performance.

**9.4 Contract Interpretation.** This Agreement and all Contract Documents shall be deemed to be made under, and shall be construed in accordance with and governed by, the laws of the State of California without regard to the conflicts or choice of law provisions thereof. It is the intent of the Contract Documents to completely describe the goods and services to be provided. Any work, materials, or equipment that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result shall be supplied whether or not specifically called for or identified in the Contract Documents. When words or phrases which have a well-known technical or industry or trade meaning are used to describe work, materials, equipment, goods, or services such words or phrases shall be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the order of precedence shall be in descending order as set forth below (the document in paragraph 9.4.1 having the highest precedence). Provisions of the Contract Documents addressing the same subject which are consistent but have different degrees of specificity shall not be considered to be in conflict, and the more specific language shall control. Order of Precedence:

- 9.4.1 This Agreement.
- 9.4.2 The Exhibits to this Agreement.
- 9.4.3 The RFQ or RFP issued by County.
- 9.4.4 Consultant's proposal or statement of qualifications.

**9.5 Drafting Ambiguities.** The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms, and conditions of this Agreement, and the decision of whether to seek advice of legal counsel with respect to this Agreement is the sole



responsibility of each party. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement.

**9.6 Third Party Beneficiaries.** Unless expressly set forth in this Agreement, none of the provisions of this Agreement are intended to benefit any third party not specifically referenced herein. No person other than County and Consultant shall have the right to enforce any of the provisions of this Agreement.

**9.7 Force Majeure.** In the event either party's performance is delayed due to causes which are outside the control of both parties and their subconsultants, contractors and employees, and could not be avoided by the exercise of due care, which may include, but is not limited to, delays by regulating agencies, wars, floods, adverse weather conditions, labor disputes, unusual delay in transportation, epidemics abroad, earthquakes, fires, terrorism, incidence of disease or other illness that reaches outbreak, epidemic and/or pandemic proportions, unusual delay in deliveries, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in their time for performance equivalent to the length of delay. Neither party will be entitled to compensation from the other for force majeure events. The party claiming its performance is delayed must demonstrate to the reasonable satisfaction of the other party that a force majeure event is causing the delay; the mere occurrence of a force majeure event is insufficient to extend the time for performance.

**9.8 Confidentiality of Services.** All services performed by Consultant and any subconsultants, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Consultant, are for the sole use of County. Neither the documents nor their contents shall be released by Consultant or any subconsultant to any third party without the prior written consent of County. Consultant shall not disclose records or other information provided by County under this Agreement to any third party, except as necessary to perform the scope of services, unless the records or information: (1) were publicly known, or otherwise known to Consultant, at the time it was disclosed to Consultant by County; (2) subsequently become publicly known through no act or omission of Consultant; or (3) otherwise become known to Consultant other than through disclosure by County.

**9.8.1 Proprietary Information.** County acknowledges it may receive information that is proprietary or confidential to Consultant or its affiliated companies and its clients. Consultant shall mark such information as proprietary prior to delivery to County. County shall take reasonable efforts to keep such information confidential, not disclose such information to third parties, and not use such information for any purpose other than for the project contemplated by this Agreement. Consultant acknowledges that County is subject to the California Public Records Act. If County redacts or withholds such information, Consultant shall indemnify County and defend, at its own expense, any legal actions or challenges seeking to obtain the redacted or withheld information from County. Nothing in this Agreement creates any obligation for County to notify Consultant or obtain the Consultant's approval or consent before releasing information subject to disclosure under the California Public Records Act.

**9.9 Insolvency.** Consultant shall notify County if Consultant enters into bankruptcy proceedings. This notification shall be furnished within five days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of County contract numbers and contracting offices for all County contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Agreement.

**9.10 Attorney's Fees.** If 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. This paragraph does not apply to attorney's fees or costs incurred during mediation.

**9.11 Venue.** This Agreement is made and entered into in Napa County, California. 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. 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 shall be in the Northern District of California.

**9.12 Exhibits Incorporated.** All Exhibits referenced in this Agreement are hereby incorporated into the Agreement by this reference.

**9.13 County Powers.** Nothing contained in this Agreement shall be construed as a limitation upon the powers of County as a subdivision of the State of California. Nothing in this Agreement shall be interpreted as limiting the rights and obligations of County in its governmental or regulatory capacity.

**9.14 Survival of Obligations.** All indemnifications, warranties, guarantees and other obligations that by their nature involve performance after the early termination or expiration of this Agreement or after completion and acceptance of the scope of services, shall survive the early termination or expiration of this Agreement. Such obligations include, but are not limited to, paragraphs 1.4 (Correction of Deficient Services), 9.1 (Access to Records/Retention), 9.8 (Confidentiality of Services), and Article VIII (Dispute Resolution). Obligations related to insurance or indemnity shall continue in full force and effect after the date of early termination or expiration, but only with regard to acts or omissions that occurred during the term of the Agreement.

**9.15 Severability.** Should any provision of this Agreement be held invalid or illegal by a court of competent jurisdiction, such invalidity or illegality shall not invalidate the whole of this Agreement, but rather, the Agreement shall be construed as if it did not contain the invalid or illegal provision, and the rights and obligations of the parties shall be construed and enforced accordingly, except to the extent that enforcement of this Agreement without the invalidated provision would materially and adversely impact either or both parties' consideration for entering into this Agreement.

**9.16 Amendment/Modification.** This Agreement may be modified or amended only in writing and with the prior written consent of both parties. Failure of Consultant 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 compensation or contract time.

**9.17 No Waivers.** Any failure by either party to insist upon the strict performance by the other of any obligation of this Agreement, or any failure to exercise any right or remedy for a breach of any term or condition of this Agreement, shall not constitute a waiver of any such failure to perform or breach of any term or condition. A waiver must be express and in writing. 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.

**9.18 No Assignments.** Consultant may not assign the obligations under this Agreement, nor any monies due or to become due under this Agreement, without County's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Agreement at County's sole discretion. In no event shall any putative assignment create a contractual relationship between County and any putative assignee.

**9.19 Successors in Interest.** All rights and obligations created by this Agreement shall be in force and effect whether or not any parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any party's successor in interest.

**9.20 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.

**9.21 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.

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**IN WITNESS WHEREOF**, this Agreement is executed by County, acting by and through the Chair of the Board of Supervisors, and by Consultant through its duly authorized officer(s).

MEAD & HUNT, INC.

By \_\_\_\_\_  
JEFF LEONARD, Vice President

By \_\_\_\_\_  
ALEX RADOVANOVICH, Civil Engineer/Manager

NAPA COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
ANNE COTTRELL, Chair of the Board of  
Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas C. Zeleny</u> Deputy County Counsel</p> <p>Date: <u>March 5, 2025</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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**EXHIBIT A**  
**SCOPE OF SERVICES**

Consultant shall provide the preliminary design, 90% design, final design, and bid administration services as Consultant for the GA PARKING APRON RECONSTRUCTION at the Napa County Airport for the County in accordance with Consultant's revised proposal dated February 21, 2025, which is hereby incorporated into this Exhibit by reference."

# EXHIBIT B

## COMPENSATION AND FEE SCHEDULE

Napa County Airport (APC) GA Parking Apron Reconstruction Engineering Design Fee Estimate (Revision 1)																				Date: 2/19/2025										
PHASES and TASKS	Mead & Hunt (labor hours and rates)											Subconsultant fee			Expenses				Total Combined Cost											
	Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Senior Civil Engineer	Senior Planner	Engineer III	Engineer II	Engineer I	Technician IV	Administrative Assistant	Clerical	Total Mead & Hunt Labor Cost	Cinquini & Passarino (C&P)	M&H Engineering Group (M&H EG)	Total Subconsultant Cost (incl mva)	Mileage (Per Mile)		Meals (Per Month)	Reproduction and Shipping	Total Expenses Cost								
	\$362	\$298	\$260	\$240	\$240	\$240	\$240	\$184	\$172	\$154	\$174	\$132	\$104		1.15	1.15		\$0.70		\$26	1									
<b>TASK 1 - Preliminary Design</b>																														
1.1	Task 1 Project Management and Coordination																													
1.1.1		0.5	1	2									2	1	\$	1,367.00					\$	-		\$	-	\$	1,367.00			
1.1.1.1	Prepare Contract and Project Setup																													
1.1.1.2			0.5	4									1		\$	1,321.00					\$	-		\$	-	\$	1,321.00			
1.1.1.3	Prepare Schedule																													
1.1.1.4				3											\$	780.00					\$	-		\$	-	\$	780.00			
1.1.4	Coordinate Internal Design Team																													
1.1.5		1	2	10											\$	3,558.00					\$	-		\$	-	\$	3,558.00			
1.1.5	Coordinate Subconsultants																													
1.1.6			1	2	4	1	1	4					1	1	1	\$	3,948.00				\$	-		\$	-	\$	3,948.00			
1.1.6	Quality Control Program																													
1.1.7				4											\$	1,352.00					\$	-		\$	-	\$	1,352.00			
1.1.7	Project Controls																													
1.2	Task 1 Project Meetings and Communication																													
1.2.1		1		1										1		\$	926.00				\$	-		\$	-	\$	926.00			
1.2.1	Internal Project Kickoff Meeting																													
1.2.2		3		5										3		\$	3,034.00			100	3	\$	100.40	\$	248.40	\$	3,282.40			
1.2.2	Project Kickoff Meeting with COUNTY																													
1.2.3		2		2						2	2				\$	1,896.00					\$	-		\$	-	\$	1,896.00			
1.2.3	Site Investigation																													
1.2.4				3									3	3	\$	2,214.00					\$	-		\$	-	\$	2,214.00			
1.2.4	Bi-Weekly Internal Progress Meetings																													
1.2.5		2		2										2		\$	1,688.00				\$	-		\$	-	\$	1,688.00			
1.2.5	Monthly Progress Meetings with COUNTY																													
1.2.6		1		3						1	1				\$	1,468.00					\$	-		\$	-	\$	1,468.00			
1.2.6	Present Preliminary Submittal to COUNTY																													
1.2.7				7											\$	1,820.00					\$	-		\$	-	\$	1,820.00			
1.2.7	General Communication with COUNTY																													
1.3	Topographic Surveying																													
1.3.1				2										2		\$	988.00				\$	-		\$	-	\$	988.00			
1.3.1	Coordination and File Preparation for C&P (CONSULTANT)																													
1.3.2															\$	-	\$	22,104.00			\$	25,419.60		\$	-	\$	25,419.60			
1.3.2	Field Work and Drawing Preparation (Subconsultant - C&P)																													
1.3.3				1										4	2	\$	1,820.00				\$	-		\$	-	\$	1,820.00			
1.3.3	Convert Survey Data for CAD Software (CONSULTANT)																													
1.4	Geotechnical Investigation																													
1.4.1				2										3		\$	1,072.00				\$	-		\$	-	\$	1,072.00			
1.4.1	Coordination and Testing Requirements for MPEO (CONSULTANT)																													
1.4.2															\$	-	\$	54,500.00			\$	62,675.00		\$	-	\$	62,675.00			
1.4.2	Field Work, Laboratory Testing, and Report Preparation (Subconsultant - MPEO)																													
1.4.3				2										4		\$	2,216.00				\$	-		\$	-	\$	2,216.00			
1.4.3	Analyze Data (CONSULTANT)																													
1.5			1	6										16	8	\$	8,578.00				\$	-		\$	-	\$	8,578.00			
1.5	Preliminary Pavement Design																													
1.6				2										6	8	\$	3,744.00				\$	-		\$	-	\$	3,744.00			
1.6	Preliminary Geometric Design																													
1.7			2	6											28	\$	9,428.00				\$	-		\$	-	\$	9,428.00			
1.7	Preliminary Surface Grading Design																													
1.8				4		8	4							16	12	\$	8,928.00				\$	-		\$	-	\$	8,928.00			
1.8	Preliminary Storm Drain Design																													
1.9				2			4	8							28	\$	7,712.00				\$	-		\$	-	\$	7,712.00			
1.9	Preliminary Pavement Marking Design																													
1.10				1	2									8	10	\$	4,136.00				\$	-		\$	-	\$	4,136.00			
1.10	Preliminary Electrical Design																													
1.11	Prepare Preliminary Plans																													
				0.5										3	6	\$	1,876.00				\$	-		\$	-	\$	1,876.00			
	General (4 New Sheets)																													
				4		2	6							16	24	\$	9,600.00				\$	-		\$	-	\$	9,600.00			
	Civil (8 New Sheets)																													
				0.5	2		1							2	2	\$	1,506.00				\$	-		\$	-	\$	1,506.00			
	Electrical (1 New Sheet)																													
1.12		0.5		4	1	1	8								6	\$	8,541.00				\$	-		\$	-	\$	8,541.00			
1.12	Prepare Preliminary Engineer's Design Report (EDR)																													
1.13	Prepare Preliminary Cost Estimate																													
1.13.1				2										4	3	\$	4,070.00				\$	-		\$	-	\$	4,070.00			
1.13.1	Preliminary Earthwork Analysis																													
1.13.2				3										12	16	\$	6,748.00				\$	-		\$	-	\$	6,748.00			
1.13.2	Calculate Estimated Preliminary Quantities (Base + 2 AIs)																													
1.13.3		1		4	1	1	6							18		\$	6,634.00				\$	-		\$	-	\$	6,634.00			
1.13.3	Prepare Preliminary Cost Estimate (Base + 2 AIs)																													
1.16	Prepare Preliminary Submittal																													
1.16.1		1	4	4										2	4	8	\$	5,426.00				\$	-		\$	-	\$	5,426.00		
1.16.1	Internal QA Review																													
1.16.2				3											3	\$	1,896.00				\$	-		\$	-	\$	1,896.00			
1.16.2	Submit Preliminary Deliverables to COUNTY																													
		14	13.5	105	7	13	87	8	64	91	94	71	19	5	\$	121,277.00	\$	22,104.00	\$	54,500.00	\$	88,094.60	100	3	\$	100.40	\$	248.40	\$	209,620.00
	<b>Task 1 Subtotal</b>																													
<b>TASK 2 - 90% DESIGN</b>																														
2.1	Task 2 Project Management and Coordination																													
2.1.1				3												\$	780.00				\$	-		\$	-	\$	780.00			
2.1.1	Update Schedule																													



**Napa County Airport (APC)  
GA Parking Apron Reconstruction  
Engineering Design Fee Estimate (Revision 1)**

Date: 2/19/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)													Total Mead & Hunt Labor Cost	Subconsultant fee		Expenses				Total Combined Cost			
	Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Senior Civil Engineer	Senior Planner	Engineer III	Engineer II	Engineer I	Technician IV	Administrative Assistant	Clerical		Ciripini & Passarino (CBP)	Miller Engineering Group (MEG)	Total Subconsultant Cost (incl mtv)	Mileage (per Mile)	Meals (per Meal)	Reproduction and Shipping		Total Expenses Cost		
	\$362	\$298	\$260	\$240	\$240	\$240	\$184	\$172	\$154	\$174	\$132	\$104	1.15		1.15		\$0.70	\$26	1					
2.1.2	Coordinate Internal Design Team	0.5		6												\$ 1,741.00					\$ -	\$ -	\$ 1,741.00	
2.1.3	Coordinate Subconsultants			2												\$ 520.00					\$ -	\$ -	\$ 520.00	
2.1.4	Quality Control Program	1	1	4	1	1	2	1	1	1	1					\$ 3,344.00					\$ -	\$ -	\$ 3,344.00	
2.1.5	Project Controls			5									5			\$ 1,820.00					\$ -	\$ -	\$ 1,820.00	
2.2	Task 2 Project Meetings and Communication																							
2.2.1	B+Weekly Internal Progress Meetings			3.5					3.5		3.5	3.5				\$ 2,583.00					\$ -	\$ -	\$ 2,583.00	
2.2.2	Monthly Progress Meetings with COUNTY	3		3					3							\$ 2,382.00					\$ -	\$ -	\$ 2,382.00	
2.2.3	Present 90% Submittal to COUNTY and Site Visit	8		8					8							\$ 6,352.00	110	3			\$ 155.00	\$ -	\$ 6,507.00	
2.2.4	General Communication with COUNTY			8												\$ 2,080.00					\$ -	\$ -	\$ 2,080.00	
2.3	90% Pavement Design		1	3			5		8	4						\$ 4,438.00					\$ -	\$ -	\$ 4,438.00	
2.4	90% Geometric Design			1			2			3	4					\$ 1,872.00					\$ -	\$ -	\$ 1,872.00	
2.5	90% Surface Grading Design		2	8			16						36			\$ 12,780.00					\$ -	\$ -	\$ 12,780.00	
2.6	90% Storm Drain Design		2	8		16	12		30	24						\$ 19,044.00					\$ -	\$ -	\$ 19,044.00	
2.7	90% Electrical Design			2	8		6			16	18					\$ 9,404.00					\$ -	\$ -	\$ 9,404.00	
2.8	90% Plans																							
	General (Update 3 Sheets + 6 New Sheets)			2			4			8	16					\$ 5,496.00					\$ -	\$ -	\$ 5,496.00	
	Geotechnical (2 New Sheets)			0.5			1			2	4					\$ 1,374.00					\$ -	\$ -	\$ 1,374.00	
	Civil General (7 New Sheets)			2			4			6	12					\$ 4,492.00					\$ -	\$ -	\$ 4,492.00	
	Civil Site (21 New Sheets)			4		6	20			10	8	42				\$ 17,540.00					\$ -	\$ -	\$ 17,540.00	
	Civil Marking (4 New Sheets)			2			4			6	12					\$ 4,492.00					\$ -	\$ -	\$ 4,492.00	
	Civil Cross Sections (3 New Sheets)			1			2			2	3	6				\$ 2,590.00					\$ -	\$ -	\$ 2,590.00	
	Electrical (5 New Sheets)			2	6		4			8	10					\$ 5,892.00					\$ -	\$ -	\$ 5,892.00	
2.9	Prepare 90% Specifications																							
2.9.1	Bidding and Contract Documents (Base + 2 AIts)	1		8									12			\$ 4,026.00					\$ -	\$ -	\$ 4,026.00	
2.9.2	COUNTY General Provisions			1									1			\$ 392.00					\$ -	\$ -	\$ 392.00	
2.9.3	Required Federal Contract Provisions			1									2			\$ 524.00					\$ -	\$ -	\$ 524.00	
2.9.4	Project-Specific Special Provisions for Airport Construction	2		8	1	2	8						2			\$ 5,708.00					\$ -	\$ -	\$ 5,708.00	
2.9.5	FAA Standard Specifications for Construction of Airports	2		8	4	4	10		12				12			\$ 10,916.00					\$ -	\$ -	\$ 10,916.00	
2.9.6	Contractor's Materials and Equipment Submittal Checklist			1			2				2					\$ 1,048.00					\$ -	\$ -	\$ 1,048.00	
2.10	Prepare 90% Engineers's Design Report (EDR)	0.5		3	1	1	6		16				4			\$ 6,161.00					\$ -	\$ -	\$ 6,161.00	
2.11	Prepare 90% Cost Estimate																							
2.11.1	90% Earthwork Analysis			4			16			6	4					\$ 6,528.00					\$ -	\$ -	\$ 6,528.00	
2.11.2	Calculate Estimated 90% Quantities (Base + 2 AIts)			3			6			12	20					\$ 7,364.00					\$ -	\$ -	\$ 7,364.00	
2.11.3	Prepare 90% Cost Estimate (Base + 2 AIts)	1		4	2	2	6		18							\$ 7,114.00					\$ -	\$ -	\$ 7,114.00	
2.12	Prepare Construction Safety and Phasing Plan (CSPP)	2		8			4			20			4			\$ 7,732.00					\$ -	\$ 7,732.00	\$ 7,732.00	
2.13	Prepare FAA Form 7460-1			2			2				4					\$ 1,616.00					\$ -	\$ -	\$ 1,616.00	
2.14	Prepare 90% Submittal																							
2.14.1	Internal QA Review	4	10	6	4	4	4			2	4	6				\$ 10,872.00					\$ -	\$ -	\$ 10,872.00	
2.14.2	Submit 90% Deliverables to COUNTY			6			6						6			\$ 3,792.00					\$ -	\$ -	\$ 3,792.00	
	<b>Phase 2 Subtotal</b>	<b>25</b>	<b>16</b>	<b>141</b>	<b>27</b>	<b>36</b>	<b>152</b>	<b>0</b>	<b>69</b>	<b>130.5</b>	<b>98</b>	<b>148.5</b>	<b>46.5</b>	<b>5</b>		<b>\$ 184,809.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 155.00</b>	<b>\$ 184,964.00</b>
<b>TASK 3 - FINAL DESIGN</b>																								
3.1	Task 3 Project Management and Coordination																							
3.1.1	Update Schedule			2												\$ 520.00					\$ -	\$ -	\$ 520.00	
3.1.2	Coordinate Internal Design Team			2												\$ 520.00					\$ -	\$ -	\$ 520.00	
3.1.3	Quality Control Program		1	2												\$ 818.00					\$ -	\$ -	\$ 818.00	
3.1.4	Project Controls			1									1			\$ 364.00					\$ -	\$ -	\$ 364.00	
3.2	Task 3 Project Meetings and Communication																							

**Napa County Airport (APC)**  
**GA Parking Apron Reconstruction**  
**Engineering Design Fee Estimate (Revision 1)** Date: 2/19/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)													Subconsultant fee			Expenses				Total Combined Cost				
	Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Senior Civil Engineer	Senior Planner	Engineer III	Engineer II	Engineer I	Technician IV	Administrative Assistant	Clerical	Total Mead & Hunt Labor Cost	Chiquini & Passarino (C&P)	Miller Engineering Group (MEGC)	Total Subconsultant Cost (incl mtu)	Mileage (Per Mile)	Meals (Per Meal)	Reproduction and Shipping		Total Expenses Cost			
	\$362	\$298	\$260	\$240	\$240	\$240	\$240	\$184	\$172	\$154	\$174	\$132	\$104		1.15	1.15		\$0.70	\$26	1					
3.2.1	BH Weekly Internal Progress Meetings		1								1	1	1	\$	738.00			\$	-			\$	-	\$	738.00
3.2.2	Monthly Progress Meetings with COUNTY	1		1						1				\$	794.00			\$	-			\$	-	\$	794.00
3.2.3	General Communication with COUNTY			2										\$	520.00			\$	-			\$	-	\$	520.00
3.3	Prepare Final Plans (Update 51 Sheets)			4	2	2	8			12	10	29		\$	12,396.00			\$	-			\$	-	\$	12,396.00
3.4	Prepare Final Specifications (Base + 2 AIts)	2		8	2	2	4		8		1			\$	8,462.00			\$	-			\$	-	\$	8,462.00
3.5	Prepare Final Engineer's Design Report (EDR)			2	1	1	3			6				\$	3,148.00			\$	-			\$	-	\$	3,148.00
3.6	Prepare Final Cost Estimate													\$				\$	-			\$	-	\$	
3.6.1	Calculate Estimated Final Quantities (Base + 2 AIts)			1			3			6	10			\$	3,552.00			\$	-			\$	-	\$	3,552.00
3.6.2	Prepare Final Cost Estimate (Base + 2 AIts)			2	2	2	4		12					\$	4,648.00			\$	-			\$	-	\$	4,648.00
3.7	Prepare Final Construction Safety and Phasing Plan (CSPP)	1		2			2			4				\$	2,314.00			\$	-			\$	-	\$	2,314.00
3.8	Prepare Final Submittal													\$				\$	-			\$	-	\$	
3.8.1	Internal QC Review		2	4	1	1				2	4	6		\$	4,120.00			\$	-			\$	-	\$	4,120.00
3.8.2	Submit Final Deliverables to COUNTY			6			6							\$	3,792.00			\$	-			\$	-	\$	3,792.00
	<b>Task 3 Subtotal</b>	<b>4</b>	<b>3</b>	<b>40</b>	<b>8</b>	<b>8</b>	<b>30</b>	<b>0</b>	<b>20</b>	<b>32</b>	<b>25</b>	<b>35</b>	<b>28</b>	<b>1</b>	<b>\$ 46,706.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,706.00</b>
<b>TASK 4 - BID ADMINISTRATION</b>																									
4.1	Task 4 Project Management and Coordination													\$				\$	-			\$	-	\$	
4.1.1	Update Schedule			2										\$	520.00			\$	-			\$	-	\$	520.00
4.1.2	Prepare Invoices			3									3	\$	1,092.00			\$	-			\$	-	\$	1,092.00
4.2	Task 4 Project Meetings and Communication													\$				\$	-			\$	-	\$	
4.2.1	Monthly Progress Meetings with COUNTY	2		2						2				\$	1,588.00			\$	-			\$	-	\$	1,588.00
4.2.2	Pre-Bid Conference			12						8				\$	4,496.00			\$	-	110	2	\$	129.00	\$	4,625.00
4.2.3	General Communication with COUNTY			8										\$	2,080.00			\$	-			\$	-	\$	2,080.00
4.3	Advertisement for Bids - NIC													\$	-			\$	-			\$	-	\$	-
4.4	Bid Documents Distribution - NIC													\$	-			\$	-			\$	-	\$	-
4.5	Respond to Bidders' Questions (Up to 20)			6			8			16				\$	6,232.00			\$	-			\$	-	\$	6,232.00
4.6	Bid Addenda (Up to 3)			3			9			12			3	\$	5,400.00			\$	-			\$	-	\$	5,400.00
4.7	Bid Opening - NIC													\$	-			\$	-			\$	-	\$	-
4.8	Bid Review, Bid Tabulation, and Cost/Price Analysis (Base + 2 AIts)	1		6						8				\$	3,826.00			\$	-			\$	-	\$	3,826.00
4.9	Prepare Recommendation for Award	1		2										\$	1,014.00			\$	-			\$	-	\$	1,014.00
	<b>Task 4 Subtotal</b>	<b>4</b>	<b>0</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>\$ 26,248.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>110</b>	<b>2</b>	<b>\$ -</b>	<b>\$ 129.00</b>	<b>\$ -</b>	<b>\$ 26,377.00</b>	
<b>TOTAL PROJECT BUDGET</b>														<b>\$ 379,040.00</b>			<b>\$ 88,094.60</b>			<b>\$ 532.40</b>	<b>\$ 467,667.00</b>				

**MEAD & HUNT, Inc.**  
**Standard Billing Rate Schedule**  
**Effective January 1, 2025**

**Standard Billing Rates**

• Clerical .....	\$104.00 / hour
• Technical Editor .....	\$138.00 / hour
• Accounting, Administrative Assistant .....	\$132.00 / hour
• Technician I, Technical Writer .....	\$122.00 / hour
• Technician II, Surveyor - Instrument Person .....	\$140.00 / hour
• Technician III .....	\$164.00 / hour
• Technician IV .....	\$174.00 / hour
• Senior Technician .....	\$216.00 / hour
• Engineer I, Scientist I, Architect I, Interior Designer I, Planner I .....	\$154.00 / hour
• Engineer II, Scientist II, Architect II, Interior Designer II, Planner II .....	\$172.00 / hour
• Engineer III, Scientist III, Architect III, Interior Designer III, Planner III .....	\$184.00 / hour
• Construction Resident Project Representative (RPR) .....	\$194.00 / hour
• Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Construction Manager .....	\$240.00 / hour
• Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner ....	\$260.00 / hour
• Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer Senior Project Planner .....	\$298.00 / hour
• Senior Associate, Principal, Senior Client / Project Manager .....	\$362.00 / hour

**Expenses**

- Geographic Information or GPS Systems ..... \$100.00 / day
- Out-Of-Pocket Direct Job Expenses ..... cost plus 15%  
Such as reproductions, sub-consultants / contractors, etc.

**Travel Expense**

- Company or Personal Car Mileage..... \$ IRS rate / mile\*  
*\* Rates will be charged at Current IRS rate*
- Air and Surface Transportation..... cost plus 15%
- Lodging and Sustenance .....

**Billing and Payment**

- Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.
- Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

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This schedule of billing rates is effective January 1, 2025, and will remain in effect until December 31, 2025, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

## EXHIBIT C INSURANCE REQUIREMENTS

**C.1 Workers Compensation Insurance.** To the extent required by law during the term of this Agreement, Consultant shall provide workers compensation insurance for the performance of any of Consultant's duties under this Agreement as required by the State of California with statutory limits, and employer's liability insurance with a limit of no less than TWO MILLION DOLLARS (\$2,000,000) per accident for bodily injury or disease, all with a waiver of subrogation. Consultant shall provide County with certification of all such coverages upon request by County's Risk Manager.

**C.2 Liability Insurance.** Consultant shall obtain and maintain in full force and effect during the term of this Agreement the following occurrence-based 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:

**C.2.1 General Liability.** Commercial general liability (CGL) insurance coverage (personal injury and property damage) of not less than TWO MILLION DOLLARS (\$2,000,000) 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 Consultant or any officer, agent, or employee of Consultant under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

**C.2.2 Professional Liability/Errors and Omissions.** Professional liability (or errors and omissions) insurance for all activities of Consultant arising out of or in connection with this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per claim. If the coverage includes an aggregate limit the aggregate limit shall be no less than twice the per occurrence limit.

**C.2.3 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 Consultant'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 Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in paragraph C.2.1, above. If Consultant or Consultant's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person upon request.

**C.3 Certificates of Coverage.** All insurance coverages referenced in paragraph C.2, 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 Consultant with the County Department administering this Agreement prior to commencement of the Scope of Services.

**C.3.1 Notice of Cancellation.** 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.

**C.3.2 Multiple Insureds.** The certificate(s) 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.

**C.3.3 Waiver of Subrogation and Additional Insured Endorsements.** For the commercial general liability insurance coverage referenced in subparagraph C.2.1 and, for the comprehensive automobile liability insurance coverage referenced in subparagraph C.2.3 where the vehicles are covered by a commercial policy rather than a personal policy, Consultant shall also file with the evidence of coverage an endorsement from the insurance provider naming Napa County, its officers, employees, agents, and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, Consultant shall file an endorsement waiving subrogation with the evidence of coverage.

**C.3.4 Additional Requirements.** The certificate or other evidence of coverage shall provide that if the same policy applies to activities of Consultant 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 Consultant 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.

**C.4 Copies of Policies.** Upon request by County's Risk Manager, Consultant 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.

**C.5 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 Consultant 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 Consultant shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.



**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 “public works” subject to State prevailing wage laws. State prevailing wage laws require certain provisions be included in all contracts for public works. Consultant and any subcontractors shall comply with State prevailing wage laws including but not limited to the requirements listed below.

**D.1 Payment of Prevailing Wages.** Consultant 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.

**D.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>. Consultant 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.

**D.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.

**D.2 Penalties for Violations.** Consultant 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 is in addition to any other applicable penalties allowed under the California Labor Code.

**D.3 Payroll Records.** Consultant 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. Contractor shall require all subcontractors to

also comply with section 1776 to the extent they are performing public works. Consultant and all subcontractors shall furnish records specified in section 1776 on a monthly basis directly to the Labor Commissioner in the manner required by California Labor Code section 1771.4. Consultant and all subcontractors shall also furnish the records to County at County's request. Consultant shall ensure its subconsultants and subcontractors prepare and submit payroll records to the DIR and County as required by this paragraph.

**D.3.1** If Consultant and any subcontractors are exempt from the DIR registration requirement pursuant to paragraph D.9.3 below, then Consultant and any subcontractors are 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).

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

**D.4 Apprentices.** Consultant and all subcontractors shall comply with California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning the employment and wages of apprentices on public works projects. Consultant is responsible for compliance for all apprenticeable occupations pursuant to California Labor Code section 1777.5(n), and could be penalized for violations of its subcontractors pursuant to California Labor Code section 1777.7.

**D.5 Working Hours.** Consultant and all subcontractors shall comply with California Labor Code sections 1810 through 1815. Consultant and all subcontractors shall restrict the time of service of any worker on a public works project to eight hours during any one calendar day and forty hours during any one calendar 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. Violations are subject to penalties of \$25 per worker per day pursuant to California Labor Code section 1813.

**D.6 Required Provisions for Subcontracts.** Consultant 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, 1813, and 1815.

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

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

**D.9 Registration Requirements.** Consultant and any subcontractors shall not 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.

**D.9.1** By signing the Agreement to which this is an Exhibit, Consultant is certifying that it 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.

**D.9.2** County may ask Consultant 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 Consultant shall provide the list within ten (10) working days of County's request.

**D.9.3** The registration requirement does not apply 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 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).

**D.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.

## **EXHIBIT E FAA PROVISIONS**

### **1. GENERAL CIVIL RIGHTS PROVISIONS**

The Consultant agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Consultant and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

### **2. CIVIL RIGHTS – TITLE VI ASSURANCE**

Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees as follows:

- a) **Compliance with Regulations:** The Consultant (hereinafter includes any subconsultants and subcontractors) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Non-discrimination:** The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- c) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of the Consultant’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
- d) **Information and Reports:** The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- e) Sanctions for Noncompliance: In the event of a Consultant’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Consultant under the contract until the Consultant complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- f) Incorporation of Provisions: The Consultant will include the provisions of paragraphs a) through f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Consultant may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities:

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing

entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

3. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

4. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Consultant retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.