

No Withholding

**PERSONAL SERVICES AGREEMENT
BETWEEN THE COUNTY OF SHASTA AND
DLR GROUP**

This agreement is entered into between the County of Shasta, through its Department of Public Works, a political subdivision of the State of California (“County”) and DLR Group (“Consultant”) (collectively, the “Parties” and individually a “Party”) for the purpose of providing architectural and engineering services for the Shasta County Jail Inmate Transportation and Courtroom Repurposing Project (the “Repurposing Project”) and a planning and space needs study for a new inmate housing unit of no fewer than 256 beds (the “Inmate Housing Project”).

Section 1. RESPONSIBILITIES OF CONSULTANT

- A. Pursuant to the terms and conditions of this agreement, Consultant shall provide the following services for the Shasta County Jail Inmate Transportation and Courtroom Repurposing Project (Repurposing Project):

As further set forth herein, architectural and engineering services for the planning, renovation, and repurposing of two courtroom spaces, also referred to as Departments 1 and 2 (the Courtrooms or vacated space) and an inmate transportation facility. Such services for the Repurposing Project shall facilitate the transport of inmates from the existing Jail to the new Shasta County Courthouse, repurposing Courtrooms and vacated space for video arraignments, rehabilitative programming, and staging or holding areas or other uses as may be determined in the space needs program study.

- B. In connection with and in order to prepare necessary planning/space needs studies, plans and specifications, and construction, and to provide architectural, engineering, and consulting services to County to support the Repurposing Project, Consultant shall provide the following services:

1. Inmate Transportation and Courtroom Repurposing Project - Programs Renovation
 - a. Site visit/kickoff meeting – Within 30 days of execution of this agreement attend tour and project kickoff meeting on Day 1, meet with stakeholders on Day 2.
 - b. Space Needs Development – Based on Day 2 stakeholder’s meeting, develop space needs list and adjacencies for the renovation/repurposing.
 - c. Space Needs Review (virtual) – Review space needs and adjacencies with County.
 - d. Space Needs Diagram Development – Based on the space needs development create a conceptual diagram that reflects the space needs and adjacencies. Includes circulation pathways.
 - e. Space Needs Review (virtual) – Review space diagrams with County.

- f. Space Needs Refinement – Incorporate feedback and comments from review meeting and create Space Needs Presentation.
- g. Deliver a Space Needs Presentation.
- h. Provide to County a copy of the final Space Needs Program Study, including finalized floor plan and site layout.
- i. Provide a programming level preliminary cost estimate based on the final Space Needs study.

2. Inmate Transportation and Courtroom Repurposing Project – Design, Bid and Construction Phase Services

a. *Schematic Design/Design Development (2 months)*

- i. Develop Schematic level plans based on the Program Space Needs Study and provide copy to County.
- ii. Develop Design Development level plans for County review. Incorporate any County comments into final Design Development level plans.
- iii. Design Development plans shall include Demolition, Grading, Drainage, Floor and Ceiling, and Engineering Layout Plans.
- iv. Provide a preliminary cost estimate based on the final Design Development plans.

b. *Construction Documents (CDs) (2 months)*

- i. Upon County approval of Design Development plans, complete a detailed set of demolition, site/civil, floor, structural, electrical, mechanical, plumbing, security electronics plans with details and specifications (collectively, the “Construction Documents”) compliant with applicable laws and provisions of the Public Contract Code for competitive bidding and construction contract award purposes. County uses the Master 49 Section format. Specifications shall conform to this numbering standard and County’s internal consistency standards.
- ii. Perform a final Code and Standards Review.
- iii. Complete a detail final cost estimate based on County approved 100% complete Construction Documents.

c. *Bid Phase*

- i. Prepare Regulatory Agency submittals.
- ii. Attend a pre-bid meeting with prospective bidders.
- iii. Provide responses to Requests for Information (RFI) and related issues regarding the Construction Documents.
- iv. Prepare any addenda documents requested by County.
- v. Prepare conformed project documents for the construction phase.

d. Construction Administration

- i. Attend weekly construction meetings with County, County's construction manager, and County's contractors, subcontractors, and suppliers. Includes one monthly site visit by DLR Group and weekly site visits or as may be needed by Trilogy.
- ii. Timely respond to the County's contractor's Requests for Information (RFI).
- iii. Timely review County's Contractor's submittals.
- iv. Determine and confirm compliance with the Construction Documents on an ongoing, routine basis and make periodic site visits or as often as needed for this purpose and as otherwise requested by County.
- v. Respond to County requests for information and provide consulting services on issues, alternatives, and other matters related to the Project.
- vi. Prepare project punch list of all deficiencies that need to be completed and facilitate in sign off or outstanding work.
- vii. The following engineering sub-consultant site visits are included during this phase: Electrical – 3, Mechanical and Plumbing – 3, Security Electronics – 2, Civil – 2.

- C. Pursuant to the terms and conditions of this agreement, Consultant shall provide a planning and space needs study and related consulting services for an Inmate Housing Project of no fewer than 256 jail beds, as follows:

Inmate Housing Project – Strategic Facilities Plan

1. Site Visit/Kickoff Meeting – Attend tour and project kickoff meeting on Day 1, meet with stakeholders on Day 2.
2. Strategic Plan Space Needs Development – Based on Day 2 stakeholder's meeting, develop space needs list and adjacencies for the first phase of a new facility.
3. Strategic Plan shall include an assessment of existing Jail support functions to determine phasing of both support and bed functions for a future housing unit and determine timing of what, how, and when plan services will need to be moved out of the existing jail and into a new or other facility.
4. Strategic Plan Space Needs Review (virtual) – Review space needs and adjacencies with County.
5. Strategic Plan Diagram Development – Based on the space needs development create a conceptual diagram that reflects the space needs and adjacencies. Includes circulation pathways.
6. Strategic Plan Diagram Review (virtual) – Review space diagrams with the County.

7. Strategic Plan Refinement – Incorporate feedback and comments from review meeting and create Strategic Plan Presentation.
8. Deliver a Strategic Plan Presentation.
9. Provide County with a final copy of the Strategic Facilities Plan Study.
10. Provide a programming level estimate based on the final Strategic Plan.

D. Miscellaneous

1. Consultant shall further provide all such services that are necessary to carry out the Projects and services in accordance with the terms, conditions, and requirements of this agreement. All services and work shall conform to all applicable laws, ordinances, regulations, and codes, including but not limited to Board of State Community Corrections (BSCC), the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), and accessibility laws, seismic standards, and any environmental safety considerations.
 2. Consultant acknowledges and understands the County's needs for a new jail and to reduce operating costs, and the direction from the County's Board of Supervisors to County staff to move forward with the idea of potentially increasing jail bed space by retaining the current jail and building a new addition or adjacent facility with modern design, modifications to accommodate an inmate transportation construction project. Consultant will perform its responsibilities under this agreement in accordance with the foregoing and in a manner which will facilitate and enable the County—in the event it may so choose—to evaluate, undertake, or otherwise take lawful steps necessary to facilitate future planning and projects, if any, to increase jail capacity and bed space.
- E. Consultant shall complete the services proscribed in this agreement in accordance with the schedule contained in EXHIBIT D, attached hereto and incorporated herein.
- F. Consultant's lead personnel and those of its subconsultants and subcontractors that will be associated with the services provided pursuant to this agreement are designated on Exhibit B, attached hereto and incorporated herein. If any personnel, subconsultant, subcontractor, or other entity (collectively referred to as "person") now or later so designated fails to perform to the satisfaction of County, County may in its sole discretion demand, in writing, and Consultant shall remove that person from the Project and replace that person with one acceptable to County. At no time shall Consultant replace any person unless previously approved by the County and the replacement person shall remain subject to County approval and the provisions of this paragraph.

- G. As required by Government Code Section 7550, each document or report prepared by Consultant for or under the direction of County pursuant to this agreement shall contain the numbers and dollar amount of the agreement and all subcontracts under the agreement relating to the preparation 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 agreement amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: department name, agreement number, and dollar amount. If more than one document or report is produced under this agreement, Consultant shall add: "This [document or report] is one of [number] produced under this agreement."

Section 2. RESPONSIBILITIES OF COUNTY

Pursuant to the terms and conditions of this agreement, County shall:

- A. Designate a representative, as Project Engineer, authorized to act in County's behalf. The Project Engineer shall examine the documents and work product submitted by Consultant and render decisions pertaining thereto to avoid unreasonable delay in the progress and completion of the Project.
- B. Provide full information about the requirements for the Project, including the budget limitations and scheduling.
- C. Provide Consultant reasonable access to County property to permit Consultant to complete services described in this agreement.
- D. Provide Consultant with existing maps, drawings, specifications, data, or any other information known to be contained in County archives needed by Consultant in executing Consultant's responsibilities.
- E. Compensate Consultant as prescribed in Sections 3 and 4 of this agreement and monitor the outcomes achieved by Consultant.
- F. Prepare all necessary environmental documents or determinations if required by CEQA.
- G. In reliance and based on the services and work product provided by Consultant, prepare General Bidding and Contract Requirements, commonly known as Volume 1 of the bid package. Upload bid packages, including final plans and specifications prepared by Consultant and approved by County, to County's web-based bid site.
- H. Pay all fees required to secure any necessary permits.
- I. Advertise for and receive bids for the award of the contract for construction of the Project.
- J. Provide Project construction inspection and testing services and prepare any reports, notices, or similar documents resulting therefrom that are not otherwise required to be prepared or provided by Consultant pursuant to this agreement.

Section 3. COMPENSATION

- A. Consultant shall be paid for the services described in this agreement in accordance with the Compensation Schedule in EXHIBIT A attached hereto and incorporated herein. Compensation paid to Consultant by County shall not exceed \$1,038,700 for all services provided pursuant to this agreement.

Reimbursement for expenses, costs, or fees, actually incurred by Consultant, if any, shall not exceed \$20,000. Unless approved in writing in advance by County, Consultant shall not be entitled to, nor include in any invoice, any amount for reimbursement of any expenses, costs, or fees. Consultant shall submit itemized statement or invoice and original receipts to document expenses that do not otherwise have an established value in EXHIBIT C – Reimbursable Billing Rates, attached and incorporated herein.

- B. Extra work or changes that are minor in nature and do not change the substance or purpose of this agreement may be authorized in writing by Shasta County's Public Works Director ("Director"), provided such extra work or changes is authorized in advance in writing and do not exceed ten percent (10%), in the aggregate, of the maximum compensation payable pursuant to this agreement.
- C. Extra work or changes in the work shall be performed either on an hourly rate basis or on a negotiated fixed fee basis. The compensation for extra work shall be negotiated using the rates specified in EXHIBIT C – Reimbursable Billing Rates. These rates shall be used as information to assist in arriving at a negotiated fee for extra work.
- D. Consultant shall be paid via electronic invoice payment; automated clearing house ("ACH"), County credit card, or Commerce Bank virtual card. ACH payments require submission of the completed Auditor-Controller ACH/Direct Deposit authorization form within five days of execution of this agreement.
- E. Consultant's violation or breach of agreement terms may result in fiscal penalties, withholding of compensation, or termination of agreement.

Section 4. BILLING AND PAYMENT

- A. Consultant shall submit to the Department of Public Works monthly invoices in arrears during the performance of the services prescribed in Section 1, based on a percent of work complete basis by Consultant. County shall make payment within 30 days of receipt of Consultant's correct and approved statement or invoice. If Consultant fails to complete or submit required deliverable items set forth in Section 1, County shall have right to delay payment or terminate this Contract in accordance with provisions in Section 6.
- B. Should County, or the state or federal government, disallow any amount claimed by Consultant, Consultant shall reimburse County, or the state or federal

government, as directed by County, or the state or federal government, for such disallowed cost.

Section 5. TERM OF AGREEMENT

This agreement shall commence as of the last date it has been signed by both Parties and shall end the earlier of December 31, 2024, or 30 days after the filing of the Notice of Completion for the construction of the Jail Inmate Transportation and Courtroom Repurposing Project provided for in this agreement. Notwithstanding the foregoing, County shall not be obligated for payments hereunder for any future County fiscal year unless or until County's Board of Supervisors appropriates funds for this agreement in County's budget for that County fiscal year. In the event that funds are not appropriated for this agreement, then this agreement shall end as of June 30 of the last County fiscal year for which funds for this agreement were appropriated. For the purposes of this agreement, the County fiscal year commences on July 1 and ends on June 30 of the following year. County shall notify Consultant in writing of such non-appropriation at the earliest possible date.

Section 6. TERMINATION OF AGREEMENT

- A. If Consultant materially fails to perform Consultant's responsibilities under this agreement to the satisfaction of County, or if Consultant fails to fulfill in a timely and professional manner Consultant's responsibilities under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement for cause effective immediately upon the County giving written notice thereof to Consultant. If termination for cause is given by County to Consultant and it is later determined that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this Section.
- B. County may terminate this agreement without cause on 30 days written notice to Consultant.
- C. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of this agreement.
- D. County's right to terminate this agreement may be exercised by the Shasta County Board of Supervisors, the Shasta County Executive Officer or their designee or the County's Public Works Director.
- E. Should this agreement be terminated, Consultant shall promptly provide to County any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Consultant pursuant to this agreement in a format acceptable to County.
- F. If this agreement is terminated, Consultant shall only be paid for services satisfactorily completed and provided prior to the effective date of termination.

Section 7. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.
- B. No changes, amendments, or alterations to this agreement shall be effective unless in writing and signed by both Parties. However, minor amendments, including retroactive, that do not result in a substantial or functional change to the original intent of this agreement and do not cause an increase to the maximum amount payable, as allowed in Section 3.B of this agreement, may be agreed to in writing between Consultant and Public Works Director, provided that the amendment is in substantially the same format as the County's standard format amendment contained in the Shasta County Contracts Manual (Administrative Policy 6-101).
- C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's exhibits or appendices, the provisions of this agreement shall govern.

Section 8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER

Inasmuch as this agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of County. The waiver by County of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

Section 9. EMPLOYMENT STATUS OF CONSULTANT

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Consultant performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of County is to ensure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government that would be withheld from compensation if Consultant were a County employee. County shall not be

liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under County's workers' compensation insurance plan nor shall Consultant be eligible for any other County benefit. Consultant must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this agreement.

Section 10. INDEMNIFICATION

- A. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses, (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by County, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or by any of Consultant's subcontractors, any person employed under Consultant, or under any subcontractor, or in any capacity, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of County. Consultant shall also, at Consultant's own expense, defend the County, its elected officials, officers, employees, agents, and volunteers, against any claim, suit, action or proceeding brought against County, its elected officials, officers, employees, agents, and volunteers, arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or any of Consultant's subcontractors, any person employed under Consultant, or under any Subcontractor, or in any capacity. Consultant shall also defend and indemnify County for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify, and hold harmless County with respect to Consultant's "independent contractor" status that would establish a liability on County for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this agreement.

- B. For professional services provided under this agreement, Consultant shall indemnify, defend, and hold harmless County, its elected officials, officers, employees, agents, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damage, and costs, including reasonable attorneys' fees, arising out of or resulting from the negligent performance of the professional services provided under this agreement. Consultant shall also, at Consultant's own expense, defend the County against any suit or action brought against County founded upon any claim, action or proceeding which is based upon the work or the provision of services undertaken pursuant to this agreement. Furthermore, the duty of Consultant includes the duty of defense, inclusive of that set forth in the California Civil Code Section 2778, and is subject to any limits provided for in Civil Code Section 2782.8. The words "professional services" shall be interpreted

as defined in Civil Code Section 2782.8, as it may be amended from time to time. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law.

- C. These indemnification provisions are independent of, and shall not in any way be limited by, Consultant's insurance coverage or lack of coverage, or by the insurance requirements of this agreement. County acknowledgement or approval of Consultant's evidence of insurance coverage required by this agreement does not in any way relieve Consultant from its obligations under this Section.

Section 11. INSURANCE REQUIREMENTS

Without limiting Consultant's duties of defense and indemnification:

- A. Consultant and any subcontractor shall carry Commercial General Liability Insurance, and other coverage necessary to protect County and the public, with limits of \$2 million per occurrence or claim. Such coverage shall:
 - 1. Be equivalent to the current Insurance Services Office (ISO) form CG 00 01, assuring coverage for products and completed operations, property damage, bodily injury, and personal and advertising injury.
 - 2. Include an endorsement, or an amendment to the policy of insurance, naming Shasta County, its elected officials, officers, employees, agents, and volunteers as additional insureds; the additional insureds coverage shall be equal to the current ISO forms CG 20 10 for on-going operations, and CG 20 37 for completed operations.
 - 3. Apply separately to this project and location(s); in the event of a general aggregate limit, the general aggregate limit shall be twice the required per occurrence limit.
 - 4. Contain, or be endorsed to contain, a "separation of insureds" clause which shall read, or have the same effect as the following:

"Separation of Insureds.

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each suit insured against whom a claim is made or suit is brought."

- B. Consultant and any subcontractor shall carry Automobile Liability Insurance covering any auto, unless Consultant has no owned autos then covering at minimum hired and non-owned autos, with limits of \$1 million per occurrence or claim. Such coverage shall:
 - 1. Include, or be endorsed to contain, Additional Insured coverage in favor of Shasta County, its elected officials, officers, employees, agents, and volunteers.
 - 2. Include, or be endorsed to contain, coverage for hazardous waste transportation, when appropriate to the work being performed.
- C. Consultant and any subcontractor shall carry statutorily required Workers' Compensation Insurance, and Employer's Liability Insurance with limits of \$1 million per occurrence or claim, to cover Consultant, subcontractor, Consultant's partner(s), subcontractor's partner(s), Consultant's employees, and subcontractor's(s') employees, covering the full liability for compensation for injury to those employed by Consultant or subcontractor. Consultant hereby certifies that Consultant is aware of the provisions of Section 3700 of the Labor Code, which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant shall comply with such provisions before commencing the performance of the work or the provision of services pursuant to this agreement.
- D. Consultant shall carry Professional Liability (Errors and Omissions) Insurance, applicable to the Consultant's profession and the services/work being performed, with limits of not less than \$2 million per occurrence or claim, \$2 million aggregate.
- E. Consultant shall require its subcontractors, if any, to carry and maintain coverage and evidence that equals or exceeds the coverage requirements imposed upon Consultant by this agreement.
- F. With regard to all insurance coverage required by this agreement:
 - 1. Any deductible or self-insured retention exceeding \$25,000 for Consultant or subcontractor shall be disclosed to and be subject to approval by the Shasta County Risk Manager prior to the effective date of this agreement; policy shall provide, or be endorsed to provide, that any self-insured retention or deductible may be satisfied by either the named insured or County, and must also provide that defense costs satisfy the self-insured retention or deductible. Any and all deductibles and self-insured retentions shall be the sole responsibility of Consultant or subcontractor who procured such coverage, and shall not apply to the Indemnified Additional Insured Parties. County may deduct from any amounts otherwise due Consultant to fund the self-insured retention or deductible.

2. If any insurance coverage required hereunder is provided on a “claims made” rather than “occurrence” form, Consultant or subcontractor shall maintain such coverage with an effective date earlier or equal to the effective date of this agreement and continue coverage for a period of three years after the expiration of this agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Consultant or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide coverage for claims received and reported three years after the expiration date of this agreement.
3. In the event coverage is reduced or canceled, or otherwise materially changed, a notice of said reduction or cancellation or change shall be provided to County within 24 hours.
4. Consultant hereby grants to Shasta County, its elected officials, officers, employees, agents, and volunteers, a waiver of any right to subrogation or recovery which any insurer of said Consultant may acquire against County by virtue of the payment of any loss under such coverage, and agrees to obtain any endorsement that may be necessary to affect this waiver; this provision applies regardless of whether or not County has received such a waiver or endorsement.
5. Any available insurance proceeds in excess of the specified minimum limits and insurance coverage pursuant to the terms of this agreement shall be applicable to County.
6. Before the effective date of this agreement, Consultant shall provide County with certificates of insurance, and all amendatory endorsements or policy amendments, as evidence of meeting insurance coverage required of this agreement; for purposes of verification of Consultant meeting insurance requirements of this agreement, County reserves the right to require any policies, declarations, endorsements, and other documentation.
7. Coverage required herein shall be in effect at all times during the term of this agreement, and may be provided by programs of self-insurance when supported by adequate evidence meeting appropriate self-insurance and regulatory compliance. Insurance is to be placed with insurers authorized to transact business in California, with a current A.M. Best’s rating of not less than A:VII, unless otherwise authorized by County.
8. In the event any insurance coverage expires at any time during the term of this agreement, Consultant shall provide County, at least 20 days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of this agreement or for a period of not less than one year. In the event Consultant fails to keep in effect at all times insurance coverage as

herein provided and a renewal endorsement or policy amendment is not provided within 10 days of the expiration of the endorsement or policy amendment in effect at inception of this agreement, County may, in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.

9. For any claims related to this agreement, Consultant's coverage shall be primary and non-contributory. Any coverage maintained by Shasta County, its elected officials, officers, employees, agents, and volunteers, shall be excess of the Consultant's coverage and shall not contribute with it.
10. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Shasta County, its elected officials, officers, employees, agents, or volunteers.

Section 12. NOTICE OF CLAIM; APPLICABLE LAW; VENUE

- A. If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant's performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect County, Consultant shall give prompt and timely notice thereof to County. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

Section 13. COMPLIANCE WITH LAWS; NON-DISCRIMINATION

- A. Consultant shall observe and comply with all applicable present and future federal laws, state laws, local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this agreement.
- B. Consultant shall not unlawfully discriminate in employment practices or in the delivery of services on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, medical condition (including cancer, HIV, and AIDS) physical or mental disability, use of family care leave under either the Family & Medical Leave Act or the California Family Rights Act, or on the basis of any other status or conduct protected by law.
- C. Consultant represents that Consultant is in compliance with and agrees that Consultant shall continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101, *et seq.*), the Fair Employment and Housing Act (Government Code Sections 12900, *et seq.*), and regulations and guidelines issued

pursuant thereto. Furthermore, where applicable, Consultant represents and warrants all websites created for County, or used by Consultant to provide services pursuant to this agreement shall comply with the Americans with Disabilities Act of 1990 and shall specifically conform to the Web Content Accessibility Guidelines found at www.w3.org.7., and comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), Subpart B, 1194.22.

- D. No funds or compensation received by Consultant under this agreement shall be used by Consultant for sectarian worship, instruction, or proselytization in a manner prohibited by law.
- E. In addition to any other provisions of this agreement, Consultant shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of Consultant's noncompliance with the provisions of this Section.
- F. **Prevailing Wage Rates, Labor Code, and DIR Compliance:** Certain work to be performed under this contract may be considered "public works" subject to prevailing wage, apprenticeship and other labor requirements of Labor Code division 2, part 7, chapter 1, Section 1720 et seq. Such public works may include 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. Consultant is solely responsible for determining whether any work or portion thereof is subject to said requirements, and for complying with all such requirements that apply. All such public works projects are subject to compliance monitoring by the California Department of Industrial Relations (DIR). To the extent applicable, Consultant is responsible for posting job site notices as prescribed by regulation pursuant to Labor Code Section 1771.4(a)(2). Consultant acknowledges that it is aware of and understands state and federal public works, prevailing wage, and related requirements and to the extent applicable, shall comply with these requirements, including but not limited to compliance Labor Code Sections 1771 (payment of prevailing wage), 1771.1 (registration with DIR) and 1771.4 (submission of certified payrolls to Labor Commissioner).

Section 14. ACCESS TO RECORDS; RECORDS RETENTION

- A. County, federal, and state officials shall have access to any books, documents, papers, and records of Consultant that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Consultant or County. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after County makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant shall maintain appropriate records to ensure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this agreement. Consultant shall maintain records providing

information that account for all funds and expenses related to the provision of services provided pursuant to this agreement. Access to these records shall be provided to County during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice by County, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement.

- C. Consultant agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, or County audit directly related to the provisions of this agreement. Consultant agrees to repay County the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims. Consultant agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this agreement if evidence exists of less than full compliance with this agreement including, but not limited to, exercising a right of set-off against any compensation payable to Consultant.

Section 15. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS

Consultant's failure to comply with state and federal child, family, and spousal support reporting requirements regarding Consultant's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. Consultant's failure to cure such default within 90 days of notice by County shall be grounds for termination of this agreement.

Section 16. LICENSES AND PERMITS

Consultant, and Consultant's officers, employees, and agents performing the work or services required by this agreement, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by County.

Section 17. PERFORMANCE STANDARDS

Consultant shall perform the work or services required by this agreement in accordance with the industry and/or professional standards applicable to Consultant's work or services.

Section 18. CONFLICTS OF INTEREST

Consultant and Consultant's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of

income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this agreement.

Section 19. NOTICES

- A. Except as provided in Section 6.C. of this agreement (oral notice of termination due to insufficient funding), any notices required or permitted pursuant to the terms and provisions of this agreement shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given: (1) upon personal delivery; or (2) if sent by first class mail, postage prepaid, two days after the date of mailing.

If to County: Shasta County Department of Public Works
1855 Placer Street
Redding, CA 96001
530-225-5661 Fax 530-225-5667

If to Consultant: Darrell Stelling, Senior Principal
DLR Group
1050 20th Street, Suite 250
Sacramento, CA 95811
916-446-0206

- B. Any oral notice authorized by this agreement shall be given to the persons specified in Section 19.A. and shall be deemed to be effective immediately.
- C. Unless otherwise stated in this agreement, any written or oral notices on behalf of the County as provided for in this agreement may be executed and/or exercised by the County Executive Officer or their designee.

Section 20. AGREEMENT PREPARATION

It is agreed and understood by the Parties that this agreement has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this agreement within the meaning of Section 1654 of the Civil Code.

Section 21. COMPLIANCE WITH POLITICAL REFORM ACT

Consultant shall comply with the California Political Reform Act (Government Code, Sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the County's Conflict of Interest Code, with regard to any obligation on the part of Consultant to disclose financial interests and to recuse from influencing any County decision which may affect Consultant's financial interests. If required by the County's Conflict of Interest Code, Consultant shall comply with the ethics training requirements of Government Code Sections 53234, *et seq.*

Section 22. PROPERTY TAXES

Consultant represents and warrants that Consultant, on the date of execution of this agreement, (1) has paid all property taxes for which Consultant is obligated to pay, or (2) is current in payments due under any approved property tax payment arrangement. Consultant shall make timely payment of all property taxes at all times during the term of this agreement.

Section 23. SEVERABILITY

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

Section 24. COUNTY'S RIGHT OF SETOFF

To the fullest extent permitted by law, County shall have the right but not the obligation, to setoff, in whole or in part, against any compensation owed to Consultant or any of its subsidiaries under any contract with the County, any amount of any Federal or State audit liability owed by or claimed or asserted against the County or any amounts owed to County by Consultant or its subsidiaries.

Section 25. CONFIDENTIALITY

During the term of this agreement, both Parties may have access to information that is confidential or proprietary in nature. Both Parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other Party or as required by law. This provision shall survive the termination, expiration, or cancellation of this agreement.

Section 26. SCOPE AND OWNERSHIP OF WORK

All research data, reports, and every other work product of any kind or character arising from or relating to this agreement shall become the property of the County and be delivered to the County upon completion of its authorized use pursuant to this agreement in a format acceptable to County. County may use such work products for any purpose whatsoever. All works produced under this agreement shall be deemed works produced by a contractor for hire, and all copyright with respect thereto shall vest in the County without payment of royalty or any other additional compensation. Notwithstanding anything to the contrary contained in this agreement, Consultant shall retain all of Consultant's rights in Consultant's own proprietary information, including, without limitation, Consultant's methodologies and methods of analysis, ideas, concepts, expressions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during the performance of this agreement and Consultant shall not be restricted in any way with respect thereto.

Section 27. USE OF COUNTY PROPERTY

Consultant shall not use County premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of Consultant's obligations under this agreement.

Section 28. COUNTERPARTS/ELECTRONIC, FACSIMILE, AND PDF SIGNATURES

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this Section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, County and Consultant have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SHASTA

Date: _____

PATRICK JONES, CHAIR
Board of Supervisors
County of Shasta
State of California

ATTEST:

MARY WILLIAMS
Acting Clerk of the Board of Supervisors

By: _____
Deputy

Approved as to form:

RUBIN E. CRUSE, JR
County Counsel

DocuSigned by:
By: Matthew M. McOmber 03/02/2023 | 10:52 AM PST
Matthew M. McOmber
Senior Deputy County Counsel

RISK MANAGEMENT APPROVAL

DocuSigned by:
By: James Johnson 03/02/2023 | 9:45 AM PST
James Johnson
Risk Management Analyst III

CONSULTANT
DLR GROUP

DocuSigned by:
By: Darrell Stelling
AC6C7CB895E2428...

Print Name: Darrell Stelling

Title: Assistant Secretary

Date: 03/01/2023 | 2:46 PM PST

Tax I.D.#: 94-3292360

DocuSigned by:
By: Mark Covington
06951266DD4C42F...

Print Name: Mark Covington

Title: Vice President

Date: 03/01/2023 | 4:16 PM PST

DLR Group

EXHIBIT A

**TO THE
PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND
DLR GROUP**

Compensation Schedule for Repurposing Project:

Services / Consultant or Subconsultant	REPURPOSING PROJECT					
	Programming Renovation	Schematic Design & Design Development	Construction Documents	Bidding	Construction Administration	Subtotal
Programming: Repurposing Project/ DLR Group	\$70,000					\$70,000
Architecture/ DLR Group		\$224,000	\$222,000	\$12,000	\$182,000	\$640,000
Survey, Topographic, & Civil Engineering/ GHD		\$15,500	\$42,500	\$2,000	11,000	\$71,000
Structural Engineering/ Buehler		\$5,000	\$5,000	\$500	\$2,000	\$12,500
Mechanical and Plumbing Engineering/ Capital Engineering		\$13,000	\$16,000	\$2,000	\$11,000	\$42,000
Electrical Engineering/ The Engineering Enterprise		\$18,800	\$20,400	\$1,500	\$11,500	\$52,200
Security Electronics/ R&N Systems Design		\$20,000	\$20,000	\$2,000	\$13,000	\$55,000
Cost Estimating/ Sierra West Group	\$3,000	\$10,000	\$6,000			\$19,000
Lump Sum Totals	\$73,000	\$306,300	\$331,900	\$20,000	\$230,500	\$961,700

Additionally, if County and Consultant deem it necessary or appropriate, then GHD, or other qualified entity approved by County, will provide a topographic survey of the existing Sally Port at the cost of up to \$7,300. This is not included in the above Compensation Schedule.

Compensation Schedule for Inmate Housing Project:

Discipline/ Consultants	INMATE HOUSING PROJECT					Subtotal
	Strategic Facilities Plan					
Strategic Facilities Plan: Housing Unit/ DLR Group	\$52,000					\$52,000
Cost Estimating/ Sierra West Group	\$5,000					\$5,000
Lump Sum Totals	\$57,000	\$0	\$0	\$0	\$0	\$57,000

Assumptions and Exclusions:

Expenses included in Lump Sum Fees:

- Any travel expenses to and from site.
- DLR Group internal printing for coordination.
- Additional expenses not identified above are reimbursable.

Expenses not included in Lump Sum Fees:

- Printing Expenses – It is assumed all reviews will be done electronically so no document printing has been included.
- Printing cost for County reviews are not included in fee schedule.

Structural Engineering:

- Fees for structural engineering include only miscellaneous structural detailing for interior partition attachments to existing structure.

Civil Engineering:

- Assumes no site retaining walls.
- Real estate due diligence by others.
- Geotechnical by others.
- Hazmat by others.

EXHIBIT B**TO THE
PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND
DLR GROUP****Responsible Personnel:**

ARCHITECTURE (INCLUDING PROGRAMMING & QUALITY ASSURANCE)		
Diana Castruita (DLR Group) Project Manager	Darrell Stelling (DLR Group) Principal-in-Charge QA/QC	Lori Coppenrath (DLR Group) Planner/Programmer
Gary Retel (DLR Group) Lead Designer	Andy Cupples (DLR Group) Detention Expert	Mark Van Allen (DLR Group) Detention Designer
Patrick Langford (DLR Group) Project Architect	Mili Del Castillo Salazar (DLR Group) Interior Designer	

ARCHITECTURAL SUB CONSULTANT

Josh Cuthbertson
Todd McEfee
(Trilogy Architecture)

STRUCTURAL ENGINEER

Soli Sorabji
Structural Project Manager
(Buehler Engineering)

CIVIL ENGINEER / SURVEY

Brandon Tenney
Civil Engineer
(GHD)

MECHANICAL ENGINEER

Anthony Colacchia
Mechanical/Plumbing Engineer
(Capital Engineering)

COST CONSULTANT

John L. Moreno
Cost Estimator
(Sierra West Group)

ELECTRICAL ENGINEER

Scott Wheeler
Electrical Engineer
(The Engineering Enterprise)

SECURITY ELECTRONICS

Chris Nielsen
Security and Low Voltage
(R&N Systems Design)

EXHIBIT C**Reimbursable Billing Rates****TO THE
PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND
DLR GROUP**

DLR Group

Standard Hourly Billing Rates

Title	Client Hourly Billing Rate	Description
Senior Expert	\$350	Senior leaders who provide specific industry-related expertise
Expert	\$300	Leaders who provide specific industry-related expertise
Practice Leader	\$265	Senior Professional who leads a sector, discipline or practice segment
Project Leader	\$235	Senior Professional who leads clients and projects
Senior Professional	\$205	Professionals with significant experience since registration eligibility
Professional II	\$175	Professionals with mid-range experience since registration eligibility
Professional	\$145	Professionals that have reached registration eligibility
Professional Support	\$115	Degreed professionals prior to registration eligibility
Technical/Clerical	\$90	Interns, administrative and technical staff

EXHIBIT D
TO THE
PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND
DLR GROUP

Schedule for Repurpose Project:

- Begin Renovation/Space Needs Study
- Complete Space Needs Study*
- Begin Schematic Design/Design Development (SD/DD)
- Complete SD/DD with preliminary estimate
- Begin Construction Documents (CDs)
- Complete CDs with estimate

Start or Complete No Later Than:

Start by April 14, 2023

Complete by June 14, 2023 (2 months)

Start upon earlier of completion of Space Needs Study or June 14, 2023

Within two months of start of SD/DD, or August 14, 2023, whichever is earlier

Start upon earlier of completion of SD/DD, or August 14, 2023

Within two months of start of CDs, or October 14, 2023, whichever is earlier

Schedule for Inmate Housing Project:

- Begin Strategic Facilities Plan
- Complete Strategic Facilities Plan*

Start or Complete No Later Than:

Start by May 15, 2023

Complete by August 15, 2023 (3 months)

*Does not include Board Presentation

Time is of the essence and County has no obligation to grant or provide any extension of any start or completion deadlines set forth in this Exhibit. However, if deemed necessary in County's sole discretion, County may extend any such start or completion dates. Any such extension shall be set forth in writing signed by the Public Works Director.