

NAPA COUNTY AGREEMENT NO. 230400B

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of this **16th** day of **May**, 2023, by and between Napa County, a political subdivision of the State of California, hereinafter referred to as “County”, and M. Arthur Gensler Jr. & Associates, Inc, doing business as Gensler, a California corporation, whose mailing address is 500 S. Figueroa Street, Los Angeles, CA 90071, hereinafter referred to as “Contractor.”

RECITALS

WHEREAS, County wishes to obtain specialized services, as authorized by Government Code section 31000, to assist the County in conducting a facility space needs analysis and developing a phased facilities master plan that meets the needs of County residents and employees (“Project”); and

WHEREAS, on February 13, 2023, County issued Request for Proposals No. PW022301 (“RFP”) soliciting proposals from qualified firms to provide the services; and

WHEREAS, County reviewed and scored the proposals received in response to the RFP, and determined that Contractor submitted the winning proposal for the Project;

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:

TERMS

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire on June 30, 2025, 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 conduct a facility space needs analysis and develop a phased facilities master plan for the County, as further described in Exhibit “A” attached hereto and hereby incorporated by reference.

3. **Compensation.**

(a) Rates. In consideration of Contractor's performance of the Scope of Services, County shall pay Contractor the fixed prices for Phases 1 through 5, as set forth in Exhibit "B" attached hereto and hereby incorporated by reference.

(b) Expenses. No travel or other expenses will be reimbursed by COUNTY, as such expenses are already included in the fixed prices in Exhibit "B."

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall not exceed Four Hundred and Eighty Four Thousand Eight Hundred and Nineteen Dollars (\$484,819.00) without a written amendment signed by both parties.

4. **Method of Payment.**

(a) Invoices. 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. If this Agreement provides for a fixed price, instead of providing hourly information Contractor shall indicate the percentage of work completed (*eg.* 35% of Phase 1) in each invoice, and payment shall be calculated based on the equivalent percentage of the fixed price. Contractor shall submit invoices not more often than once monthly to the Project Manager who, after review and approval as to form and content, shall submit the invoice to the Napa County Auditor for payment no later than fifteen (15) calendar days following receipt.

(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) Legal status. So that County may properly comply with its reporting obligations under federal and state laws pertaining to taxation, if Contractor is or becomes a corporation during the term of this Agreement, proof that such status is currently recognized by and complies with the laws of both the state of incorporation or organization and the State of California, if different, shall be provided to the 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. **Standard of Care.** Services performed by Contractor under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent licensed consultant using the degree of care and skill ordinarily exercised by reputable professionals practicing in the same field of service in the State of California. Where approval by County is required, it is understood to be general approval only and does not relieve Contractor of responsibility for complying with all applicable laws, codes, and good consulting practices.

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 paragraph 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 Napa County Public Works Department 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 paragraph 7(b)(1) and, for the comprehensive automobile liability insurance coverage referenced in paragraph 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 Napa County, its officers, employees, agents and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, Contractor shall file an endorsement waiving subrogation with the evidence of coverage.

(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, 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, which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, its officers, agents, employees, or subcontractors. Contractor's cost of defense shall not exceed its proportionate percentage of fault pursuant to California Civil Code Section 2782.8. 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 thirty (30) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving five (5) days prior written notice to the defaulting party in the manner set forth in Paragraph 13 (Notices). The Napa County Purchasing Agent or designee pursuant to Napa County Code section 2.36.050 is hereby authorized to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of County for cause.

10. Other Termination. This Agreement may be terminated by County for any reason and at any time by giving prior written notice of such termination to Contractor specifying the effective date thereof at least thirty (30) days prior to the effective date; 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 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 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

CONTRACTOR

Napa County Department of Public Works
1195 Third Street, Suite 101
Napa, CA 94559

M. Arthur Gensler Jr. and Associates, Inc.
500 S. Figueroa Street
Los Angeles, CA 90071

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

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

(b) County of Napa "Policy for Maintaining a Harassment and Discrimination Free Work Environment" which is found in the Napa County Policy Manual Part I, Section 37K.

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

(d) Napa County Information Technology Use and Security Policy adopted by resolution of the Board of Supervisors on April 17, 2001. To this end, all employees and subcontractors of Contractor whose performance of services under this Agreement requires access to any portion of the County computer network shall sign and have on file with County's ITS Department prior to receiving such access the certification attached to said Policy.

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

15. **Confidentiality.**

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

(b) Protection of County Data. If Contractor will be processing and storing the County's data in an offsite location, such as a cloud service site, cloud storage site, hosted application site, or hosted storage site, Contractor shall guarantee that such data is encrypted using an encryption algorithm that meets the current US Department of Defense minimum requirements in order to protect County data against a breach of protected data if lost or stolen. All offsite cloud applications and storage systems utilized by Contractor shall be located in the United States, which includes any backup and failover facilities. Application and storage solutions in any foreign location is prohibited.

(1) All desktop and laptop computers, as well other similar type computer systems, used by Contractor shall be encrypted using the same encryption algorithm described above. All data in transit shall require the same encryption. Storage of County data on removable portable storage is prohibited.

(2) Upon termination of this agreement, Contractor shall purge all County data from all Contractor systems using a forensic grade deletion that conforms to US Department of Defense DoD 5220.22-M (E) standards.

(3) Contractor shall reimburse the County for all associated costs of a breach, including but not limited to reporting costs and associated penalties the County must bear.

16. **No Assignments or Subcontracts.**

(a) In General. Contractor was awarded this Agreement after a competitive process, when Contractor prevailed in part because of the qualifications, experience, and reputation of Contractor. Therefore, Contractor shall not assign any interest in this Agreement or subcontract any of the services Contractor is to perform hereunder, other than to subcontractors identified in Contractor's proposal, without the prior written consent of County, which shall not be unreasonably withheld. The inability of the assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by Contractor, or to perform any of the remaining services required under this Agreement within the same time frame required of Contractor shall be deemed to be reasonable grounds for County to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Director of Public Works

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

obtain approval of such assignment under this Paragraph shall be viewed as a material breach of this Agreement.

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

18. **Interpretation; Venue.**

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

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

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

(a) Non-Discrimination. During the performance of this Agreement, Contractor and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), or political affiliation or belief, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), use of family care leave, or political affiliation or belief. Contractor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Agreement subcontracts to Contractor services or works required of County by the State of California pursuant to agreement between

County and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and Contractor and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

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

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

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. County further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. Contractor agrees that if such financial interest does exist at the inception of this Agreement, County may terminate this Agreement immediately upon giving written notice without further obligation by County to Contractor under this Agreement.

(b) Statements of Economic Interest. Contractor acknowledges and understands that County has developed and approved a Conflict of Interest Code as required by state law which requires Contractor to file with the Elections Division of the Napa County Assessor-Clerk Recorder “assuming office”, “annual”, and “leaving office” Statements of Economic Interest as a “consultant”, as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations. Contractor agrees to timely comply with all filing obligations for a consultant under County’s Conflict of Interest Code unless such a determination is already on file on the filing dates for each of the required Statements of Economic Interest.

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

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

26. **Force Majeure.** In the event either party’s performance is delayed due to causes which are outside the control of both parties, and could not be avoided by the exercise of due care, such as, but 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 or otherwise affects the area in which the Project is located, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in time equivalent to the length of delay. Neither party will be entitled to compensation from the other for force majeure events.

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.

IN WITNESS WHEREOF, this Agreement is executed by Napa County, acting by and through the Chair of the Board of Supervisors, and by M. Arthur Gensler Jr. & Associates, acting through their duly authorized officers.

M. Arthur Gensler Jr. & Associates, Inc doing business as
Gensler

By: _____
Kevin Rosenstein, Principal

By: _____
Stephanie Koenig, Regional Operating Officer

NAPA COUNTY, a political subdivision of
the State of California

By: _____
BELIA RAMOS, Chair
Board of Supervisors

APPROVED AS TO FORM Office of County Counsel By: <u>Thomas C. Zeleny</u> Chief Deputy County Counsel Date: <u>April 28, 2023</u>	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: _____
--	--	--

EXHIBIT “A”
SCOPE OF SERVICES

I. DESCRIPTION OF SERVICES

Contractor shall conduct a facility space needs analysis and developing a phased facilities master plan for the County (“Project”), as described in County’s Request for Proposals No. PW022301 (RFP) dated February 13, 2023, and Addendum No. 1 to the RFP dated March 2, 2023. The Project shall be performed in accordance with the Detailed Scope of Services dated April 24, 2023, attached hereto as Attachment 1, and Contractor’s Proposal. In the event of a conflict between this Agreement, the RFP, Contractor’s Proposal, or the Detailed Scope of Services, the conflict will be resolved according to the following order of precedence (first listed has highest precedence):

1. This Agreement
2. Detailed Scope of Services
3. The RFP
4. Contractor’s Proposal

The RFP and Contractor’s Proposal are hereby incorporated by reference as if fully set forth herein.

The schedule for performing the Scope of Services shall be in accordance with the number of weeks identified for each phase of the Project in the Detailed Scope of Services, consecutively, commencing on the date County issues Contractor a notice to proceed with the work.

Additional services: County anticipates it may need additional services from Contractor if County decides to implement the facilities master plan. Such additional services may include preparation of preliminary design documents, environmental analysis and other studies, and oversight of the facilities master plan. County may also need to amend the Scope of Services if information revealed during an earlier phase of the Project requires changes to later phases of the Project. If the parties agree additional services are needed, and that Contractor should provide the services, such services will be added to the Scope of Services by written amendment, based on the hourly rates shown in Exhibit “B” to the extent the personnel identified therein will be performing additional services.

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.

EXHIBIT “B”

COMPENSATION AND FEE SCHEDULE

GENSLER TEAM PROJECT FEE & BILLING RATES

April 24, 2023

Phase 1: Project Startup	\$31,750
Phase 2: Data Collection	\$104,754
Phase 3: Analysis & Findings	\$132,730
Phase 4: Options Development	\$108,470
Phase 5: Final Documentation	\$107,115
TOTAL	\$484,819

BILLING RATES*

Gensler (prime contractor)	
Kevin Rosenstein, Project Principal	\$325
Paul Natzke, Project Director	\$280
Eric Wong, Project Manager	\$205
Sam Capozza, Strategist I	\$130
Strategist II	\$155
Senior Strategist	\$225
 Gruen Gruen + Associates (economics)	
Aaron Gruen, Principal	\$295
Andrew Ratchford, Analyst	\$195
 Bureau Veritas (facility conditions assessment)	
Mouaz Alrayes, Program Manager	\$140
Matt Anderson, Quality Assurance Manager	\$135
 KPJ Consulting (cost estimating)	
Philip Mathur, Cost Manager	\$195
 Asset Strategies (real estate strategy)	
Judy Frank, Principal	\$250

* Billing rates are subject to review annually and may be adjusted to reflect cost of living, inflation, and other economic factors.

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 rd 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
1/2/15	Rev plans, phone conf w/Owner	Jones, PE	1.75	\$195.00	341.25
1/2/15	AutoCad Bldg X, 3 rd Floor Conf w/Owner re 2 nd 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 nd Floor; conf w/Owner Mtg w/Smith; conf w/Owner re 2 nd Floor	Smith, Engineer	1.5	\$165.00	247.50
1/3/15		Jones, PE	1.5	\$195.00	292.50
TOTAL					