

**CONSULTANT SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
PACE ENGINEERING, INC.  
FOR COURTHOUSE TRANSFORMERS REPLACEMENT PROJECT #170239**

This Agreement, entered into this 30<sup>th</sup> day of August, 2022, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and PACE Engineering, Inc., a California Corporation, hereinafter referred to as “CONSULTANT,” is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Public Works – Facilities Management Division, desires to retain a qualified professional organization to provide certain specified on-call engineering and project management services that are designed to assist COUNTY with the Courthouse Transformers Replacement Project; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONSULTANT represents that it is adequately trained, skilled, experienced and qualified to perform the professional consulting services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF CONSULTANT:

- A. Professional Services. CONSULTANT hereby agrees to provide professional consulting services in accordance with the criteria, schedule and fiscal requirements set forth in Exhibit A – Scope of Services, and Project Schedule, Exhibit B – Conceptual Project Budget and Exhibit C – Billing Rate Schedule, which are attached hereto and incorporated herein by reference as if set forth in full. In providing such services CONSULTANT agrees to fully cooperate with the Humboldt County Department of Public Works Director, or a designee thereof, hereinafter referred to as “Director.”
- B. Internal Controls. CONSULTANT shall maintain any and all appropriate internal financial controls over the funds received and disbursed pursuant to the terms and conditions of this Agreement, including, without limitation, procedures for tracking expenditures of such funds.
- C. Provision of Relevant Information. CONSULTANT shall cooperate with COUNTY in completing progress reports and other documents pertaining to the performance of CONSULTANT’s obligations hereunder, including, without limitation, providing, in a timely manner, any and all requested information regarding the services provided pursuant to the terms and conditions of this Agreement.
- D. Project Access. In order to enable COUNTY to confirm CONSULTANT’s compliance with the terms and conditions of this Agreement, CONSULTANT shall provide COUNTY, and any and all duly authorized representatives thereof, access to all work sites and any other areas associated with the services provided hereunder.

2. OBLIGATIONS OF COUNTY:

- A. Provision of Necessary Data and Materials. COUNTY shall provide CONSULTANT with any and all background data necessary for CONSULTANT to complete the services required pursuant to the terms and conditions of this Agreement.
- B. COUNTY Representative. COUNTY shall designate a representative with complete authority to transmit instructions and information, receive correspondence, interpret policy and define decisions related to the services provided pursuant to the terms and conditions of this Agreement. COUNTY's representative shall have overall charge and responsibility of COUNTY's duties and obligations required hereunder. Any and all correspondence pertaining to the performance of CONSULTANT's duties and obligations required hereunder shall be submitted to COUNTY's representative in accordance with the notice requirements set forth herein.
- C. Review of Submitted Materials. COUNTY shall thoroughly review any and all reports, proposals and other documents prepared and submitted pursuant to the terms and conditions of this Agreement. COUNTY shall provide CONSULTANT with a written response pertaining to the review of documents submitted by CONSULTANT within ten (10) calendar days from the receipt thereof.

3. TERM:

This Agreement shall begin on August 30, 2022 and shall remain in full force and effect until June 30, 2024, unless sooner terminated as provided herein.

4. TERMINATION:

- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONSULTANT fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.
- B. Termination without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.
- C. Termination due to Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONSULTANT seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.
- D. Compensation upon Termination. In the event this Agreement is terminated, CONSULTANT shall be entitled to compensation for uncompensated services satisfactorily provided hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONSULTANT.

5. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for any and all services provided, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is One Hundred Thirty Thousand Dollars (\$130,000.00). CONSULTANT hereby agrees to perform any and all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit C – Project Budget.
- C. Additional Services. Any additional services not otherwise set forth herein shall not be provided by CONSULTANT, or compensated by COUNTY, without COUNTY's prior written authorization. Any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONSULTANT. CONSULTANT shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONSULTANT estimates that the maximum payable amount will be reached.

6. PAYMENT:

CONSULTANT shall submit to COUNTY monthly invoices substantiating the costs and expenses incurred pursuant to the terms and conditions of this Agreement no later than thirty (30) days after the end of each month. CONSULTANT shall submit a final invoice for payment within thirty (30) days following the expiration or termination of this Agreement. Invoices shall include the project number, completion percentage of each phase of the work, and both previous and current billing amounts. Payment for any and all costs and expenses incurred pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County Department of Public Works – Facilities Management Division  
Attention: Sean Meehan, Deputy Public Works Director  
1106 Second Street  
Eureka, California 95501

7. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Department of Public Works – Facilities Management Division  
Attention: Sean Meehan, Deputy Public Works Director  
1106 Second Street  
Eureka, California 95501

CONSULTANT: PACE Engineering, Inc.  
Attention: Tony Bowser, Principal Engineer  
5155 Venture Parkway  
Redding, CA 96002

8. REPORTS:

CONSULTANT hereby agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONSULTANT shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable local, state and federal accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

9. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONSULTANT hereby agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONSULTANT, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards. CONSULTANT hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CONSULTANT further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs associated with the administration of this Agreement.

C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONSULTANT's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

10. MONITORING:

CONSULTANT hereby agrees that COUNTY has the right to monitor any and all activities related to this

Agreement, including, without limitation, the right to review and monitor CONSULTANT's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONSULTANT shall cooperate with a corrective action plan, if deficiencies in CONSULTANT's records, policies, procedures or business operations are identified by COUNTY. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of CONSULTANT's performance hereunder.

11. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. CONSULTANT hereby agrees to protect all confidential information obtained pursuant to the terms and conditions of this Agreement in accordance with any and all applicable local, state and federal laws, regulations and standards.
- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance therewith. Each party agrees to enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of any and all applicable local, state and federal laws, regulations or standards.

12. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, CONSULTANT, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require the employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. CONSULTANT further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and Part 60 of Title 41 of the Code of Federal Regulations ("C.F.R."); and any other applicable local, state or federal laws, regulations and standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated herein by reference as if set forth in full.

13. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONSULTANT certifies 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 Agreement if it determines that the foregoing certification is false or if CONSULTANT subsequently becomes a Nuclear Weapons Contractor.

14. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONSULTANT certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*), by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. CONSULTANT's policy of maintaining a drug-free workplace;
  - 3. Any available counseling, rehabilitation and employee assistance programs; and
  - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
  - 1. Receive a copy of CONSULTANT's Drug-Free Policy Statement; and
  - 2. Agree to abide by CONSULTANT's Drug-Free Policy as a condition of employment.
- D. Effect of Non-Compliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

15. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, CONSULTANT shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONSULTANT's negligence, recklessness or willful misconduct in the performance of the services required pursuant to the terms and conditions of this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY or its agents, officers, officials, employees and volunteers.

- B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONSULTANT from liability under this provision. This provision shall apply to all claims for damages related to CONSULTANT's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

16. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONSULTANT is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting CONSULTANT's indemnification obligations set forth herein, CONSULTANT, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers 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 against personal injury, death and property damage which may arise from, or in connection with, the activities of CONSULTANT and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
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 (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.
4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CONSULTANT may be exposed to liability regarding the services provided pursuant to the terms and conditions of this Agreement. CONSULTANT shall require that such coverage be incorporated into its professional services agreements with any other entities.

- B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONSULTANT. Such coverage shall

contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability.
  - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
  - c. Is the primary insurance with regard to COUNTY.
  - d. Does not contain a pro-rata, excess only and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insureds 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 requirements set forth herein. It is further understood that 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 (1) insured shall not operate to impair the rights of one (1) 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 (1) 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-insurance programs maintained thereby are excess to CONSULTANT’s insurance and will not be used to contribute therewith.
  5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
  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. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) 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 any other available remedies, take out the necessary insurance and 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 the above-referenced aggregate limits.
- C. Insurance Notices. Any and all insurance notices required to be given hereunder shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

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



Eureka, California 95501  
CONSULTANT: PACE Engineering, Inc  
Attention: Tony Bowser, Principal Engineer  
5155 Venture Parkway  
Redding, CA 96002

17. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONSULTANT shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CONSULTANT shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

18. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CONSULTANT hereby agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- B. Licensure Requirements. CONSULTANT hereby agrees to comply with any and all local, state and federal licensure, certification and accreditation requirements and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- C. Accessibility Requirements. CONSULTANT hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 11135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CONSULTANT hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the Humboldt County Conflict of Interest Code, all as may be amended from time to time.
- E. Prevailing Wage Requirements. CONSULTANT hereby agrees to comply with any and all applicable prevailing wage requirements set forth in California Labor Code Sections 1770, *et seq.* and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, all as may be amended from time to time.

19. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this Agreement. This Agreement 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 incorrectly stated, the parties agree to amend the pertinent section to make such insertion or correction.

20. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

21. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

Each party hereby agrees that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by both parties hereto.

22. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

23. ASSIGNMENT:

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONSULTANT in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

24. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

25. WAIVER OF DEFAULT:

The waiver by either party of any breach of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement which may then exist on the part of CONSULTANT. Nor 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 repayment of, and CONSULTANT shall promptly refund, any funds which COUNTY determines were not expended in accordance with the terms and conditions of this Agreement.

26. AMENDMENT:

This Agreement may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

27. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

28. STANDARD OF PRACTICE:

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.

29. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONSULTANT shall become the property of COUNTY. However, CONSULTANT may retain copies of such documents, information and reports for its records. In the event this Agreement is terminated, CONSULTANT shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

30. JURISDICTION AND VENUE:

This Agreement 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.

31. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. CONSULTANT shall inform COUNTY of any and all requests for interviews by the media related to this Agreement before such interviews take place. COUNTY shall be entitled to have a representative present at any and all interviews concerning the subject matter of this Agreement. Any and all notices required by this provision shall be given to Director in accordance with the notice requirements set forth herein.

32. SUBCONTRACTS:

CONSULTANT shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement; however, nothing set forth herein shall operate to confer any rights, remedies, obligations or liabilities upon any third parties. CONSULTANT shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

33. ATTORNEYS' FEES:

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, 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 attorneys' fees on appeal, if applicable. As used herein, the term "prevailing party" means the party who dismisses an action 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.

34. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 4(D) – Compensation upon Termination, Section 9 – Record Retention and Inspection, Section 11 – Confidential Information and Section 15 – Indemnification shall survive the expiration or termination of this Agreement.

35. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

36. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

37. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

38. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

39. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

40. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This Agreement, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this

Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

41. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

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

**PACE ENGINEERING, INC.:**

By: 

Date: 8-25-22

Name: Tony Bowser

Title: Vice President / Principal Engineer

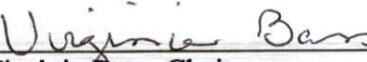
By: 

Date: 8/25/22

Name: Paul J. Reuter

Title: President/Managing Engineer

**COUNTY OF HUMBOLDT:**

By:   
Virginia Bass, Chair  
Humboldt County Board of Supervisors

Date: 8/30/22

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Phillips, Amanda Digitally signed by Phillips, Amanda  
Date: 2022.08.25 14:14:24 -0700  
Risk Management

Date: 08/25/2022

**LIST OF EXHIBITS:**

- Exhibit A – Scope of Services and Project Schedule
- Exhibit B – Conceptual Project Budget
- Exhibit C – Billing Rate Schedule

**EXHIBIT A – SCOPE OF SERVICES AND PROJECT SCHEDULE**



August 18, 2022

0.04

## **SENT BY EMAIL ONLY**

smeehan@co.humboldt.ca.us

Sean Meehan  
Humboldt County Public Works  
1106 2<sup>nd</sup> Street  
Eureka, CA 95501

Dear Sean,

**Subject:** Humboldt County – Courthouse Transformers Replacement Project  
Electrical and Structural Engineering Proposal – REV1

Thank you for the opportunity to team with Humboldt County to provide engineering services for the Courthouse Transformers Replacement Project in Eureka, CA. PACE Engineering, Inc. (PACE) is intimately familiar with the project requirements since completion of the PSPS Assessment Report in 2020 and recent review of the request for proposal (RFP) requirements contained within RFP No. DPW2022-001. The following is the Project Background excerpt directly from the aforementioned RFP:

“Electrical service is brought to the Humboldt County Courthouse and Correctional Facility via a bank of antiquated, high-voltage 12 kilovolt (“kv”) transformers that are currently in operation beyond their useful life. These transformers are on the County’s side of the utility meter, which would require the County to repair or replace said transformers in the event of an equipment failure. This situation requires a reconfiguration of the electrical service to the Courthouse and Correctional Facility, including removal of the existing 12kv transformers and close coordination with the utility provider to move voltage reduction to the utility provider’s side of the meter. In addition to the necessary transformer replacements, multiple smaller downstream emergency power and electrical service reconfigurations are necessary to improve safety and operations for building occupants.”

In order to accomplish the project goals outlined above, PACE understands that this proposal will consist of the following:

- Provide design services as required to eliminate the 12kV service(s) and replace with a single 480VAC service. The step-down transformer will be utility-owned and maintained such that the County personnel has no exposure to 12kV voltage or system components.
- Provide design services as required to replace and consolidate the electrical service(s) through both buildings and provide backup emergency power throughout. This will include modifications to feeder conduit/conductors to ensure that Courthouse circuits are not feeding into the Correctional Facility building and vice versa.



- Provide design services as required to completely separate the IT Building across the street from the Courthouse electrical service. A new electrical service and associated generator system are anticipated to be installed at the IT Building.
- Provide project management services such as project scheduling, technical memorandums, review of permitting requirements, oversee commissioning of generator startups, and all construction administrative services such as answering requests for information (RFIs), submittal reviews, review pay requests, evaluate change orders, construction site visits, and project conference calls to support the project through construction.

Based upon our various meetings and development of the PSPS Assessment Report, we believe we are uniquely positioned to provide the best solutions to meet the current and future needs of the County. Based upon this understanding, our proposed Scope of Services are as follows:

### **CONSTRUCTION DOCUMENTS**

1. Site visits to document, investigate, and walk the Courthouse, Correctional Facility, and IT Building. The purpose of these site visits is to fully document the existing electrical infrastructure throughout. While we have decent documentation of the existing electrical systems, the site visits will confirm our findings from the prior years and also ensure that any changes made are documented.
2. Site visit to meet with PG&E to evaluate the two new electrical services.
3. One-line diagrams depicting electrical modifications and overall power distribution for the Courthouse, Correctional Facility, and IT Building.
4. Coordinate with PG&E as required to establish a new, single, consolidated 480VAC electrical service to feed the Courthouse and Correctional Facility. This includes filing applications and providing necessary load calculations. Application fees shall be paid by the County.
5. Coordinate with PG&E as required to establish a new, single 120/208VAC electrical service at the IT Building. This includes filing applications and providing necessary load calculations. Application fees shall be paid by the County.
6. Overall demo electrical plans showing the locations of the existing service points, transformers, generators, and distribution panels. The demo plan will be accompanied by a comprehensive sequence of operations adequately describing the removal of existing electrical equipment, utility coordination, and installation of new equipment throughout the Courthouse, Correctional Facility, and IT Building.
7. Overall electrical plans showing locations of new distribution panels, transformers, generators, and switchboards. As stated above, the sequence of operations shall adequately describe the work associated with the shown improvements.
8. Enlarged power plans showing specific electrical work being performed in various areas of the buildings. Conduit/Conductors and all final locations shall be properly detailed and in accordance with the California Electrical Code.
9. Panelboard schedules with modifications and connections to new loads clearly detailed.
10. Electrical load calculations in accordance with the Authority Having Jurisdiction (AHJ).
11. Electrical details as required to depict the improvements shown on the drawings.
12. Electrical and generator specifications will be included in a separate binder in 2004 CSI format.

13. Provide Electrical Distribution Compliance documentation in accordance with 2019 Title 24 requirements.
14. It is anticipated that there will be several new concrete pads required for generators, distribution panels, transformers, and switchboards. These concrete pads will each be engineered for supporting and anchoring the associated equipment.
15. Structural calculations shall be provided for the seismic anchoring of the new electrical equipment to the associated concrete pad.
16. Specifications for all structural components shall be included on the drawings.
17. Structural drawings shall be stamped and signed by a Structural Engineer with current registration in California.
18. Electrical drawings shall be stamped and signed by an Electrical Engineer with current registration in California.
19. Address plan review comments as required by the AHJ.
20. Drawings and specifications shall be suitable for bidding and constructing the improvements.

### **CONSTRUCTION ADMINISTRATION**

1. Respond to questions from the Contractor(s) during bidding.
2. Respond to RFIs.
3. Review product submittals for conformance to the Construction Documents.
4. Provide periodic site visits to review improvements and installation and to answer questions.
5. Incorporate as-built markups from the Contractor at the end of construction to create Record Drawings.

### **ITEMS NOT INCLUDED**

The following assumptions have been made and are not included in the above Scope of Services:

1. Preparation of front-end documentation for the specifications and/or legal documents.
2. Special inspection services and testing during construction. It is anticipated that special inspections will be required for concrete anchor installations.
3. Permit and/or utility application fees.

### **PROJECT SCHEDULE**

The following is a rough schedule for the design and construction of the project. It is anticipated that these dates will be modified as required after our project meeting on August 16, 2022. In addition, it is understood that multiple items will be owner-furnished, contractor-installed (OFCI) in order to expedite the project and ensure that project funding can be effectively utilized. It is expected that the design elements will be sufficiently complete by the end of September, such that equipment can be submitted, approved, and ordered by the end of October. The list of OFCI equipment is as follows:

1. One new generator and three new automatic transfer switches (ATS) at the Courthouse.
2. One new generator and one new ATS at the IT Building.
3. One new transformer at the Courthouse.

A tentative schedule for the entire project is as follows:

- |                          |                    |
|--------------------------|--------------------|
| 1. Begin Design:         | August 29, 2022    |
| 2. 50% Submittal:        | September 30, 2022 |
| 3. County Review:        | October 21, 2022   |
| 4. 90% Submittal:        | November 18, 2022  |
| 5. County Review:        | December 2, 2022   |
| 6. 100% Submittal:       | December 23, 2022  |
| 7. Project Approval:     | January 27, 2023   |
| 8. Open Bids:            | March 3, 2023      |
| 9. Project Award:        | April 7, 2023      |
| 10. Begin Construction:  | April 17, 2023     |
| 11. Finish Construction: | June 7, 2024       |

### **FEE**

Our lump-sum fee for completing the Scope of Services described herein is as follows:

Construction Documents	\$95,000
Construction Administration:	<u>\$35,000</u>
Total:	\$130,000

After receiving authorization to proceed, we will begin design immediately and dedicate the resources necessary to complete the design tasks described herein.

Let me know if there are any questions regarding the Scope of Services or fee.

Sincerely,



Tony Bowser  
Principal Engineer

**EXHIBIT B – CONCEPTUAL PROJECT BUDGET**

**TABLE 2  
CORRECTIONAL FACILITY AND COURTHOUSE BUILDING**

Item	Quantity	Unit Price			Extended Total Price		Total
		Unit	Material	Labor	Material	Labor	
<b>Demolition/Temporary Power</b>							
Demolish and remove existing conductors	1	EA		\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
Demolish and remove (7 transformers, 1 ATS, 1 generator, 1 swbd)	1	EA		\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00
<b>Equipment</b>							
1200A, 480V, 3PH Switchboard	2	EA	\$ 26,100.00	\$ 13,425.00	\$ 52,200.00	\$ 26,850.00	\$ 79,050.00
1000A, 480V, 3PH Switchboard	1	EA	\$ 24,200.00	\$ 11,962.50	\$ 24,200.00	\$ 11,962.50	\$ 36,162.50
1600A, 208V, 3PH Switchboard	1	EA	\$ 31,400.00	\$ 8,550.00	\$ 31,400.00	\$ 8,550.00	\$ 39,950.00
500kVA, 480:208V, 3PH Transformer	1	EA	\$ 18,800.00	\$ 4,500.00	\$ 18,800.00	\$ 4,500.00	\$ 23,300.00
1000A, 480V, 3PH ATS	1	EA	\$ 16,900.00	\$ 1,912.50	\$ 16,900.00	\$ 1,912.50	\$ 18,812.50
600kW, 480V, 3PH Generator	1	EA	\$ 119,500.00	\$ 12,000.00	\$ 119,500.00	\$ 12,000.00	\$ 131,500.00
Splices	48	EA	\$ 500.00	\$ 200.00	\$ 24,000.00	\$ 9,600.00	\$ 33,600.00
<b>Feeders</b>							
400A	500	LF	\$ 45.00	\$ 78.00	\$ 22,500.00	\$ 39,000.00	\$ 61,500.00
600A	700	LF	\$ 73.00	\$ 126.00	\$ 51,100.00	\$ 88,200.00	\$ 139,300.00
1000A	600	LF	\$ 117.00	\$ 198.00	\$ 70,200.00	\$ 118,800.00	\$ 189,000.00
1600A	25	LF	\$ 189.00	\$ 300.00	\$ 4,725.00	\$ 7,500.00	\$ 12,225.00
<b>Utility Service</b>							
Utility transformer pad	1	EA	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
Excavation, conduit (6-5"), backfill, compaction, disposal of excess	100	LF	\$ 44.50	\$ 156.00	\$ 4,450.00	\$ 15,600.00	\$ 20,050.00
<b>Equipment Concrete Pad</b>							
Generator	1	EA	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
ATS/Switchboards/Transformer	6	EA	\$ 2,000.00	\$ 1,000.00	\$ 12,000.00	\$ 6,000.00	\$ 18,000.00
<b>SUBTOTAL (Materials (20% O/P) + Labor)</b>					<b>\$ 548,370.00</b>	<b>\$ 393,475.00</b>	<b>\$ 941,845.00</b>
<b>50% Contingency*</b>						<b>\$</b>	<b>470,922.50</b>
<b>PROJECT TOTAL</b>						<b>\$</b>	<b>1,412,767.50</b>

\*The contingency is listed to account for the unknowns at this stage of the project. The higher the complexity and number of unknowns, the greater the percentage of contingency.

**TABLE 3  
IT BUILDING**

Item	Quantity	Unit Price			Extended Total Price		Total
		Unit	Material	Labor	Material	Labor	
<b>Demolition/Temporary Power</b>							
Demolish and remove existing equipment	1	EA		\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
<b>Equipment</b>							
600A, 208V, 3PH MSB (molded case breaker, CT)	1	EA	\$ 8,275.00	\$ 1,537.50	\$ 8,275.00	\$ 1,537.50	\$ 9,812.50
600A, 208V, 3PH ATS	1	EA	\$ 9,375.00	\$ 1,357.50	\$ 9,375.00	\$ 1,357.50	\$ 10,732.50
75kVA, 208V, 3PH Generator	1	EA	\$ 23,600.00	\$ 5,250.00	\$ 23,600.00	\$ 5,250.00	\$ 28,850.00
Ground Electrode	2	EA	\$ 110.00	\$ 180.00	\$ 220.00	\$ 360.00	\$ 580.00
<b>Feeders</b>							
225A	25	LF	\$ 22.50	\$ 39.00	\$ 562.50	\$ 975.00	\$ 1,537.50
600A	100	LF	\$ 73.00	\$ 126.00	\$ 7,300.00	\$ 12,600.00	\$ 19,900.00
<b>Utility Service</b>							
Utility transformer pad	1	EA	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
Excavation, conduit (2-5"), backfill, compaction, disposal of excess	100	LF	\$ 19.65	\$ 60.75	\$ 1,965.00	\$ 6,075.00	\$ 8,040.00
<b>Equipment Concrete Pad</b>							
Generator	1	EA	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
ATS/Switchboard	2	EA	\$ 2,000.00	\$ 1,000.00	\$ 4,000.00	\$ 2,000.00	\$ 6,000.00
<b>SUBTOTAL (Materials (20% O/P) + Labor)</b>					<b>\$ 72,357.00</b>	<b>\$ 38,155.00</b>	<b>\$ 110,512.00</b>
						<b>25% Contingency*</b>	<b>\$ 27,628.00</b>
						<b>PROJECT TOTAL</b>	<b>\$ 138,140.00</b>

\*The contingency is listed to account for the unknowns at this stage of the project. The higher the complexity and number of unknowns, the greater the percentage of contingency.

**EXHIBIT C – BILLING RATE SCHEDULE**



## Exhibit A STANDARD CHARGES FOR PROFESSIONAL SERVICES

Effective through December 31, 2022

LABOR CLASSIFICATION	BILLING CLASS	HOURLY RATE
Senior Engineering Consultant	E8	\$237
Managing Engineer	E7	\$237
Principal Engineer/Surveyor	E6/LS6	\$223
Senior Engineer/Surveyor	E5/LS5	\$205
Associate Engineer/Surveyor	E4/LS4	\$184
Staff Engineer/Surveyor - Grade 3	E3/LS3	\$165
Staff Engineer/Surveyor - Grade 2	E2/LS2	\$155
Staff Engineer/Surveyor - Grade 1	E1/LS1	\$141
Technician 4	T4	\$155
Technician 3	T3	\$140
Technician 2	T2	\$126
Technician 1	T1	\$110
One-Man Survey Crew	SC1	\$260
Two-Man Survey Crew	SC2	\$331
Two-Man Survey Crew (O/T)	SC2x	\$391
Three-Man Survey Crew	SC3	\$408
Admin. Clerk 3	AD3	\$87
Admin. Clerk 2	AD2	\$77
Admin. Clerk 1	AD1	\$70

### EXPENSES

- Meals and Lodging: At cost (out-of-town and overnight work only).
- Vehicle Transportation: Included in hourly rates unless specifically indicated otherwise in Agreement. Hourly labor rates are applicable during travel to and from job site.
- Express Mail/Federal Express: At cost.
- Outside Services and Fees: At cost plus 10% administrative fee.
- Computers, Plotters, and Electronic Distance Measuring Instruments: Included in hourly rate.
- Rates for expert witness services will be as set forth in the Engineering Agreement.
- Rates are established on an annual basis and are subject to change from year to year.
- Refer to Exhibit A-1 for hourly rates on prevailing wage projects.