

LESSOR agrees to contract for professional consulting services necessary to produce a publicly bid construction project to accomplish COUNTY'S tenant improvements. The Scope of Services as described below, including any other services identified in this Lease as part of Services, which generally include architectural services, mechanical design, electrical design, plumbing design, all of which are intended to result in delivery of the following Tasks (1-7). The deliverables described in each section below shall be collectively referred to as the 'Design and Construction Deliverables' elsewhere in this Lease.

1. SCHEMATIC DESIGN

Review Exhibit B - Conceptual Space Layout and Program, provided to LESSOR by COUNTY. Provide a written verification that information and backgrounds provided are sufficient to continue design work; provide list of any additional necessary information required. Create and provide background drawings for use by other design team members and consultants under contract with COUNTY. Schedule, arrange and attend meetings as necessary for coordination with design team. Provide written code analysis, including accessibility compliance with Americans With Disabilities Act, and accessibility provisions of the California Building Code, for preliminary over-the-counter review of schematic plans by authority having jurisdiction. Submit the following schematic design deliverables in paper and electronic formats for COUNTY review and approval:

- a. Written verification that information and backgrounds provided are sufficient including a list any additional necessary information required.
- b. Written review and analysis of applicable building codes.
- c. Schematic drawings.
- d. Background drawings for use by other design team members.
- e. Minutes from design coordination meetings.
- f. Written code analysis including comments from meeting with authority having jurisdiction.

2. CONSTRUCTION DOCUMENTS

Develop and provide complete package of construction documents for final plan review and approval by COUNTY. Schedule, arrange and attend meetings as necessary for coordination with design team. Provide COUNTY a copy of a complete package of approved plans and technical specifications to be used by LESSOR inviting formal bids, as specified by California Public Contract Code Sections 22032 and 22037. Revisions, addendums, answers to bidding questions and substitution requests to be provided as necessary. Submit the following construction document deliverables, including fully coordinated drawings and specifications, including addendums, in paper and electronic formats for COUNTY review and approval:

- a. 95% package of construction documents (plans and specifications) for final plan review.

- b. 100% complete package of approved plans and technical specifications for bid package, prior to bid.
- c. Cost Estimate for completion of the project.
- d. Copies of permit applications from City of Eureka and any other necessary governing agency, including a copy of Certified Access Specialist program (CASp) inspection application.
- e. Revisions, addendums, answers to bidding questions and review of substitution requests.
- f. Post-bid package of coordinated drawings and specifications including addendums for construction.
- g. Proposed Construction schedule including date of completion.

3. CONSTRUCTION ADMINISTRATION

Provide administration of project throughout the course of project bidding, through periodic observation of work during construction, provide review of submittals, and assist in responses to requests for information, cost proposals, change orders, punch-lists, and other construction administration services as necessary. Attend weekly site meetings as necessary. Submit the following contract administration deliverables to COUNTY:

- a. A copy of published bid request.
- b. Responses to requests for information as necessary.
- c. Written summary of submittals, including a complete copy of all construction bid response packages.
- d. A copy of letters awarding and declining the work to all construction bid responders.
- e. Attend weekly site meetings as necessary.
- f. Documentation of periodic observation of work as necessary.

4. PROJECT CLOSEOUT

Assist with closeout procedures and commissioning as necessary. Coordinate with contractor and consultants to provide COUNTY a copy of as-built record drawings in digital and hard-copy format. Submit the following project closeout deliverables package to COUNTY:

- a. Provide a written copy of closeout procedures.
- b. Commissioning documentation as necessary.
- c. As-built record drawings.
- d. Copy of issued permits, including corrections report resulting from Certified Access Specialist's (CASp) inspection of the portion of leased premises affected by tenant improvements made resulting from this First Amendment to Lease.
- e. Certificate of Occupancy.
- f. Copy of filed Notice of Completion.

5. GENERAL TASKS AND DELIVERABLES

Within Twenty (20) days from the date of the First Amendment to Lease, the LESSOR or LESSOR'S consultant shall create and provide schedule for progress of work in conjunction with its design team. Provide monthly status report including a narrative of work performed, an update of the progress of work schedule, including actual performance versus current progress schedule, and a look-ahead of anticipated required information, decisions or documents required from COUNTY. General Tasks and Deliverables are to include:

- a. Schedule for progress of work (within Twenty (20) days of date of this First Amendment).
- b. Monthly status report.
- c. Narrative of work performed.
- d. Update of the progress of work.
- e. Thirty day (30) look-ahead construction schedule.

LESSOR or LESSOR'S consultant shall have full charge of coordination and scheduling with design team members, and other consultants under contract with COUNTY for this project.

6. EXCLUSIONS

The items below, if any, are not considered within the Scope of Basic Services, however can be provided by consultant as an Additional Service to LESSOR:

Land Surveying, Geotechnical engineering, Solar/PV engineering, Commercial Kitchen design, CEQA compliance documents.

7. ADDITIONAL SERVICES

LESSOR shall bear the cost of any additional services that become necessary during the duration of the project, unless otherwise agreed to by written amendment to this lease and such addition services (if any) shall be included in the REIMBURSEMENT COSTS. No additional services shall be subject to reimbursement by COUNTY without an additional written amendment to this Lease. Any amendment authorizing reimbursement for additional services shall include a detailed description of such services and a maximum reimbursement amount for the additional services

