

ATTACHMENT 2

Request for Qualifications No. DPW2018-004 Regarding On-Call Professional
Real Estate Appraisal Review Services



**REQUEST FOR QUALIFICATIONS
(RFQ No. DPW2018-004)**

For the Provision of On-Call Professional Real Estate Appraisal Review Services

Date Released: May 15, 2018

Statements of Qualification Due: June 20, 2018 (prior 4:00 p.m. PST)

**County of Humboldt Department of Public Works
1106 Second Street
Eureka, CA 95501**

REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES

TABLE OF CONTENTS

1.0	<u>DEFINITIONS:</u>	1
1.1	Terms	1
1.2	Abbreviations	1
2.0	<u>INTRODUCTION:</u>	2
2.1	Overview	2
2.2	Project Description	2
3.0	<u>PRELIMINARY SCOPE OF SERVICES:</u>	3
3.1	Outline of Anticipated Services	3
3.2	Project Development	4
4.0	<u>REQUIREMENTS STATEMENT:</u>	4
4.1	Eligibility Requirements	4
4.2	Licensure, Certification and Accreditation Requirements	5
5.0	<u>SCHEDULE OF EVENTS:</u>	5
6.0	<u>GENERAL INFORMATION REGARDING STATEMENTS OF QUALIFICATIONS:</u>	5
6.1	Submission of Statements of Qualifications	5
6.2	Withdrawal of Submitted Statements of Qualifications	6
6.3	Modification of Submitted Statements of Qualifications	6
6.4	Consultant Investigations	6
6.5	Expenses Incurred in Preparing Statements of Qualifications	6
6.6	Right to Reject Statements of Qualifications	6
6.7	Public Records and Trade Secrets	6
6.8	Conflict of Interest	7
7.0	<u>REQUIRED FORMAT OF STATEMENTS OF QUALIFICATIONS:</u>	7
7.1	General Instructions and Information	7
7.2	Introductory Letter	8
7.3	Signature Affidavit	8
7.4	Table of Contents	8
7.5	Business Profile	9
7.6	Cost Proposal	11
7.7	Documentation	11
7.8	References	11
7.9	Evidence of Insurability and Business Licenses	12
7.10	Exceptions, Objections and Requested Changes	12
7.11	Required Attachments	12
8.0	<u>EVALUATION CRITERIA AND REVIEW PROCESS:</u>	12

9.0	<u>CONTRACT DEVELOPMENT:</u>	13
9.1	Contract Negotiation Process	13
9.2	Scoping Meeting	13
9.3	Award of Consultant Services Agreement	13
9.4	Contractual Requirements	14
10.0	<u>MODIFICATION AND CORRECTION:</u>	18
10.1	Requests for Clarification or Correction	18
10.2	Addenda	18
11.0	<u>CANCELLATION OF THE REQUEST FOR QUALIFICATIONS PROCESS:</u>	18

ATTACHMENTS:

Attachment A – Signature Affidavit	20
Attachment B – Reference Data Sheet	21
Attachment C – Cost Proposal	23
Attachment D – LAPM Exhibit 10-I – Notice to Proposers DBE Information	24
Attachment E – LAPM Exhibit 10-01 – Consultant Proposal DBE Commitment	28
Attachment F – LAPM Exhibit 10-02 – Consultant Contract DBE Commitment	31
Attachment G – List of Potential Projects	34
Attachment H – Table of 2017 FHWA Storm Damage Sites	35
Attachment I – Sample Consultant Services Agreement	38

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1.0 DEFINITIONS:

1.1 Terms:

- A. **Addenda.** As used herein, the term “Addenda” refers to an amendment or modification to this Request for Qualifications.
- B. **Caltrans.** As used herein, the term “Caltrans” refers to the California Department of Transportation.
- C. **Caltrans Audits and Investigations.** As used herein, the term “Caltrans Audits and Investigations” refers to the California Department of Transportation’s Division of Audits and Investigations.
- D. **Consultant.** As used herein, the term “Consultant” refers to any individual, agency, firm or company submitting a Statement of Qualifications in response to this Request for Qualifications.
- E. **Consultant Services Agreement.** As used herein the term “Consultant Services Agreement” refers to the non-specific, master agreement between the County and the Successful Consultant regarding the provision of certain on-call professional real estate appraisal review services.
- F. **County.** As used herein, the term “County” refers to the County of Humboldt, a political subdivision of the State of California, acting through its Public Works Department – Engineering Division.
- G. **Statement of Qualifications.** As used herein, the term “Statement of Qualifications” refers to the document submitted by a Consultant in response to this Request for Qualifications.
- H. **Successful Consultant.** As used herein, the term “Successful Consultant” refers to the individual, agency, firm or company that the County chooses to enter into final Consultant Services Agreement with after the review, evaluation, selection, contract negotiation and approval processes set forth in this Request for Qualifications have been successfully completed.
- I. **Task Order.** As used herein, the term “Task Order” refers to mutually agreed upon terms and conditions that define the scope, schedule and cost of the real estate appraisal review services required for each specific roadway construction project.

1.2 Abbreviations:

- A. **DBE.** As used herein, the abbreviation “DBE” refers to a Disadvantaged Business Enterprise as that term is defined in the Local Assistance Procedures Manual issued by the California Department of Transportation.
- B. **C.F.R.** As used herein, the abbreviation “C.F.R.” refers to the United States Code of Federal Regulations.

- C. **CUF**. As used herein, the abbreviation “CUF” refers to a Commercially Useful Function as that term is defined in the Local Assistance Procedures Manual issued by the California Department of Transportation.
- D. **DOT**. As used herein, the abbreviation “DOT” refers to the United States Department of Transportation.
- E. **LAPM**. As used herein, the abbreviation “LAPM” refers to the Local Assistance Procedures Manual issued by the California Department of Transportation.
- F. **PST**. As used herein, the abbreviation “PST” refers to Pacific Standard Time.
- G. **RFQ**. As used herein, the abbreviation “RFQ” refers to this Request for Qualifications seeking consulting firms to provide on-call professional real estate appraisal review services for state and federal funded roadway construction projects.
- H. **SOQ**. As used herein, the abbreviation “SOQ” refers to a Statement of Qualifications submitted by a Consultant in response to this Request for Qualifications.

2.0 **INTRODUCTION:**

2.1 **Overview:**

The County of Humboldt (“County”), by and through its Public Works Department – Engineering Division, is issuing this request for Qualifications (“RFQ”) to retain experienced and qualified consulting firms and individuals to provide on-call professional real estate appraisal review services for various state and federal funded roadway construction projects. Such services shall include, without limitation, residential, commercial and eminent domain appraisals and other miscellaneous professional real estate appraisal review services. The County intends to contract with two (2) qualified firms to provide real estate appraisal and real estate appraisal review services after the completion of two (2) separate Request for Qualifications processes. This RFQ pertains to the provision of real estate appraisal review services only. The Successful Consultant to whom a final Consultant Services Agreement is awarded as a result of this RFQ process will not be included in the selection process pertaining to the provision of real estate appraisal services.

The Successful Consultant must have the ability to provide trained and experienced staff, and subconsultants, if necessary, to perform professional real estate appraisal review services equivalent to those set forth in this RFQ. Responses to this Request for Qualifications (“RFQ”) will be in the form of a Statement of Qualifications (“SOQ”).

2.2 **Project Description:**

Every year, the County undertakes several state and federally funded roadway construction projects. Due to limited staffing, certain services needed to complete such roadway construction projects are contracted out to private consulting firms. In order to comply with state and federal laws and regulations and minimize response time, Consultant Services Agreement will be negotiated proactively to ensure that a qualified consulting firm will be available to provide professional real estate appraisal review services as such needs arise.

At the conclusion of the review, evaluation, selection, contract negotiation and approval processes set forth in this RFQ have been successfully completed, a Consultant Services Agreement

pertaining to the provision of on-call professional real estate appraisal review services will be awarded to the Successful Consultant. Consultant Services Agreement will have a term of two (2) years unless, prior to its expiration, such term is extended through written amendment. However, under no circumstances shall the maximum term of a Consultant Services Agreement exceed five (5) years.

The Successful Consultant will be asked to provide specified professional real estate appraisal review services for specific roadway construction projects pursuant to Task Orders issued under the final Consultant Services Agreement. Prior to issuing Task Orders, the County will discuss the scope of services required for the specific roadway construction project with the Successful Consultant. The Successful Consultant will be responsible for preparing a detailed scope of services, project schedule and project budget for each Task Order that will be issued thereto. Once a Task Order is issued, the Successful Consultant shall perform the required professional real estate appraisal review services within the parameters set forth therein.

The estimated maximum total amount payable by the County pursuant to the terms and conditions of the Consultant Services Agreement shall not to exceed Two Hundred Thousand Dollars (\$200,000.00). The estimated maximum amount payable by the County pursuant to the terms and conditions of each individual Task Order issued pursuant to the terms and conditions of the final Consultant Services Agreement shall not exceed Fifty Thousand Dollars (\$50,000.00). Compensation paid for professional real estate appraisal review services provided by a Successful Consultant pursuant to the terms and conditions of each individual Task Order will be based on the wage rates established in the Consultant Services Agreement. The timing of individual Task Orders will largely depend on the requirements of each specific roadway construction project and approval of state and/or federal funding.

This RFQ is not for specific projects, but for specific services. The County does not guarantee that a specific number of Task Orders, if any, will be issued to the Successful Consultant. Task Orders will be issued to the Successful Consultant based on availability and other considerations.

3.0 PRELIMINARY SCOPE OF SERVICES:

This section only presents a preliminary scope of services to generally communicate the County's expectations for the provision of professional real estate appraisal review services by the Successful Consultant. A final scope of services will be developed by the County and the Successful Consultant prior to the issuance of each individual Task Order. All Consultants shall be strictly held to the requirements set forth in this RFQ. Such requirements will be incorporated into the final Consultant Services Agreement between the County and the Successful Consultant.

3.1 Outline of Anticipated Services:

The outline of anticipated services presented herein is for the primary purpose of allowing the County to compare the SOQs that are submitted in response to this RFQ. The precise scope of services that will be incorporated into a Task Order for specific roadway construction projects shall be the subject of negotiations between the County and the Successful Consultant.

- A. Real Estate Appraisal Review Services.** The types of professional real estate appraisal review services that the Successful Consultant may be required to provide pursuant to the terms and conditions of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process include, without limitation, performing residential, commercial and eminent domain appraisals, providing expert witness testimony

and other professional real estate appraisal review services in accordance with all applicable local, state and federal laws and regulations.

- B. Project Management Services.** The types of project management services that the Successful Consultant may be required to provide pursuant to the terms and conditions of a project specific Task Order, include, without limitation, responding to questions that may arise during the construction bid process and preparing addendums to bid-related documents.

3.2 Project Development:

The County anticipates that the Successful Consultant will maintain timely and regular communication with the County throughout the term of the final Consultant Services Agreement in order to plan and organize information, including, but not limited to, participating in planning sessions and regular meetings.

4.0 REQUIREMENTS STATEMENT:

4.1 Eligibility Requirements:

- A. Required Qualifications.** In order to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, Consultants must possess, at a minimum, all of the following qualifications:
1. At least six (6) years of experience in providing professional real estate appraisal review services equivalent to those set forth in this RFQ, preferably to public agencies.
 2. Familiarity with the requirements pertaining to the provision of professional real estate appraisal review services for state and federally funded projects, including, without limitation, the California Department of Transportation's ("Caltrans") Local Assistance Procedures Manual ("LAPM") and Right-of-Way Manual.
 3. Familiarity with the appraisal format requirements pertaining to the appraisal of property to be acquired for public purposes, including, without limitation, the Uniform Standards of Professional Appraisal Practice and the guidelines set forth in Caltrans' Right-of-Way Manual.
 4. Familiarity with the local coordinate, global positioning and geographic information systems.
 5. Knowledge of current real estate appraisal practices and techniques, including, but not limited to, the ability to review legal property descriptions, exhibits and plats.
 6. Knowledge of the standard methods, techniques and practices used in the appraisal of property to be acquired for public purposes.
 8. Ability to work long hours as necessitated by site work.
 9. Good verbal and written communication skills.
- B. Required Personnel.** In order to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, Consultants must have personnel, including,

without limitation, a certified general appraiser, licensed in the State of California, that are capable, competent and experienced in performing the types of professional real estate appraisal review services set forth herein with minimal instruction.

4.2 Licensure, Certification and Accreditation Requirements:

In order to be considered for an award of a Consultant Services Agreement pursuant to this RFQ process, Consultants must possess a certified general real estate appraiser license that was issued in accordance with Title XI of the Reform, Recovery and Enforcement Act of 1989 and Division 6.5 of Title 10 of the State of California Real Estate Appraiser Regulations, and be in compliance with any and all applicable local, state and federal licensure, certification and accreditation requirements and standards.

5.0 SCHEDULE OF EVENTS:

The following schedule of events represents the County’s best estimate of the schedule that will be followed with regard to this RFQ process. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m. Pacific Standard Time (“PST”). The County hereby reserves the right, at its sole discretion, to modify this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of SOQs.

EVENT	DATE
RFQ issued by County:	May 15, 2018
Deadline for Submission of Questions:	June 11, 2018
Deadline for Responses to Questions:	June 14, 2018
Deadline for SOQs to be Received:	June 20, 2018, 4:00 p.m. PST
Consultant Interviews (if necessary):	July 9, 2018
Completion of Review and Evaluation Process:	July 13, 2018
Finalization of Consultant Services Agreement:	August 3, 2018
Recommendation of Award to Board of Supervisors:	August 21, 2018
Start Date of Consultant Services Agreement:	August 28, 2018

6.0 GERNERAL INFORMATION REGARDING STATEMENTS OF QUALIFICATIONS:

6.1 Submission of Statements of Qualifications:

Consultants shall prepare and submit one (1) original SOQ and one (1) electronic copy thereof, in PDF format on a CD, DVD or thumb drive by **4:00 p.m. PST, on June 20, 2018**. SOQs shall be signed by an authorized agent of the Consultant, and must be placed in a sealed envelope clearly marked “RFQ No. DPW2018-004” along with the name and address of the Consultant and the closing date and time for submission of SOQs. SOQs that are unsigned, or signed by an unauthorized individual, will be rejected. SOQs shall be personally delivered or mailed to:

COUNTY: Humboldt County Department of Public Works – Engineering Division
Attention: Tony Seghetti, Deputy Director
1106 Second Street
Eureka, California 95501

SOQs submitted to any other County office will be rejected and returned to the Consultant unopened. Time is of the essence, and any SOQs received after the above-referenced date and time for submittal, whether by mail or otherwise, will be rejected and returned to the Consultant unopened. It is the sole responsibility of the Consultant to ensure that its SOQ is received before the submittal deadline, and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFQ precludes the County from extending the deadline for submission of SOQs or from requesting additional information at any time during the evaluation process.

6.2 Withdrawal of Submitted Statements of Qualifications:

A Consultant may withdraw its SOQ at any time prior to the above-referenced submittal deadline by submitting a written notification of withdrawal signed by the consultant or an authorized representative thereof. Consultants must retrieve the entire sealed SOQ package in person. SOQs will become the County's property after the submission deadline has passed.

6.3 Modification of Submitted Statements of Qualifications:

Any Consultant who wishes to make modifications to a submitted SOQ must withdraw its initial SOQ as required by this RFQ. It is the responsibility of the Consultant to ensure that a modified SOQ is resubmitted before the designated deadline for submission of SOQs in accordance with the terms of this RFQ. SOQs may not be changed or modified after the submission deadline.

6.4 Consultant Investigations:

Before submitting a SOQ, each Consultant shall make all investigations and examinations necessary to ascertain its ability to perform professional real estate appraisal review services equivalent to those set forth in this RFQ in accordance with the requirements and standards described herein. In addition, each Consultant shall verify any representations made by the County that the Consultant will rely upon. Failure to make such investigations and examinations will not relieve the Consultant from its obligation to comply with all provisions and requirements set forth in this RFQ. In addition, a Consultant's lack of due diligence will not be accepted as a basis for any claim for monetary consideration on the part of the Consultant.

6.5 Expenses Incurred in Preparing Statements of Qualifications:

The County accepts no responsibility for, and shall not pay any costs resulting from, or associated with, a Consultant's participation in this RFQ process, including, without limitation, the preparation and presentation of a SOQ.

6.6 Right to Reject Statements of Qualifications:

The County reserves the unqualified right to reject any and all SOQs or to waive, at its sole discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of a SOQ.

6.7 Public Records and Trade Secrets:

All SOQs and materials submitted in response to this RFQ shall become the County's property and are subject to disclosure under the Public Records Act, California Government Code Sections 6250, et seq.

This RFQ, and all SOQs submitted in response hereto, are considered public information, except for specifically identified trade secrets, which will be handled according to any and all applicable local, state and federal laws and regulations. Any portion of the SOQ that is deemed to be a trade secret by the Consultant shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") letters. Specifically identified proprietary information will not be released, if the Consultant agrees to indemnify and defend the County in any action brought to disclose such information. By submitting a SOQ in response to this RFQ, the Consultant agrees that the County's failure to contact the Consultant prior to the release of any proprietary information contained therein will not be a basis for liability by the County, or any employee thereof.

6.8 Conflict of Interest:

By submitting a SOQ in response to this RFQ, Consultant warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed to assist in the preparation or submission of such SOQ.

7.0 REQUIRED FORMAT OF STATEMENTS OF QUALIFICATIONS:

7.1 General Instructions and Information:

A. Content Requirements. In order for SOQs to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, all of the following conditions must be satisfied:

1. SOQs must be submitted in accordance with the standards and specifications set forth in this RFQ and contain all required attachments, including, without limitation, a signed and completed Signature Affidavit.
2. SOQs must be complete and specific unto themselves. For example, "See Enclosed Brochure" will not be considered an acceptable response.
3. SOQs must contain information which enables the County to evaluate the Consultant's ability to provide the types of professional real estate appraisal review services set forth in this RFQ.
4. All information, statements, letters and other documentation and attachments required by this RFQ must be included with the SOQ.
5. Receipt of all Addenda to this RFQ, if any, must be acknowledged on the bottom of the RFQ Signature Affidavit sheet attached to this SOQ.

B. Presentation Requirements. In order for SOQs to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, all of the following conditions must be satisfied:

1. SOQs must be bound or contained in loose leaf binders. However, costly bindings, color plates, glossy brochures, etc. are not necessary or recommended.
2. SOQs must be uniformly typed in twelve (12) point font on standard letter size (8.5" x 11") white paper, single or double sided, with:

- a. Each section and subsection clearly titled;
 - b. Each page consecutively numbered, including all attachments;
 - c. Each page having one inch (1") margins; and
 - d. Each page being clean and suitable for copying.
3. SOQs must not be any more than seventy-five (75) pages in length. SOQs exceeding such maximum page length may be rejected by the County.

C. **Formatting Requirements.** In order to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, SOQs shall follow the format outlined herein. Failure to follow this format may result in the rejection of the SOQ. Each SOQ shall consist of the following sections:

- 1.0 Introductory Letter
- 2.0 Signature Affidavit
- 3.0 Table of Contents
- 4.0 Business Profile
- 5.0 Cost Proposal
- 6.0 Documentation
- 7.0 References
- 8.0 Evidence of Insurability and Business Licenses
- 9.0 Exceptions, Objections and Requested Changes
- 10.0 Required Attachments

7.2 **Introductory Letter:**

The introductory letter shall, in one page or less, summarize the Consultant's qualifications and experience regarding the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ. The introductory letter must provide the Consultant's current contact information, list any subconsultants that may be used to provide professional real estate appraisal review services equivalent to those set forth in this RFQ, and identify the offices where such services will be performed. The introductory letter shall be signed in blue ink by an authorized representative of the Consultant.

7.3 **Signature Affidavit:**

Each SOQ must contain a signed and completed Signature Affidavit which is attached to this RFQ as Attachment A. The Signature Affidavit must be signed by an authorized representative of the Consultant. Signature authorization on the Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any and all remedies authorized by law. Receipt of all Addenda, if any, must be acknowledged on the bottom of the Signature Affidavit.

7.4 **Table of Contents:**

SOQs shall include a comprehensive table of contents that identifies submitted material by sections 1.0 through 9.0 listed above and any subsections thereof with sequential page numbers.

7.5 **Business Profile:**

SOQs shall include a clear and concise narrative which identifies the Consultant's ability to provide the types of professional real estate appraisal review services set forth in this RFQ.

- A. Company Overview.** The business profile must include an overview of the business structure and operation of the Consultant's firm. The company overview should include, at a minimum, all of the following items:
1. The Consultant's business name, physical location, mission statement, legal business status, such as partnership, corporation, limited liability company or sole proprietorship and the Consultant's current staffing levels.
 2. A detailed description of the Consultant's current and previous business activities, including, without limitation:
 - a. The history of the Consultant's firm, including the date when the firm was founded and how innovation and high quality performance is fostered thereby.
 - b. The number of years the Consultant has been operating under the present business name and any prior business names under which the Consultant has provided professional real estate appraisal review services equivalent to those set forth in this RFQ.
 - c. The number of years the Consultant has been providing professional real estate appraisal review services equivalent to those set forth in this RFQ.
 - d. The total number of government agencies for which the Consultant has provided professional real estate appraisal review services equivalent to those set forth in this RFQ.
 3. A detailed description of any litigation regarding the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ that has been brought by or against the Consultant, including the nature and result of such litigation, if applicable.
 4. A detailed description of any fraud convictions related to public contracts, if applicable.
 5. A detailed description of any current or prior debarments, suspension or other ineligibility to participate in public contracts, if applicable.
 6. A detailed description of any violations of local, state and/or federal industry or regulatory requirements, if applicable.
 7. A detailed description of any controlling or financial interest the Consultant has in any other firms or organizations, or whether the Consultant's firm is owned or controlled by any other firm or organization. If the Consultant does not hold a controlling or financial interest in any other firms or organizations, that must be stated.
- B. Overview of Qualifications and Experience.** The business profile must include an overview of the Consultant's qualifications and experience regarding the provision of

professional real estate appraisal review services equivalent to those set forth in this RFQ. The overview of the Consultant's qualifications and experience should include, at a minimum, all of the following items:

1. A detailed description of the Consultant's knowledge of the requirements pertaining to the provision of services for state and federally funded projects, including, without limitation, Caltrans' Local Assistance Procedures.
 2. A detailed summary of the Consultant's overall experience in providing professional real estate appraisal review services equivalent to those set forth in this RFQ for public agencies.
 3. The number of staff and subconsultants that are currently providing professional real estate appraisal review services equivalent to those set forth in this RFQ.
 4. A detailed summary of the qualifications and experience of staff members and subconsultants that are currently providing professional real estate appraisal review services equivalent to those set forth in this RFQ, including, without limitation, job titles, responsibilities, special training, licenses and certifications.
- C. **Project Understanding and Quality Control.** The business profile must include an overview of the Consultant's policies and procedures regarding quality control. The quality control overview should include, without limitation, all of the following:
1. A detailed description of the Consultant's understanding of the requirements, challenges and potential hurdles applicable to the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ.
 2. Identification of the Consultant's management team and other key personnel, including, without limitation, an organizational chart and resumes of each staff member that may provide professional real estate appraisal review services equivalent to those set forth in this RFQ pursuant to the terms and conditions of project specific Task Orders.
 3. A detailed description of the management strategies that will be utilized by the Consultant in order to achieve the goals and objectives of specific roadway construction projects.
 4. A detailed description of the Consultant's abilities to implement innovative management techniques and identify opportunities for the use of such techniques.
 5. A detailed description of the Consultant's management expertise and approach, and how such expertise and approach will assure staff continuity and timely performance of professional real estate appraisal review services equivalent to those set forth in this RFQ pursuant to the terms and conditions of project specific Task Orders.
 6. A detailed description of the expected communication channels between the Consultant's staff and the County to ensure that professional real estate appraisal review services equivalent to those set forth in this RFQ will be performed to the County's satisfaction, including, without limitation, how potential problems will be solved.

7.6 **Cost Proposal:**

SOQs shall include an itemized list of the costs for all of the services that will be provided by the Consultant. Staffing levels, hourly rates, flat rates and total costs for each type of professional real estate appraisal review service that may be provided pursuant to the terms and conditions of project specific Task Orders shall be included in the cost proposal submitted with an SOQ. Cost information shall be presented in a form substantially similar to the Cost Proposal Form attached hereto as Attachment C. It should be noted that the compensation paid pursuant to the terms and conditions of project specific Task Orders will be based on the rate schedules incorporated into the final Consultant Services Agreement after completion of the contract negotiation process.

7.7 **Documentation:**

SOQs shall include a detailed description of the types of reports and other pertinent documents, including, without limitation, a highest and best use analysis, a larger parcel description and a valuation summary page, that may be prepared and/or used to provide professional real estate appraisal review services pursuant to the terms and conditions of project specific Task Orders. Samples of each document described in the documentation section of the SOQ shall be attached thereto.

7.8 **References:**

- A. **Reference Data Sheet.** SOQs shall include a Reference Data Sheet, which is attached hereto as Attachment B, containing present and past performance information from a minimum of three (3) former clients, preferably government agencies, to whom the Consultant has provided professional real estate appraisal review services equivalent to those set forth in this RFQ within the past five (5) years.
- B. **Required Information.** The performance information provided with each reference must be clearly correlated to the types of professional real estate appraisal review services set forth in this RFQ. Each reference must include, at a minimum, all of the following:
1. The name, physical address, email address and telephone number for the current contact person of each referenced client.
 2. The dates of project commencement and completion for each referenced client.
 3. A detailed description of the professional real estate appraisal review services performed for each referenced client, including, without limitation, the time period in which such services were delivered.
 4. A detailed description of how the provision of the professional real estate appraisal review services rendered by the Consultant led to accomplishment of each referenced client's project objectives.
 5. A detailed description of the contract amount and outcome of each referenced client's project.
 6. A verification that all information provided in the Reference Data Sheet is true and correct to the best of the Consultant's knowledge.

7.9 Evidence of Insurability and Business Licenses:

All Consultants shall submit evidence of eligibility for all insurances required by the sample Consultant Services Agreement that is attached hereto as Attachment I. Upon the award of a final Consultant Services Agreement, the Successful Consultant will have ten (10) calendar days to produce certificates of the required insurance, including a certified endorsement naming the County as an additional insured. However, Consultants should not purchase additional insurance until a final Consultant Services Agreement has been awarded by the County. In addition, all Consultants shall certify the possession of all licenses and certifications required for the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ.

7.10 Exceptions, Objections and Requested Changes:

Consultants should carefully review the terms and conditions of this RFQ. Any exceptions, objections or requested changes to this RFQ shall be clearly stated and explained in the SOQ with supporting rationale. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFQ. Protests based on any exception, objection or requested change to this RFQ shall be considered waived and invalid by the County if the exception, objection or requested change is not clearly identified and explained in the SOQ.

7.11 Required Attachments:

SOQs that do not contain each of the following attachments may be rejected by the County:

- **Attachment 1 – Signature Affidavit** (See Section 7.3)
- **Attachment 2 – Staff Resumes for Key Personnel** (See Section 7.5(C)(2))
- **Attachment 3 – Cost Proposal Form** (See Section 7.6)
- **Attachment 4 – Sample Documentation** (See Section 7.7)
- **Attachment 5 – Reference Data Sheet** (See Section 7.8)
- **Attachment 6 – Liability Insurance** (See Section 7.9)
- **Attachment 7 – Exhibit 10-O1 – Consultant Proposal DBE Commitment of the LAPM** (see Section 9.3(F)(1))

8.0 EVALUATION CRITERIA AND REVIEW PROCESS:

After the SOQs are received and opened by the County, the County will review and evaluate all SOQs for responsiveness to this RFQ, in order to determine whether the Consultant possesses the qualifications necessary for the satisfactory performance of the professional real estate appraisal review services set forth in this RFQ. In evaluating the SOQs, the County will employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- | | |
|---|------------------|
| • Understanding of Project Objectives: | 20 points |
| • Proposed Project Approach and Staffing Plan: | 20 points |
| • Ability to Provide High-Quality, Cost-Effective Consultation Services: | 20 points |
| • Relevant and Comparable Experience: | 20 points |
| • Overall Cost of Services: | 20 points |

All SOQs will be evaluated by an RFQ Evaluation Committee made up of County staff members and other parties that have expertise or experience in the types of professional real estate appraisal review

services set forth in this RFQ. The Evaluation Committee may directly request clarification of SOQs from, and/or conduct interviews with, one (1) or more Consultants. The purpose of any such request for clarifications or interviews shall be to ensure full understanding of the SOQ. Requests for clarification shall be limited to specific sections of the SOQ identified by the County and shall be made after all SOQs have been reviewed. If clarifications are made as a result of such discussions the Consultant shall put such clarifications in writing. Any delay caused by a Consultant's failure to respond to direction from the County may lead to a rejection of the SOQ.

The evaluation and selection process is designed to award the procurement not necessarily to the Consultant of least cost, but rather to the Consultant with the best combination of attributes based upon the above-referenced evaluation criteria. Accordingly, SOQs will be evaluated against the evaluation criteria set forth in this RFQ and not against other SOQs. The award of a Consultant Services Agreement, if made by the County, will be based upon a total review and evaluation of each SOQ and the projected costs associated therewith.

All contacts made with the County during the evaluation and selection process shall be through Humboldt County Deputy Public Works Director Tony Seghetti (see Section 10.1 for contact information). Attempts by a Consultant to contact any other representative of the County during the evaluation and selection process may result in disqualification of the SOQ. Conflict resolution shall be handled by the County upon receipt of a written statement from the Consultant about this RFQ process.

9.0 CONTRACT DEVELOPMENT:

9.1 Contract Negotiation Process:

Once the SOQ evaluation process has been completed, the County will notify the Consultants of the final rankings, and negotiate the terms and conditions of the final Consultant Services Agreement with the highest-ranking Consultant. The highest-ranking Consultant shall participate in good faith negotiations in accordance with direction from the County. Any delay caused by a Consultant's failure to participate in good faith contract negotiations may lead to rejection of the SOQ.

9.2 Scoping Meeting.

The highest-ranking Consultant may be asked to attend a scoping meeting, within two (2) weeks after receiving notification of the final rankings, to ensure that the highest-ranking Consultant has a full understanding of the terms and conditions of the Consultant Services Agreement and the types of professional real estate appraisal review services that will be required pursuant to project specific Task Orders issued thereunder. The scoping meeting will also provide the highest-ranking Consultant with an opportunity to ask technical questions regarding the types of professional real estate appraisal review services that they will be expected to provide.

9.3 Award of Consultant Services Agreement:

If the County decides, after the completion of the contract negotiation process, to award contracts for the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ, a Consultant Services Agreement shall be sent to the Successful Consultant for signature. Once signed copies have been returned to the County, the Consultant Services Agreement will be submitted to the Humboldt County Board of Supervisors for review and approval. The County hereby reserves the right to award a Consultant Services Agreement to the Consultant which, in the sole judgment of the County, will best serve the interests thereof. No

SOQ shall be binding upon the County until final Consultant Services Agreement has been signed by duly authorized representatives of both the Successful Consultant and the County.

9.4 **Contractual Requirements:**

- A. Contract Audit and Review Process Requirements.** The final Consultant Services Agreement resulting from this RFQ process, and any subcontracts associated therewith, are subject to a conformance review by the California Department of Transportation's Division of Audits and Investigations ("Caltrans Audits and Investigations") and any other duly authorized local, state and/or federal agencies. The Successful Consultant, and all subconsultants, shall be responsible for complying with all local, state and federal laws, regulations, policies, standards and contract requirements related to audits and investigations, including, without limitation, the requirements set forth in Exhibit 10-A – A& E Consultant Audit Request Letter and Checklist and Exhibit 10-C – Consultant Contract Reviewers Checklist of the LAPM.
- B. Cost Certification Requirements.** The Successful Consultant must certify the accuracy of the rates that will be charged for the provision of professional real estate appraisal review services set forth in this RFQ by submitting LAPM Exhibit 10-K – Consultant Certification of Contract Costs and Financial Management System. The County will then submit a complete certification packet to Caltrans Audits and Investigations in accordance with the LAPM. All documentation supporting the cost certification, including, without limitation, LAPM Exhibit 10-A – A&E Consultant Audit Request Letter and Checklist, must be retained by the County prior to execution of the final Consultant Services Agreement.
- C. Prevailing Wage Requirements.** The Successful Consultant, and all subconsultants with subcontracts exceeding Twenty-Five Thousand Dollars (\$25,000.00), shall be responsible for complying with the applicable State of California Prevailing Wage Rate requirements set forth in California Labor Code, Sections 1770, et seq., as well as all other applicable local, state and federal wage requirements. California State Prevailing Wage information is available at the following California Department of Industrial Relations DIR websites:
- http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
 - <http://www.dir.ca.gov/oprl/DPreWageDetermination.html>
- D. Financial Management and Accounting System Requirements.** The Successful Consultant must have an adequate financial management and accounting system as required by Title 49 of the Code of Federal Regulations ("C.F.R.") Part 18 and 48 C.F.R. Part 31.
- E. Non-Discrimination Requirements.** The Successful Consultant, and all subconsultants, shall be responsible complying with all of the following non-discrimination requirements:
1. The Successful Consultant, and all subconsultants, shall certify under penalty of perjury under the laws of the State of California that the Successful Consultant, and all subconsultants, unless exempt, have complied with the non-discrimination program requirements of California Government Code Section 12990 and Section 8103 of Title 2 of the California Code of Regulations.
 2. During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful

Consultant, and all subconsultants, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over forty (40) years of age), marital status, and denial of family care leave. The Successful Consultant, and all subconsultants, shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Successful Consultant, and all subconsultants, shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Sections 12990(a-f), et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285, et seq.). The Successful Consultant, and all subconsultants, shall give written notice of their obligations under this provision to labor organizations with which they have a collective bargaining or other agreement.

3. The Successful Consultant, and all subconsultants, shall act in accordance with the regulations relative to Title VI of the Civil Rights Act of 1964 (nondiscrimination in federally-assisted programs of the Department of Transportation – 49 C.F.R. Part 21 – Effectuation of Title VI of the Civil Rights Act of 1964). Title VI of the Civil Rights Act of 1964 provides that the recipients of federal assistance will implement and maintain a policy of non-discrimination in which no person in the State of California shall, on the basis of race, color, national origin, religion, sex, age or disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.
4. During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant shall act in accordance with Title VI of the Civil Rights Act of 1964. Specifically, the Successful Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Successful Consultant shall not participate in the discrimination prohibited by Section 21.5 of the United States Department of Transportation (“DOT”) Regulations, including employment practices for employment related programs.

F. Disadvantaged Business Enterprises Participation. The final Consultant Services Agreement resulting from this RFQ process shall be subject to the requirements set forth in 49 C.F.R. Part 26 entitled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.” Accordingly, the Successful Consultant is encouraged to obtain the participation of Disadvantaged Business Enterprises (DBE”) in the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process in order to assist Caltrans in meeting its federally mandated statewide overall DBE goal. The Successful Consultant, and all subconsultants, shall be responsible for complying with all of the following provisions regarding DBE participation:

1. The goal for DBE participation for the final Consultant Services Agreement resulting from this RFQ process is zero percent (0%). Participation by a DBE consultant or subconsultants shall be in accordance with information contained in LAPM Exhibit 10-O1 – Consultant Proposal DBE Commitment or LAPM Exhibit 10-O2 – Consultant Contract DBE Information. If DBE subconsultants are unable to satisfactorily perform

the professional real estate appraisal review services required by project specific Task Orders, the Successful Consultant must make a good faith effort to replace such DBE subconsultants with other DBE subconsultants, if the goal is not otherwise met.

2. DBEs and other small businesses, as defined in 49 C.F.R. Part 26, are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. The Successful Consultant, and all subconsultants, shall not discriminate on the basis of race, color, national origin or sex in the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process. The Successful Consultant shall carry out the applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT assisted agreements. The Successful Consultant's failure to carry out these requirements shall constitute a material breach of the final Consultant Services Agreement, which may result in the termination thereof or such other remedy as the County deems appropriate.
3. Any subcontracts relating to the final Consultant Services Agreement resulting from this RFQ process shall contain all of the DBE provisions set forth therein.
4. A DBE firm may be terminated only with prior written approval from the County for the reasons specified in 49 C.F.R. Section 26.53(f). Prior to requesting the County's approval of the termination, the Successful Consultant must meet the procedural requirements specified in 49 C.F.R. Section 26.53(f).
5. A DBE performs a Commercially Useful Function ("CUF") when it is responsible for the provision of services pursuant to the terms and conditions of a federally assisted contract, and is carrying out its responsibilities by actually performing, managing and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installation (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the federally assisted contract is commensurate with the work it is actually performing and other relevant factors must be evaluated.
6. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, similar transactions, particularly those in which DBEs do not participate, must be examined.
7. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its federally assisted contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.
8. The Successful Consultant shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid to each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also

show the date of work performed by their own forces along with the corresponding dollar value of the work.

9. Upon completion of the professional real estate appraisal review services required by a project specific Task Order, a summary of the above-referenced records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise, First-Tier Subconsultants" CEM-2402F (LAPM Exhibit 17-F), certified correct by the Successful Consultant, or the Successful Consultant's authorized representative, and shall be furnished to the County with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until such summary is submitted. Any amounts withheld as a result of a failure to provide a summary of DBE payments will be returned to the Successful Consultant when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises, First-Tier Subconsultants" form is submitted to the County.
 10. If DBE subconsultants are decertified during the term of the final Consultant Services Agreement resulting from this RFQ process, the decertified subconsultants shall notify the Successful Consultant in writing with the date of decertification. If subconsultants become certified DBEs during the term of the final Consultant Services Agreement resulting from this RFQ process, the subconsultants shall notify the Successful Consultant in writing with the date of certification. The Successful Consultant shall report any changes in DBE status to the County within thirty (30) days of such change.
- G. Disclosure of Confidential Information.** During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant may receive information that is confidential under local, state and/or federal law. The Successful Consultant will be required to protect all confidential information in conformance with any applicable local, state and federal laws.
- H. Indemnification Requirements.** To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, the Successful Consultant will be required to hold harmless, defend and indemnify the County and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Successful Consultant's negligent performance of, or failure to comply with, any of the obligations contained in the final Consultant Services Agreement resulting from this RFQ process, or any project specific Task Orders issued thereunder, except such loss or damage which was caused by the sole negligence or willful misconduct of the County.
- I. Insurance Requirements.** The Successful Consultant will be required to satisfy the insurance requirements set forth in the sample Consultant Services Agreement attached hereto. The Successful Consultant shall furnish the County with certificates and original endorsements effecting the required insurance coverage prior to County's execution of the final Consultant Services Agreement. In addition, the County may require additional insurance requirements dependent upon the scope of professional real estate appraisal review services that will be provided by the Successful Consultant pursuant to the terms and conditions of project specific Task Orders.

- J. Assignment.** The final Consultant Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall not be assignable by the Successful Consultant without prior approval by the County.
- K. Jurisdiction and Venue.** The final Consultant Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall be governed in all respects by the laws of the State of California. Any disputes regarding the final Consultant Services Agreement, or any project specific Task Orders issued thereunder, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code Civil Procedure Sections 394 or 395.

10.0 MODIFICATION AND CORRECTION:

10.1 Requests for Clarification or Correction:

Consultants shall be responsible for meeting all of the requirements and conditions set forth in this RFQ. If a Consultant discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, a written request for clarification or correction should be submitted to the County at the following address:

COUNTY: Humboldt County Department of Public Works – Engineering Division
Attention: Tony Seghetti, Deputy Director
1106 Second Street
Eureka, California 95501
Email: tseggetti@co.humboldt.ca.us

Requests for clarification or correction and any other questions pertaining to this RFQ must be received by the County before **5:00 p.m. PST on June 11, 2018**. All responses to such requests for clarification or correction and written questions shall be issued by the County on or before **June 14, 2018**.

10.2 Addenda:

Any modifications to this RFQ shall be made by written Addenda. Addenda to this RFQ, if necessary, will be distributed via mail, email or facsimile to all Consultants by the County and will be posted on the County's website. Addenda issued by the County interpreting or modifying any portion of this RFQ shall be incorporated into the Consultant's SOQ. The Addenda Cover Sheet shall be signed and dated by the Consultant and submitted to the County with the SOQ. Any oral communications concerning this RFQ by County personnel are not binding on the County, and shall in no way modify this RFQ or the obligations of the County or any Consultants.

11.0 CANCELLATION OF THE REQUEST FOR QUALIFICATIONS PROCESS:

The County hereby reserves the right to cancel the RFQ process at any time after the issuance of this RFQ, but prior to the award of a final Consultant Services Agreement, if the County determines, in its sole discretion, that cancellation is in the County's best interests for reasons, including, but not limited to, the following: the types of professional real estate appraisal review services set forth in this RFQ are no longer required; the SOQs did not independently arrive in open competition, were collusive or were not submitted in good faith; or the County determines, after review and evaluation of the SOQs, that the County's needs can be satisfied through an alternative method.

The County hereby reserves the right to amend or modify the preliminary scope of professional real estate appraisal review services set forth in this RFQ prior to the award of a final Consultant Services Agreement, as necessity may dictate, and to reject any and all SOQs received in response hereto. This RFQ does not commit the County to award a Consultant Services Agreement for the provision of professional real estate appraisal review services equivalent to those set forth in this RFQ, or to award project specific Task Orders to any Successful Consultant.

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT A – SIGNATURE AFFIDAVIT
(Submit with Statement of Qualifications)**

REQUEST FOR QUALIFICATIONS – NO. DPW2018-004 SIGNATURE AFFIDAVIT	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

Government Code Sections 6250, et seq., the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Statement of Qualifications, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Statement of Qualifications; that this Statement of Qualifications has been independently arrived at without collusion with any other Consultant, competitor or potential competitor; that this Statement of Qualifications has not been knowingly disclosed prior to the opening of Statements of Qualifications to any other Consultant or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Request for Qualifications and declares that the attached Statement of Qualifications is in conformity therewith.

Signature

Title

Name

Date

This firm hereby acknowledges receipt / review of the following Addendum(s), if any
Addendum # [] Addendum # [] Addendum # [] Addendum # []

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT B – REFERENCE DATA SHEET
(Submit with Statement of Qualifications)**

REFERENCE DATA SHEET	
<p>Provide a minimum of three (3) references with name, address, contact person and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.</p>	
NAME OF AGENCY:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Department Name:	
Approximate County (Agency) Population:	
Number of Departments:	
General Description of Scope of Work:	
REFERENCE DATA SHEET	
NAME OF AGENCY:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Department Name:	
Approximate County (Agency) Population:	
Number of Departments:	
General Description of Scope of Work:	

NAME OF AGENCY:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
CONTACT PERSON:	
PHONE #:	
Department Name:	
Approximate County (Agency) Population:	
Number of Departments:	
General Description of Scope of Work:	

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT C – COST PROPOSAL
(Submit with Statement of Qualifications)**

Appraisal Review Services

Partial Acquisition - Review of Complete Before and After Appraisal	Cost for Review Appraisal - As Vacant	Cost for Review Appraisal - As Improved
Residential	\$	\$
Commercial/Industrial	\$	\$
Agricultural	\$	\$
Total Acquisition Review Appraisal		
Residential	\$	\$
Commercial/Industrial	\$	\$
Agricultural	\$	\$
Hourly rate for litigation support services		
	\$	
Other costs/expenses related to provision of services		
	\$	

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT D – LAPM EXHIBIT 10-I – NOTICE TO PROPOSERS DBE INFORMATION
(Do Not Submit with Statement of Qualifications)**

EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION

The Agency has established a DBE goal for this Contract of 0.0% %

OR

The Agency has not established a goal for this Contract. However, proposers are encouraged to obtain DBE participation for this contract.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, Exhibit 10-01 *Consultant Proposal DBE Commitment* must be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-02 *Consultant Contract DBE Information* must be included with the Request for Proposal. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

Local Assistance Procedures Manual

EXHIBIT 10-I
Notice to Proposers DBE Information

- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
 - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: <http://www.dot.ca.gov/hq/bep/>.
 - 1. Click on the link in the left menu titled Disadvantaged Business Enterprise;
 - 2. Click on Search for a DBE Firm link;
 - 3. Click on Access to the DBE Query Form located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the

Local Assistance Procedures Manual

**EXHIBIT 10-I
Notice to Proposers DBE Information**

purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT E – LAPM EXHIBIT 10-01 – CONSULTANT PROPOSAL DBE COMMITMENT
(Submit with Statement of Qualifications)**

Local Assistance Procedures Manual

**Exhibit 10-01
Consultant Proposal DBE Commitment**

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE:

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____		
20. Local Agency Representative's Signature _____		21. Date _____	
22. Local Agency Representative's Name _____		23. Phone _____	
24. Local Agency Representative's Title _____			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-85, Sacramento, CA. 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT

CONSULTANT SECTION

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
4. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
8. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
9. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
10. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
11. **Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
12. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
13. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
14. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
15. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
16. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

17. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
18. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
19. **Proposed Contract Execution Date** - Enter the proposed contract execution date.
20. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
21. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
22. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
23. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
24. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

**ATTACHMENT F – LAPM EXHIBIT 10-02 – CONSULTANT CONTRACT DBE COMMITMENT
(Do Not Submit with Statement of Qualifications)**

Local Assistance Procedures Manual

**Exhibit 10-02
Consultant Contract DBE Commitment**

EXHIBIT 10-02 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE: 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount	
Local Agency to Complete this Section			\$	
20. Local Agency Contract Number: _____			14. TOTAL CLAIMED DBE PARTICIPATION	
21. Federal-Aid Project Number: _____				%
22. Contract Execution Date: _____			IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.	
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			_____	
23. Local Agency Representative's Signature _____		24. Date _____	15. Preparer's Signature _____ 16. Date _____	
25. Local Agency Representative's Name _____		26. Phone _____	17. Preparer's Name _____ 18. Phone _____	
27. Local Agency Representative's Title _____			19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT

CONSULTANT SECTION

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
4. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
8. **Total Dollar Amount for ALL Subconsultants** - Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
9. **Total number of ALL subconsultants** - Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
10. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
12. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
13. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
14. **Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
15. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
16. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
17. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
18. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
19. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

20. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed.
23. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
24. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
25. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
26. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
27. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

ATTACHMENT G – LIST OF POTENTIAL PROJECTS¹

Project No.	Project Name	Construction Year ²	Number of Appraisals	Type of Appraisals
715036	Arcata to Eureka Bike Path	2019	3-5	Improved Industrial; Billboards
325701	Countywide ADA ramp mitigation	2018-2020	up to 20 or more	Partial acquisitions from various types of properties
217203	Centerville Road PM 4.62	2019	1	Partial acquisitions
Various	Real Estate Appraisal Services – Road Repair Projects (see below - Table of 2017 FHWA Storm Damage Sites) ³	2018+	98 ³	Partial acquisitions and/or Temporary Construction Easements
Various	Real Estate Appraisal Services – Bridge Projects	n/a	n/a	n/a
Various	Real Estate Appraisal Services – Capital Improvement Projects	n/a	n/a	n/a

¹List of potential projects subject to change. County anticipates that additional, yet unidentified, projects and or funding may potentially increase the number of projects for on-call services.

²Estimated beginning year of construction and construction cost subject to change.

³2017 FHWA Storm Damage Sites does not include the 2017 FEMA Storm Damage sites estimated at \$15million Total Costs.

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

ATTACHMENT H – Table of 2017 FHWA Storm Damage Sites

County Project No.	Damage Assessment Form No. (DAF)	Project Location	Post Mile Start	Post Mile End	Estimated R/W Cost	Estimated Total Project Cost
217201	KCB-HUMCO-048	Maple Creek Road	0.31	0.31	\$ 5,000	\$ 199,000
217202	KCB-HUMCO-019	Mattole Road	11.13	11.13	\$ 5,000	\$ 57,700
217203	KCB-HUMCO-004	Herrick Avenue	0.74	0.74	\$ 5,000	\$ 130,000
217205	KCB-HUMCO-010	Elk River Road	0.82	0.82	\$ 5,000	\$ 27,500
217206	KCB-HUMCO-023	Mattole Road	26.45	27.25	\$ 10,000	\$ 2,515,000
217207	KCB-HUMCO-027	Mattole Road	36.06	36.10	\$ 5,000	\$ 534,220
217207	KCB-HUMCO-143	Mattole Rd	36.16	36.16	\$ 5,000	\$ 405,000
217208	KCB-HUMCO-034	Mattole Road	40.98	40.98	\$ 5,000	\$ 214,625
217209	KCB-HUMCO-036	Mattole Road	42.76	42.76	\$ 5,000	\$ 342,890
217210	KCB-HUMCO-072	Alderpoint Road	29.05	29.05	\$ 5,000	\$ 474,350
217211	KCB-HUMCO-073	Alderpoint Road	30.08	30.08	\$ 10,000	\$ 53,810
217212	KCB-HUMCO-074	Alderpoint Road	34.79	34.79	\$ 5,000	\$ 253,000
217213	KCB-HUMCO-078	Alderpoint Road	42.00	42.30	\$ 15,000	\$ 649,865
217215	KCB-HUMCO-070	Alderpoint Road	18.25	18.25	\$ 15,000	\$ 711,760
217216	KCB-HUMCO-008	Shelter Cove Road	7.60	7.60	\$ 20,000	\$ 1,639,830
217217	KCB-HUMCO-003	Fernbridge Rd	0.05	0.05	\$ 5,000	\$ 48,635
217219	KCB-HUMCO-043	Mattole Road	13.66	13.68	\$ 5,000	\$ 190,100
217219	KCB-HUMCO-148	Mattole Road	13.67	13.67	\$ 5,000	\$ 231,500
217221	KCB-HUMCO-029	Mattole Road	36.98	36.98	\$ 5,000	\$ 133,000
217224	KCB-HUMCO-037	Mattole Road	5.00	5.00	\$ 10,000	\$ 824,500
217225	KCB-HUMCO-038	Mattole Road	6.50	6.50	\$ 5,000	\$ 209,600
217227	KCB-HUMCO-075	Alderpoint Road	35.70	35.70	\$ 5,000	\$ 47,530
217228	KCB-HUMCO-076	Alderpoint Road	36.98	36.98	\$ 15,000	\$ 1,731,185
217229	KCB-HUMCO-077	Alderpoint Road	41.45	41.45	\$ 5,000	\$ 77,430
217229	KCB-HUMCO-102	Alderpoint Road	41.35	41.35	\$ 5,000	\$ 729,400
217230	KCB-HUMCO-080	Alderpoint Road	43.55	43.55	\$ 5,000	\$ 56,000
217231	KCB-HUMCO-081	Alderpoint Road	44.79	44.79	\$ 5,000	\$ 555,900
217232	KCB-HUMCO-082	Alderpoint Road	46.15	46.15	\$ 5,000	\$ 81,125
217233	KCB-HUMCO-083	Alderpoint Road	46.83	46.83	\$ 5,000	\$ 50,900
217234	KCB-HUMCO-084	Alderpoint Road	46.90	46.90	\$ 5,000	\$ 86,750
217235	KCB-HUMCO-009	Elk Creek Road	0.75	0.75	\$ 5,000	\$ 83,250
217236	KCB-HUMCO-011	Elk Creek Road	0.95	2.42	\$ 10,000	\$ 1,132,140
217241	KCB-HUMCO-085	Kneeland Road	10.40	10.40	\$ 5,000	\$ 182,500
217242	KCB-HUMCO-086	Kneeland Road	13.36	13.36	\$ 5,000	\$ 20,362
217243	KCB-HUMCO-087	Kneeland Road	4.80	4.80	\$ 5,000	\$ 101,385
217244	KCB-HUMCO-049	Alderpoint Road	1.67	1.68	\$ 5,000	\$ 132,685
217245	KCB-HUMCO-050	Alderpoint Road	2.10	2.10	\$ 5,000	\$ 137,280
217246	KCB-HUMCO-051	Alderpoint Road	2.25	2.25	\$ 5,000	\$ 96,300
217247	KCB-HUMCO-052	Alderpoint Road	2.70	2.70	\$ 5,000	\$ 152,500
217248	KCB-HUMCO-053	Alderpoint Road	2.98	2.98	\$ 5,000	\$ 46,460
217249	KCB-HUMCO-054	Alderpoint Road	4.68	4.68	\$ 5,000	\$ 36,950

217250	KCB-HUMCO-055	Alderpoint Road	5.00	5.00	\$ 5,000	\$ 64,525
217251	KCB-HUMCO-056	Alderpoint Road	5.49	5.50	\$ 5,000	\$ 147,250
217252	KCB-HUMCO-057	Alderpoint Road	5.59	5.59	\$ 5,000	\$ 110,475
217253	KCB-HUMCO-058	Alderpoint Road	5.98	5.98	\$ 5,000	\$ 65,790
217254	KCB-HUMCO-059	Alderpoint Road	6.60	6.70	\$ 5,000	\$ 641,625
217255	KCB-HUMCO-060	Alderpoint Road	6.98	6.99	\$ 5,000	\$ 224,650
217256	KCB-HUMCO-061	Alderpoint Road	7.25	7.25	\$ 5,000	\$ 69,630
217257	KCB-HUMCO-062	Alderpoint Road	7.37	7.37	\$ 5,000	\$ 195,800
217258	KCB-HUMCO-063	Alderpoint Road	7.58	7.58	\$ 5,000	\$ 26,590
217259	KCB-HUMCO-064	Alderpoint Road	7.90	7.90	\$ 5,000	\$ 648,130
217260	KCB-HUMCO-065	Alderpoint Road	8.15	8.15	\$ 5,000	\$ 105,830
217261	KCB-HUMCO-066	Alderpoint Road	9.45	9.45	\$ 5,000	\$ 38,100
217262	KCB-HUMCO-067	Alderpoint Road	10.52	10.53	\$ 5,000	\$ 104,830
217263	KCB-HUMCO-068	Alderpoint Road	11.94	11.94	\$ 5,000	\$ 40,080
217264	KCB-HUMCO-069	Alderpoint Road	11.98	11.98	\$ 5,000	\$ 41,340
217265	KCB-HUMCO-105	Alderpoint Road	46.23	46.23	\$ 5,000	\$ 125,260
217267	KCB-HUMCO-017	Bell Springs Road	2.20	2.20	\$ 5,000	\$ 229,280
217268	KCB-HUMCO-109	Bell Springs Road	4.96	4.96	\$ 5,000	\$ 115,850
217269	KCB-HUMCO-110	Bell Springs Road	5.03	5.03	\$ 5,000	\$ 41,760
217272	KCB-HUMCO-040	Mattole Road	11.05	11.29	\$ 5,000	\$ 167,420
217273	KCB-HUMCO-025	Mattole Road	35.65	35.65	\$ 5,000	\$ 19,483
217274	KCB-HUMCO-131	Mattole Road	43.62	43.62	\$ 5,000	\$ 118,170
217275	KCB-HUMCO-132	Sprowel Creek Road	0.90	0.90	\$ 5,000	\$ 71,700
217276	KCB-HUMCO-114	Briceland-Thorne Rd	3.00	3.00	\$ 5,000	\$ 199,770
217277	KCB-HUMCO-115	Briceland-Thorne Rd	6.35	6.35	\$ 5,000	\$ 49,150
217278	KCB-HUMCO-116	Briceland-Thorne Rd	7.50	7.50	\$ 5,000	\$ 74,890
217281	KCB-HUMCO-090	Alderpoint Road	2.84	2.84	\$ 5,000	\$ 20,100
217282	KCB-HUMCO-107	Bell Springs Road	0.30	0.30	\$ 5,000	\$ 78,150
217283	KCB-HUMCO-134	Alderpoint Road	2.00	2.00	\$ 5,000	\$ 33,720
217284	KCB-HUMCO-089	Alderpoint Road	2.55	2.55	\$ 5,000	\$ 20,000
217285	KCB-HUMCO-091	Alderpoint Road	4.80	4.80	\$ 5,000	\$ 144,675
217286	KCB-HUMCO-092	Alderpoint Road	12.90	12.90	\$ 5,000	\$ 90,000
217287	KCB-HUMCO-093	Alderpoint Road	16.00	16.25	\$ 5,000	\$ 186,400
217288	KCB-HUMCO-094	Alderpoint Road	21.80	23.05	\$ 15,000	\$ 402,680
217294	KCB-HUMCO-098	Alderpoint Road	23.75	23.75	\$ 5,000	\$ 90,200
217295	KCB-HUMCO-113	Bell Springs Road	6.65	6.65	\$ 5,000	\$ 65,720
217296	KCB-HUMCO-108	Bell Springs Road	4.86	4.86	\$ 5,000	\$ 78,280
217303	KCB-HUMCO-006	Centerville Road	4.62	4.62	\$ 15,000	\$ 550,625
217400	KCB-HUMCO-047	Mattole Road	2.11	2.11	\$ 5,000	\$ 93,600
217401	KCB-HUMCO-139	Mattole Rd	17.83	17.83	\$ 5,000	\$ 72,500
217403	KCB-HUMCO-149	Mattole Road	27.25	27.25	\$ 5,000	\$ 130,000
217410	KCB-HUMCO-100	Alderpoint Road	34.90	34.90	\$ 5,000	\$ 291,000
217419	KCB-HUMCO-127	Mattole Road	5.25	5.25	\$ 5,000	\$ 1,127,000
217421	KCB-HUMCO-099	Alderpoint Road	31.20	31.20	\$ 5,000	\$ 152,500
217422	KCB-HUMCO-117	Butler Valley Road	5.80	5.80	\$ 5,000	\$ 71,500
217424	KCB-HUMCO-045	Mattole Road	16.15	16.15	\$ 5,000	\$ 402,010
217426	KCB-HUMCO-137	Mattole Road	5.10	5.10	\$ 10,000	\$ 40,790
217428	KCB-HUMCO-138	Mattole Road	9.00	9.00	\$ 10,000	\$ 150,210
217429	KCB-HUMCO-007	Shelter Cove Road	1.67	1.67	\$ 15,000	\$ 152,500

217430	KCB-HUMCO-135	Briceland-Thorne Rd	9.55	9.55	\$ 5,000	\$ 54,650
217431	KCB-HUMCO-136	Briceland-Thorne Rd	9.74	9.74	\$ 5,000	\$ 96,170
217438	KCB-HUMCO-144	Murray Road	5.57	5.57	\$ 5,000	\$ 256,400
217442	KCB-HUMCO-140	Mattole Rd	28.80	29.00	\$ 5,000	\$ 630,000
217443	KCB-HUMCO-141	Mattole Rd	31.10	31.10	\$ 5,000	\$ 72,500
217444	KCB-HUMCO-142	Mattole Rd	31.73	31.73	\$ 5,000	\$ 142,500
217446	KCB-HUMCO-155	Blue Slide Road	3.24	3.24	\$ 15,000	\$ 138,680
				Totals	\$ 600,000	\$ 24,956,355
					R/W Total	Project Total

**REQUEST FOR QUALIFICATIONS – NO. DPW2018-004
ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES**

ATTACHMENT I – SAMPLE CONSULTANT SERVICES AGREEMENT

AGREEMENT FOR CONSULTANT SERVICES

BY AND BETWEEN

COUNTY OF HUMBOLDT

AND

_____ [NAME OF CONSULTANT] _____

FOR

ON-CALL PROFESSIONAL REAL ESTATE APPRAISAL REVIEW SERVICES

Project No. [_____]

This contract entered into this _____ day of _____, 2018, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and _____ [Name of Consultant] _____, a _____ [Name of State] _____ [type of business] _____, hereinafter referred to as “CONSULTANT,” is made upon the following considerations:

RECITALS

WHEREAS, COUNTY, by and through its Department of Public Works, desires to retain the services of CONSULTANT to assist COUNTY in performing on-call professional real estate appraisal review services, which are further described in Attachment A – Scope of Work; and

WHEREAS, such work involves the performance of professional and technical services of a temporary and occasional character, and COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for this temporary period; and

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services for COUNTY or any department thereof; and

WHEREAS, CONSULTANT represents that it is qualified to perform the duties and services set forth in this contract; and

NOW THEREFORE, the parties hereto mutually agree as follows:

ARTICLE I – INTRODUCTION

- A. The Project Manager for CONSULTANT will be _____ [Name] _____. The Contract Administrator for COUNTY will be Tony Seghetti, Deputy Director of Public Works or designee thereof.
- B. The work to be performed under this contract is described in Article II – Statement of Work and the approved CONSULTANT’s Cost Proposal dated _____ [Date] _____. The approved CONSULTANT’s Cost Proposal is attached hereto as Attachment B – Cost Proposal & Schedule of Work and incorporated herein by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of COUNTY.

- D. Without the written consent of COUNTY, this contract is not assignable by CONSULTANT either in whole or in part.
- E. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- F. The consideration to be paid to CONSULTANT as provided herein, shall be compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II – STATEMENT OF WORK

The work to be performed under this contract is described in Attachment A – Scope of Work and Attachment B – Cost Proposal & Schedule of Work.

ARTICLE III – CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports on each specific project in accordance with the Task Order. These reports shall be submitted at least once a month. The report should be sufficiently detailed for COUNTY's Contract Administrator or Project Coordinator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with COUNTY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV – PERFORMANCE PERIOD

- A. This contract shall go into effect on ____[Date]____, contingent upon approval by COUNTY, and CONSULTANT shall commence work after receiving notification to proceed from COUNTY's Contract Administrator. This contract shall end on ____[Date]____, unless extended by a written amendment hereto.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on COUNTY until the contract is fully executed and approved by COUNTY.
- C. The period of performance for each specific project shall be in accordance with the Task Order for that project. If work on a Task Order is in progress on the expiration date of this contract, the terms of the contract shall be extended by contract amendment.

ARTICLE V – ALLOWABLE COSTS AND PAYMENTS

- A. CONSULTANT will be reimbursed for hours worked at the hourly rates specified in CONSULTANT's Cost Proposal (Attachment Number). The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee. These rates are not adjustable for the performance period set forth in this Contract.
- B. In addition, CONSULTANT will be reimbursed for incurred (actual) direct costs other than salary costs that are in the cost proposal and identified in the cost proposal and in the executed Task Order.

- C. Specific projects will be assigned to CONSULTANT through issuance of Task Orders.
- D. After a project to be performed under this contract is identified by COUNTY, COUNTY will prepare a draft Task Order; less the cost estimate. A draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and will designate a COUNTY Project Coordinator. The draft Task Order will be delivered to CONSULTANT for review. CONSULTANT shall return the draft Task Order within ten (10) calendar days along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and total cost; the finalized Task Order shall be signed by both COUNTY and CONSULTANT.
- E. Task Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in CONSULTANT's Cost Proposal.
- F. Reimbursement for transportation and subsistence costs shall not exceed the rates as specified in the approved Cost Proposal.
- G. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such estimate.
- H. Progress payments for each Task Order will be made monthly in arrears based on services provided and actual costs incurred.
- I. CONSULTANT shall not commence performance of work or services until this contract has been approved by COUNTY, and notification to proceed has been issued by COUNTY's Contract Administrator. No payment will be made prior to approval or for any work performed prior to approval of this contract.
- J. A Task Order is of no force or effect until returned to COUNTY and signed by an authorized representative of COUNTY. No expenditures are authorized on a project and work shall not commence until a Task Order for that project has been executed by COUNTY.
- K. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by COUNTY's Contract Administrator of itemized invoices in triplicate. Separate invoices itemizing all costs are required for all work performed under each Task Order. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing, or upon completion of the Task Order. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number, project title and Task Order number. Credits due COUNTY that include any equipment purchased under the provisions of Article XI Equipment Purchase of this contract, must be reimbursed by CONSULTANT prior to the expiration or termination of this contract. Invoices shall be mailed to COUNTY's Contract Administrator at the following address:

COUNTY: Humboldt County Department of Public Works
Attention: Tony Seghetti, Contract Administrator
1106 Second Street
Eureka, California 95501

- L. The period of performance for Task Orders shall be in accordance with dates specified in the Task Order. No Task Order will be written which extends beyond the expiration date of this Contract.
- M. The total amount payable by COUNTY for an individual Task Order shall not exceed the amount agreed to in the Task Order, unless authorized by contract amendment.
- N. If the Consultant fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order, no payment will be made until the deliverable has been satisfactorily completed.
- O. Task Orders may not be used to amend this Agreement and may not exceed the scope of work under this Agreement.
- P. The total amount payable by COUNTY for all Task Orders resulting from this contract shall not exceed \$ (Amount). It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this contract through Task Orders.

ARTICLE VI – TERMINATION

- A. COUNTY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. COUNTY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If COUNTY terminates this contract, COUNTY shall pay CONSULTANT the sum due under this contract prior to termination, unless the cost of completion to COUNTY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.

ARTICLE VII – COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

- A. CONSULTANT agrees that the contract cost principles and procedures set forth in Title 48 of the Code of Federal Regulations (CFR), Federal Acquisition Regulations System, Chapter 1, Part 31, Sections 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 2 CFR, Part 200 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to COUNTY.

ARTICLE VIII – RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with California Public Contract Code Sections 10115, et seq. and Title 21 of the California Code of Regulations, Chapter 21, Sections 2500, et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code Section 8546.7; CONSULTANT, subconsultants, and COUNTY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from

the date of final payment under the contract. The state of California, California State Auditor, COUNTY, Federal Highway Administration (FHWA), or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

ARTICLE IX – AUDIT REVIEW PROCEDURES

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by the Humboldt County Auditor-Controller.
- B. Not later than thirty (30) calendar days after issuance of the final audit report, CONSULTANT may request a review by the Humboldt County Auditor-Controller of unresolved audit issues. CONSULTANT's request for review shall be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by COUNTY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.
- D. CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instance of a CPA ICR audit work paper review it is CONSULTANT's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's work papers including making copies as necessary. The contract, approved Cost Proposal, and ICR shall be adjusted by CONSULTANT and approved by COUNTY's Contract Administrator to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by COUNTY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, state or local governments have access to CPA work papers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

ARTICLE X – SUBCONTRACTING

- A. Nothing contained in this contract or otherwise, shall create any contractual relationship between COUNTY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to COUNTY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from COUNTY's obligation to make payments to CONSULTANT.
- B. CONSULTANT shall perform the work contemplated herein with resources available within its own organization and no portion of such work shall be subcontracted without written authorization by COUNTY's Contract Administrator, except that, which is identified in the approved Cost Proposal.
- C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by COUNTY.

- D. All subcontracts entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by COUNTY's Contract Administrator prior to the start of work by the subconsultant(s).

ARTICLE XI – EQUIPMENT PURCHASE

- A. Prior authorization in writing, by COUNTY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding Five Thousand Dollars (\$5,000.00) for supplies, equipment, or consultant services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding Five Thousand Dollars (\$5,000.00) requiring prior authorization by COUNTY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two (2) years and an acquisition cost of Five Thousand Dollars (\$5,000.00) or more. If the purchased equipment needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit COUNTY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established COUNTY procedures; and credit COUNTY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by COUNTY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by COUNTY." 49 CFR, Part 18 requires a credit to federal funds when equipment with a value greater than Five Thousand Dollars (\$5,000.00) is credited to the project.

ARTICLE XII – STATE PREVAILING WAGE RATES

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code Section 1770, and all federal, state, and local laws and ordinances applicable to the work required hereunder.
- B. Any subcontract entered into as a result of this contract, if for more than Twenty Five Thousand Dollars (\$25,000.00), for public works construction or more than Fifteen Thousand Dollars (\$15,000.00) for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.
- C. When prevailing wages apply to the services described herein and Attachment A – Scope of Work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. (See <http://www.dir.ca.gov>.)

ARTICLE XIII – CONFLICT OF INTEREST

- A. CONSULTANT shall disclose any financial, business, or other relationship with COUNTY that may have an impact upon the outcome of this contract, or any ensuing COUNTY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing COUNTY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.

ARTICLE XIV – REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates, kickbacks or other unlawful consideration, either promised or paid to any COUNTY employee. For breach or violation of this warranty, COUNTY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XV – PROHIBITION OF EXPENDING COUNTY, STATE OR FEDERAL FUNDS FOR LOBBYING

- A. CONSULTANT hereby certifies to the best of his or her knowledge and belief that:
 - 1. No local, state or federal appropriated funds have been paid, or will be paid by, or on behalf of, CONSULTANT to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the California State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract, the making of any state or federal grant, the making of any state or federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
 - 2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress, in connection with a federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than Ten Thousand Dollars (\$10,000.00) and not more than One Hundred Thousand Dollars (\$100,000.00) for each such failure.
- C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed One Hundred Thousand Dollars (\$100,000.00) and that all such subrecipients shall certify and disclose accordingly.

ARTICLE XVI – STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2 of the California Code of Regulations Section 8103.
- B. During the performance of this contract, CONSULTANT and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over forty (40) years of age), marital status, and denial of family care leave. CONSULTANT and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. CONSULTANT and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Government Code Sections 12990(a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this contract by reference and made a part hereof as if set forth in full. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- C. CONSULTANT shall comply with regulations relative to Title VI of the Civil Rights Act of 1964 (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 CFR, Part 21 – Effectuation of Title VI of the Civil Rights Act of 1964). Title VI of the Civil Rights Act of 1964 provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the State of California shall, on the basis of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.
- D. CONSULTANT, with regard to the work performed during this contract shall act in accordance with Title VI of the Civil Rights Act of 1964. Specifically, CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT Regulations, including employment practices for employment related programs.

ARTICLE XVII – DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (nonprocurement)," which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to COUNTY.

- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT's responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the FHWA.

ARTICLE XVIII – FUNDING REQUIREMENTS

- A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only, if sufficient funds are made available to COUNTY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or COUNTY governing board that may affect the provisions, terms, or funding of this contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.
- D. COUNTY has the option to void the contract due to insufficient funding upon thirty (30) days advance written notice pursuant to the termination provisions set forth herein, or by mutual agreement to amend the contract to reflect any reduction of funds.

ARTICLE XIX – CHANGE IN TERMS

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by COUNTY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by COUNTY's Contract Administrator.

ARTICLE XX – DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

- A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.
- B. The goal for DBE participation for this contract is **Zero** percent (0%). Participation by a DBE consultant or subconsultants shall be in accordance with information contained in Attachment C – Consultant Proposal DBE Commitment (Exhibit 10-O1), or in Attachment D – Consultant Contract DBE Information (Exhibit 10-O2), which are attached hereto and incorporated as part of the contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

- C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. DOT assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as COUNTY deems appropriate.
- D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- E. A DBE firm may be terminated only with prior written approval from COUNTY for the reasons specified in 49 CFR Section 26.53(f). Prior to requesting COUNTY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR Section 26.53(f).
- F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and other relevant factors must be evaluated.
- G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, similar transactions, particularly those in which DBEs do not participate, must be examined.
- H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.
- I. CONSULTANT shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.
- J. Upon completion of this contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise, First-Tier Subconsultants," CEM-2402F [Exhibit 17-F, of the Local Assistance Procedures Manual (LAPM)], certified correct by CONSULTANT or CONSULTANT's authorized representative and shall be furnished to COUNTY's Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty five percent (25%) of the dollar value of the invoice being withheld from payment until such summary is submitted. Any amounts withheld as a result of a failure to provide a summary of DBE payments will be returned to CONSULTANT when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises, First-Tier Subconsultants" form is submitted to COUNTY's Contract Administrator.

- K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify CONSULTANT in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify CONSULTANT in writing with the date of certification. Any changes should be reported to COUNTY's Contract Administrator within thirty (30) calendar days thereof.

ARTICLE XXI – CONTINGENT FEE

CONSULTANT warrants by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, COUNTY has the right to terminate this contract without liability, pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XXII – DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of COUNTY's Contract Administrator and other COUNTY officials, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than thirty (30) calendar days after completion of all work under this contract, CONSULTANT may request review by COUNTY. The request for review shall be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the COUNTY will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XXIII – INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit COUNTY, the State of California, and FHWA, if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XXIV – SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by the Humboldt County Risk Manager and other COUNTY representatives. CONSULTANT's staff shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the California Vehicle Code, COUNTY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the California Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

- C. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- D. CONSULTANT must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

ARTICLE XXV – INSURANCE AND INDEMNIFICATION

- A. Prior to the execution of this contract, CONSULTANT shall furnish to COUNTY satisfactory proof that CONSULTANT has taken out for the entire period required by this contract, as further described below, the following insurance, in a form satisfactory to COUNTY, and with an insurance carrier satisfactory to COUNTY, authorized to do business in the State of California with a current A.M. Bests rating of no less than A; VII or its equivalent, which will protect those described below from claims which arise out of, or in connection with, the acts or omissions of CONSULTANT for which CONSULTANT may be legally liable, whether performed by CONSULTANT, or by those employed directly or indirectly by it, or by anyone for whose acts CONSULTANT may be liable:
 - 1. Commercial General Liability Insurance, written on an “occurrence” basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, blasting, explosion, collapse of buildings or structures, damage to underground structures and utilities, liability for slander, false arrest and invasion of privacy arising out of professional real estate appraisal operations, blanket contractual liability, broad form endorsement, a professional real estate appraisal endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than Two Million Dollars (\$2,000,000) per occurrence for any one incident, subject to a deductible of not more than Twenty Five Thousand Dollars (\$25,000.00) payable by CONSULTANT. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
 - 2. Business Automobile Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) for each occurrence including coverage for owned, non-owned and hired vehicles, subject to a deductible of not more than Ten Thousand Dollars (\$10,000.00) payable by CONSULTANT.
 - 3. Workers’ Compensation Insurance, as required by the California Labor Code, with statutory limits and Employers’ Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY, its agents, officers, officials, employees and volunteers. In the event CONSULTANT is self-insured, a Certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations – Administration of Self-Insurance, shall be filed with the Clerk of the Humboldt County Board of Supervisors.
 - 4. Professional Liability Insurance – Error and Omission Coverage, including coverage in an amount no less than Two Million Dollars (\$2,000,000) for each occurrence (Four Million Dollars (\$4,000,000) general aggregate), subject to a deductible not to exceed Twenty Five Thousand Dollars (\$25,000.00) payable by CONSULTANT. Said insurance shall be maintained for the statutory period during which CONSULTANT may be exposed to liability. CONSULTANT shall require that such coverage be incorporated into its professional services agreements with any other entities.

- B. CONSULTANT's insurance policies shall, unless otherwise specified herein, be endorsed with the following provisions:
1. CONSULTANT's Commercial General Liability policy and Automobile Liability policy shall name COUNTY, and its affiliates, directors, officers, officials, partners, representatives, employees, consultants, subconsultants, agents and landlord, as additional insureds, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured. CONSULTANT's Commercial General Liability policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Is the primary insurance with regard to COUNTY.
 - c. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of building or structure to property underground, commonly referred to as "XCU Hazards."
 - d. Does not contain a pro-rated excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insured's clause.
 2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice provisions set forth herein. CONSULTANT shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
 3. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply 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 insurer's liability.
 4. For claims related to this Agreement, CONSULTANT's insurance is the primary coverage to COUNTY, and any insurance or self-insured programs maintained thereby are excess to CONSULTANT's insurance and will not be used to contribute therewith.
 5. Any failure to comply with the provisions of this Agreement, including breach of warranties, shall not affect coverage provided to COUNTY.
 6. CONSULTANT shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager or County Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000) shall be disclosed to, and approved by, COUNTY. If CONSULTANT does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and CONSULTANT agrees to pay the cost thereof. COUNTY is also hereby authorized to deduct the cost of said insurance from the monies owed to CONSULTANT under this Agreement.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONSULTANT shall be required to purchase additional coverage to meet above-referenced aggregate limits.
 8. Nothing contained herein shall be construed as limiting in any way the extent to which CONSULTANT or any of its permitted subcontractors or subconsultants may be held responsible for payment of damages resulting from their operations.
- C. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

CONSULTANT: [Name of Consultant]
Attention: [Name of Project Manager], Project Manager
[Street Address]
[City, State & Zip Code]

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

AND

Humboldt County Department of Public Works
Attention: Tony Seghetti, Contract Administrator
1106 Second Street
Eureka, California 95501

- D. In connection with the performance of the design professional services required hereunder, CONSULTANT shall, to the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, indemnify, defend and hold harmless COUNTY, its officers, agents and employees, from any claim, liability, loss, injury or damage (referred to collectively as "Litigation") that arises out of, pertains to, relates to, or is connected with, performance of this contract due to the negligence, recklessness, or willful misconduct of CONSULTANT and/or its agents, employees or subconsultants. CONSULTANT shall reimburse COUNTY for all costs, attorneys' fees, expenses and liabilities incurred with respect to any Litigation in which CONSULTANT is obligated to indemnify and defend COUNTY under this contract.
- E. In connection with the performance of the non-design professional services required hereunder, if any, CONSULTANT shall hold harmless, defend and indemnify COUNTY and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense and costs of any kind or nature, including, without limitation, costs and fees of Litigation, arising out of, or in connection with, CONSULTANT's performance of, or failure to comply with, any of its obligations contained in the contract, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY. CONSULTANT shall reimburse COUNTY for all costs, attorneys' fees, expenses and liabilities incurred with respect to any Litigation in which CONSULTANT is obligated to indemnify and defend COUNTY under this contract.

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ARTICLE XXVI – OWNERSHIP OF DATA

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produced as part of this contract will automatically be vested in COUNTY; and no further agreement will be necessary to transfer ownership to COUNTY. CONSULTANT shall furnish COUNTY all necessary copies of data needed to complete the review and approval process.
- B. All calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the projects for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by COUNTY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by COUNTY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. The parties hereby agree to comply with all applicable federal provisions pertaining to patent rights regarding rights to inventions (48 CFR, Part 27, Subpart 27.3 – Patent Rights Under Government Contracts for Federal-Aid Contracts).
- E. COUNTY may permit copyrighting reports or other products created hereunder. If copyrights are permitted, FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

ARTICLE XXVII – CLAIMS FILED BY COUNTY’S CONSTRUCTION CONTRACTOR

- A. If claims are filed by COUNTY’S construction contractor relating to work performed by CONSULTANT, and additional information or assistance from CONSULTANT is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with COUNTY’S Contract Administrator and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT shall, upon reasonable notice from COUNTY, allow interviews of all personnel that COUNTY considers essential to assist in defending against construction contractor claims.
- C. Services of CONSULTANT in connection with COUNTY’S construction contractor claims will be performed pursuant to a written contract amendment.
- D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

ARTICLE XXVIII – CONFIDENTIALITY OF DATA

- A. In performance of this contract, CONSULTANT may receive information that is confidential under local, state or federal law. CONSULTANT hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws.

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- B. All financial, statistical, personal, technical, or other data relative to COUNTY's operations, which are designated confidential by COUNTY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- C. Permission to disclose information on one occasion, or public hearing held by COUNTY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.
- D. All informational material related to this Agreement shall receive approval from COUNTY prior to being released to the media (television, radio, newspapers and internet). CONSULTANT shall inform COUNTY of all requests for interviews by media related to this Agreement before such interviews take place; and COUNTY is entitled to have a representative present at such interviews. All notices required by this provision shall be given to COUNTY's Contract Administrator.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

ARTICLE XXIX – NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with California Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within two (2) years prior to the execution of this contract, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXX – EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by COUNTY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained by COUNTY as part of the contract record.

ARTICLE XXXI – RETENTION OF FUNDS

- A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this Article.
- B. No retainage will be withheld by COUNTY from progress payments due to CONSULTANT. Retainage by CONSULTANT or subconsultants is prohibited, and no retainage will be held by CONSULTANT from progress due to subconsultants. Any violation of this provision shall subject CONSULTANT or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to CONSULTANT or subconsultants in the event of a dispute involving late payment or nonpayment by CONSULTANT or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE consultants and subconsultants.

ARTICLE XXXII – NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

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CONSULTANT: [Name of Consultant]
Attention: [Name of Project Manager], Project Manager
[Street Address]
[City, State & Zip Code]

COUNTY: Humboldt County Department of Public Works
Attention: Tony Seghetti, Contract Administrator
1106 Second Street
Eureka, California, 95501

ARTICLE XXXIII – GOVERNING LAW, PRACTICE STANDARDS AND BINDING EFFECT

- A. This contract shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.
- B. This contract is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the provisions, terms or funding of this contract. This contract shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.
- C. CONSULTANT agrees to comply with all local, state and federal laws and regulations, including, but not limited to, the Americans with Disabilities Act. CONSULTANT further agrees to comply with all applicable local, state and federal accrediting, licensure and certification requirements.
- D. CONSULTANT warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONSULTANT's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances. It is hereby understood that COUNTY's acceptance of the services performed by CONSULTANT hereunder shall not operate as a waiver or release of any breach of this contract.
- E. The terms of this contract shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties.

ARTICLE XXXIV – NO WAIVER OF DEFAULT

- A. The waiver by either party of any breach or violation of any requirement of this contract 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 contract.
- B. In no event shall any payment by COUNTY constitute a waiver of any breach of this contract or any default which may then exist on the part of CONSULTANT. Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand that CONSULTANT repay any funds disbursed to CONSULTANT under this contract, which in the judgment of COUNTY were not expended in accordance with the terms of this contract. CONSULTANT shall promptly refund any such funds upon demand.

ARTICLE XXXV – ATTORNEY FEES ON BREACH

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this contract from being performed, the prevailing party in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorney's fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

ARTICLE XXXVI – NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE

CONSULTANT certifies by its signature below that it is not a Nuclear Weapons Contractor, in that CONSULTANT is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CONSULTANT agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor, as defined above. COUNTY may immediately terminate this contract if it determines that the foregoing certification is false or if CONSULTANT becomes a Nuclear Weapons Contractor.

ARTICLE XXXII – CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named COUNTY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

[Signatures on Following Page]

ARTICLE XXXVIII – SIGNATURES

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND*
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR ASSISTANT TREASURER.*

[CONSULTANT’S NAME]:

By: _____

Date: _____

Name: _____

Title: _____

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____

Date: _____

[Name of Board Chair]
Chair, Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: _____

Risk Management

Attachment A – Cost Proposal

Attachment B – Consultant Certification of Contract Costs and Financial Management System (Exhibit 10-K)

Attachment C – Consultant Proposal DBE Commitment (Exhibit 10-O1)