

Planning Services Statement of Work

Customer Name	Humboldt County Public Works
Quote #	Q-460561
Project Name	2026 FCA+ Start Up

Preamble

This Statement of Work (SOW and Statement of Work), issued on July 1, 2026 (Issue Date), incorporates by reference and is governed by the terms and conditions of Sourcewell Agreement #102424-GGI (Agreement) dated February 27, 2025, and is effective as of _____ (Statement of Work Effective Date). When in conflict, the terms of this SOW shall supersede those of the Agreement solely in relation to the Project listed below.

Term Information

Term of Offer

Gordian reserves the right to reject this Statement of Work if it is not signed and returned to Gordian, sent to Kent Pecora at k.pecora@gordian.com, by August 1, 2026.

Purchase orders should be sent to purchasingsales@gordian.com and k.pecora@gordian.com.

Term of Service

Gordian Assessment and Capital Planning Solutions (ACP) ordered hereunder will be available to Customer for 365 days from the Statement of Work Effective Date. After such date, any unused portion of the Services defined will be forfeited, unless otherwise agreed to by both parties (however, the obligation for full payment shall remain). No forfeiture will occur if the parties are diligently working to completion.

Services shall not be scheduled or started pursuant to this SOW if Customer has an Accounts Receivable balance with Gordian that is more than thirty (30) days delinquent.

Customer Contact Information

Customer SOW Contact

Name: Jake Johnson

Email: jbjohnson@co.humboldt.ca.us

Phone: 707.268.2665

Customer Billing Information

All Invoices will be sent to the Billing Contact on file unless information is otherwise provided.

Service Fees

Service Description

Year One Services	List Price	Sourcewell Discount	Sourcewell Discounted Fee
Gordian Cloud Platform—Year One SaaS Subscription	\$8,798	\$880	\$7,918
Facility Condition Assessment Plus (FCA+) Service	\$139,761	\$13,976	\$125,785
Modeled Assessment Service	\$725	\$72	\$653
FCA+ Site Assessment Service	\$13,992	\$1,399	\$12,593
Strategic Assessment Insights	\$18,126	\$1,813	\$16,313
Total	\$181,402	\$18,140	\$163,262

Year Two Services	List Price	Sourcewell Discount	Sourcewell Discounted Fee
Gordian Cloud Platform—Year Two SaaS Subscription	\$9,150	\$915	\$8,235
Assessment Data and Strategic Assessment Insights Update—requires SaaS subscription	\$27,189	\$2,719	\$24,470
Total	\$36,339	\$3,634	\$32,705

Year Three Services	List Price	Sourcewell Discount	Sourcewell Discounted Fee
Gordian Cloud Platform—Year Three SaaS Subscription	\$9,516	\$952	\$8,564
Assessment Data and Strategic Assessment Insights Update—requires SaaS subscription	\$28,143	\$2,814	\$25,329
Total	\$37,659	\$3,766	\$33,893

Sourcewell contract #102424-GGI (dated February 27, 2025)

Notes

- Refer to Appendix A—Facilities List and Service Type

Payment Summary

Milestone Billing

Gordian Cloud Software Subscription Fee

Product Subscription Fees	Quantity/Metric	Year 1 Invoice Period Beginning 7-15-2026	Year 2 Invoice Period Beginning 7-15-2027	Year 3 Invoice Period Beginning 7-15-2028	Total Fees Initial Term
Gordian Cloud Platform	879,785 GSF	\$7,918	\$8,235	\$8,564	\$24,717

Assessment Services Fixed Fee

#	Description	Billing %	Billing Amount
1	Project Initiation	10%	\$13,903
2	Assessment Complete	40%	\$55,612
3	Data Development Complete	35%	\$48,661
4	Preliminary Findings Delivered	10%	\$13,903
5	Presentation of Findings Delivered	5%	\$6,952
Total			\$139,031

Strategic Assessment Insights Fixed Fee

#	Description	Billing %	Billing Amount
1	Development	50%	\$8,157
2	Delivery	50%	\$8,156
Total			\$16,313

Year 2 Milestone Billing

Assessment Data and Strategic Assessment Insights Update Fee

#	Description	Billing %	Billing Amount
1	Data Assembly	34%	\$8,320
2	Data Validation	33%	\$8,075
3	Final Report and Presentation Deliverable	33%	\$8,075
Total			\$24,470

Year 3 Milestone Billing

Assessment Data and Strategic Assessment Insights Update Fee

#	Description	Billing %	Billing Amount
1	Data Assembly	34%	\$8,612
2	Data Validation	33%	\$8,359
3	Final Report and Presentation Deliverable	33%	\$8,358
Total			\$25,329

Software and Service Fee Terms

General

- 1.1 Above fees include reasonable and customary expenses, unless otherwise noted in the Scope of Work details (see below).
- 1.2 All fees exclude applicable taxes.
- 1.3 Gordian reserves the right to request a change order should the number of assets or the square footage change.

Payment Terms

- 2.1 Payment will be due within 30 days of invoice date.
- 2.2 Milestone Billing: Gordian will invoice per the Milestone Billing table displayed above in the Payment Summary section.
- 2.3 For Co-Ops the PO must reflect Contract number to receive discount pricing.

Acknowledged and Agreed by the Duly Authorized Representatives of the Parties

Humboldt County	The Gordian Group, Inc.
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Effective Date:
PO Required? Yes [] No [] If Yes, PO must be provided.	
Tax-exempt? Yes [] No [] If Yes, a Tax Exemption Certificate must be provided.	

Software Scope of Work

Gordian Cloud Platform

The Gordian Cloud Platform (GCP) integrates capital planning, estimating, and construction procurement capabilities in a single application powered by the industry-leading RSMeans™ Data. The GCP offers a unified user experience by connecting workflows throughout the building lifecycle. These workflows are enhanced with powerful automation and insights, ultimately ensuring optimal decision-making in project selection, budgeting, and execution, and efficient and effective data management.

GCP includes the following capabilities for Assessments and Capital Planning.

Mobile Asset Capture–Streamline Asset Capture and Evaluation

Gordian's Mobile Asset Capture (MAC) application equips users with a comprehensive solution for digitally recording facility assets on-site, combining a user-friendly interface with the ability to instantly capture photos and asset details and integrate RSMeans Data in one seamless action. This results in a unified repository for all collected asset data and streamlined facility management and decision-making.

Capital Planning–Understand Facility Conditions to Drive Project Prioritization and Selection

Creating a cohesive capital plan begins with thoroughly understanding your asset inventory and conditions. Armed with comprehensive asset data and the industry-leading RSMeans cost information, your organization gains powerful analytical tools to prioritize asset replacement and chart the most strategic course of action.

Gordian's capital planning software offers an intuitive interface that simplifies the user experience, ensuring customers can fully leverage its capabilities. Accompanied by a comprehensive help system, it provides quick, accessible answers and resources, facilitating a swift and effective learning curve for all users.

Implementation of the GCP

Gordian offers comprehensive support for the seamless implementation of the GCP and MAC applications, enhancing capital planning management objectives. This includes implementation support through:

- Configuring your GCP account and settings based on your requirements and preferences.
- Authorizing user access to the GCP and MAC applications.
- Offering a Resource Center where users can search or browse to efficiently utilize the features and functions of the GCP and MAC applications.
- Providing ongoing technical support and troubleshooting for any issues or queries related to the GCP and MAC applications.
- Ongoing customer success management to ensure your organization's satisfaction and adoption of the GCP and MAC applications.

Deliverables

Humboldt County will receive the following from Gordian:

- A configured and functional GCP account and MAC application.

- A user guide and training videos for the GCP and MAC applications.
- A dedicated Customer Success Manager (CSM) to ensure your organization's satisfaction and adoption of the GCP and MAC applications.
- A support and customer success plan and schedule for the GCP and MAC applications.

The Customer Success Process

Engagement	Objectives	Touchpoint
Introduction to the Project Team and Project Kick-off Meeting	• Welcome the customer to Assessments and Capital Planning (ACP) • Provide Gordian team contact information • Initial introduction to your CSM and their role • Share future engagement details	Email, Microsoft® Teams, or On-site
Presentation of Findings Delivery Meeting	• The official hand-off from the Gordian Operations Team to the CSM • CSM fully engages with the customer and schedules a customer success kickoff meeting	Microsoft Teams or On-site
CSM Kickoff Meeting	• Jointly align partnership expectations • Validate customer objectives and define high-level success factors • Share onboarding needs for the GCP • Introduce/complete a *Customer Success Planning Blueprint, capturing your organization's key objectives and milestones to set cadence frequency for future engagements • Schedule the jumpstart session, an introductory product walkthrough	Microsoft Teams Meeting
Introductory Jumpstart Session	• Introduce the new user community to using GCP and ACP through the jumpstart session • Share key features, training videos, and resources	Microsoft Teams Meeting
30-Day Health Check	• Capture first-time use and adoption of core events • Assess customer satisfaction during the first 30 days of GCP and ACP utilization	Email and/or phone call
60-Day Health Check	• Capture continued use and adoption of core events • Determine customer satisfaction during the first 60 days of GCP and ACP utilization	Email and/or phone call
1st Quarterly Review/Health Check	• Open dialogue reviewing the planning blueprint from the kickoff meeting	Microsoft Teams Meeting

Engagement	Objectives	Touchpoint
	- Review metrics - Adjust the planning blueprint, as needed - Schedule 2nd quarterly review/health check	
2nd Quarterly Review/Health Check	- Open dialogue reviewing the planning blueprint from 1st Quarterly Review/Health Check - Review metrics - Adjust the planning blueprint, as needed - Schedule 3rd quarterly review/health check	Microsoft Teams Meeting

***Customer Success Planning Blueprint** is a shared roadmap between our team and Humboldt County. It lays out what success looks like, how to get there together, and how progress is measured along the way. The blueprint defines key milestones, communication plans, and mutual responsibilities. It helps keep both sides aligned, proactive, and focused on achieving your goals, maximizing the value your organization gets from Gordian's Assessment and Capital Planning software.

Gordian Cloud Platform and ACP Jumpstart Session

This session is an introductory product walkthrough designed to help new users become familiar with our software. It focuses on the big picture—how to navigate the system, locate key features, understand basic functions, and access helpful resources. The goal is to give participants confidence in moving around the platform and knowing where to find what they need.

During this jumpstart session, your CSM shares online resources to help users navigate and fully use the various features of the GCP, including asset management, facility data organization, project scheduling, custom project scoring, and summary information.

For more in-depth training, Gordian offers a fee-based ACP software training program.

Health Checks

Gordian uses internal tools to track how your organizational users are adopting ACP's core features and engaging in key events. We measure that activity against your Customer Success Blueprint (roadmap), which gives us a clear picture of progress and helps us anticipate where to provide additional support or training.

The Customer Success Blueprint is a living document that is updated/modified during every Health Check meeting and shared with you.

Customer Support

For customer support contact:

gordiansupport@gordian.com
877-GORDIAN from 8 am-8 pm EST, Monday through Friday

Timeline

Gordian estimates that the implementation and support of your organization's GCP and MAC applications will be completed within 30 business days following the signing of this SOW. The timeline may vary depending on the availability of your organization's resources, the complexity of the data migration, and the feedback and approval process. The project phases are provided on the following pages.

Services Scope of Work

FCA+ Approach

A total of 42 buildings will be assessed using the FCA+ process. Refer to Exhibit A for a detailed list.

The FCA+ process is delivered using a disciplined and proven set of processes and tools to ensure that accurate data is collected and populated in the software to provide deep insights into your capital planning needs and to enable you to develop impactful capital plans.

Phases of the Condition Assessment Process

The assessment process is implemented through four phases:

- Project Initiation
- Assessment
- Data Development
- Deliverables



Each of these phases is described in the following sections.

Project Initiation Phase

The Project Initiation Phase of the assessment is the foundational stage where the groundwork for the entire assessment process is established.

Introduction to the Project Team and Customer Project Kick-off Meeting

Once you have been introduced to your project team, the first step is to discuss the details of the project during the kick-off meeting.

Set Goals

To kick off the project, your designated Gordian project manager sets up a meeting with your organization's key stakeholders for introductions and to confirm the goals and objectives for the project.

Confirm Scope and Deliverables

During the initiation phase, the Gordian project manager collaborates with key stakeholders to establish and document the parameters for the assessment. A scoping meeting is held to discuss and confirm schedules, assessment criteria, data classifications, system configuration, prioritizations, and categorizations.

Management Plan

The Gordian project manager conducts regular progress meetings throughout the phases of the project to maintain open communication. The frequency of progress meetings is determined during the initial

engagement phase of the project. A schedule is provided to illustrate the usual phases and milestones of the condition assessment project, including tasks and durations of your required involvement. The project schedule is maintained by Gordian's project manager, who oversees each task, communicates at both the project management and assessment team levels, and tracks changes closely.

Assessment Project Schedule

A detailed project schedule is created when the assessment project is confirmed in cooperation with your organization. The prompt achievement of milestones and deliverables is fully dependent upon the accessibility of facilities—for FCA+—and the availability of staff and data.

Humboldt County Responsibilities

To ensure the best possible quality of the final assessment information, some aspects of the work require support from our customers in addition to your involvement in the standard project delivery. The expected Humboldt County responsibilities are as follows:

- **Provide a Project Representative.** This person is responsible for coordinating your organization's resources as necessary for the project. This project representative will possess the authority to allocate and dedicate both human and material resources on behalf of your organization, ensuring the successful execution of the project.
- **Prepare and Organize.** Dedicate time to prepare and organize key reports, plans, and documents the team can utilize to support the field assessment work—data collection process. Careful preparation of facility plans and other documentation is important to our work. While we appreciate having access to large amounts of information, simply providing a link to an online library of large volumes of historical facility construction documents, reports, and other data can introduce risk to the project timeline.
- **Before the On-Site Assessment Work.** Before Gordian arrives on-site, assist with developing a rational sequential work plan, obtain and prepare note-taking floor plans, facilitate any required security clearances, and arrange escorts for our assessment teams.
- **During the Assessment.** Once Gordian is on-site, provide a full-time one-per-team escort with access to all facility spaces and ensure that key operations and maintenance personnel are available to respond to questions. This ensures the ability to complete the assessment data-gathering process.
- **After the On-Site Work is Complete.** Once Gordian's on-site work is finished, assist with data qualification as a further check on our internal Quality Control process. A timely review keeps the project on schedule and builds confidence that the information is complete and accurate.

Gordian's Responsibilities

The Gordian project manager's responsibilities are as follows:

- Develop the project instructions and resource scheduling.
- Provide the assessment team members with all collected information for their review before the on-site assessment phase.
- Coordinate and facilitate an internal kick-off meeting to bring together all members of the assessment team. Team composition is carefully selected by matching individual expertise and availability to the project's needs.
 - > The Gordian project manager determines the optimal number and structure of assessment teams, which may vary from solo professionals to groups of two or three, based on the size and complexity of the assets being evaluated.

- Supply the following project documents to your organization's point of contact to inform, track, and guide the project:
 - > Project team roster
 - > Project schedule
 - > Project kick-off meeting agenda, virtual meeting platform, and details

Data Collection

The Gordian project manager communicates with your facility and maintenance managers, and staff members using email and teleconferencing to facilitate the collection of essential information required by our assessment teams. This data typically includes additional asset information (e.g., floor plans, drawings, previous studies, recent capital improvements made and planned for, etc.).

System Configuration

System configuration is necessary to prepare for the Assessment phase. In the Gordian Cloud Platform, we create a virtual facilities inventory by leveraging technology to model the facilities accurately. This baseline is created for facilities based on the level of detail required.

For the FCA+ service, data is configured up to Uniformat Level 5.

Assessment Phase

The Assessment Phase is the fundamental step in building your assessment dataset, in which Gordian professionals account for your unique facility characteristics.

On-site Assessment Using Mobile Asset Capture

During an FCA+, Gordian sends one or more teams to your facilities to perform the assessments. On the first day of the field visit, Gordian will organize a meeting with your team members who will be involved with the field assessment phases of the project to kick off the on-site survey work.

- Humboldt County agrees to grant Gordian's field assessment team(s) prompt and full access to the subject properties, including supervised entry to all relevant areas and safe access to subject properties—including the roof unless sloped—to facilitate a thorough and efficient assessment process.

Assets Included in an On-Site Assessment

Information gathered during the assessment process and stored in the Gordian Cloud Platform is organized by Uniformat code. The ASTM International Uniformat II Classification for Building Elements defines a standard classification for building elements and related site work. Each Uniformat II Category performs a given function, regardless of the design specification, construction method, or materials used. Using Uniformat II to classify systems and assets provides a consistent reference for the description, economic analysis, and management of building components during all phases of their life cycles.

The Uniformat II Classification for Buildings' Elements is made up of four levels:

- **Level 1** is a general grouping of major elements.
- **Level 2** is group elements (e.g., roofing, conveying, plumbing).
- **Level 3** contains individual elements (e.g., basement walls, partitions, floor finishes).

- **Level 4** contains sub-elements of individual elements (e.g., specific equipment, door frames, roof canopies).

The following are examples of the assets evaluated as part of an on-site assessment:

- **Cooling.** building distribution, generation
- **Electrical.** building distribution, fixtures/lighting, generation, secondary services, specialties
- **Exterior Shell.** exterior painting, gutters and leaders, opening, roof, structural
- **Heating.** building distribution, fuel supply and management, generation
- **HVAC.** air handling, building distribution, end-use HVAC, generation, ventilation, ceilings
- **Interior Shell.** floors, walls, ceilings, finishes
- **Mechanical.** pumps/motors, specialty equipment, vertical systems
- **Plumbing.** bathroom renovations, DHW generation, fixtures and fittings, primary service, pumps/motors, supply piping, waste piping
- **Fire Safety.** fire alarm/detection, fire protection/egress

All evaluated assets are assigned to specific Unifomat categories using the levels described previously.

The specific assets to be assessed—by Unifomat category—are established during the Project Initiation phase.

FCA+ Site Assessment

The assessment of site and utility assets includes the systems listed below:

- | | |
|--|---|
| • Roadways | • Fixed Benches and Other Appurtenances |
| • Parking Lots | • Exterior Steps |
| • Lighting | • Storm Water System |
| • Major Pedestrian Walkways | • Fuel Supply and Storage |
| • Architectural and Sports Field Fencing | • Water Supply and Distribution |
| • Primary Electric Supply & Distribution | • Chilled Water Distribution |
| • Sanitary Sewer | • Steam & Condensate Distribution |
| • Playground Equipment | • Heating Hot Water Distribution |
| • Retaining Walls over 5' in Height | • Irrigation Systems |

The Gordian FCA+ Site Assessment involves evaluating your systems using the following process:

- **Physical Evaluation.** The Gordian team physically inspects visible systems and reviews maintenance records.
- **Working Sessions.** When your facilities staff can participate, obtain insights through in-person discussions with staff knowledgeable about each asset, especially for less visible or accessible components.
- **Construction and Maintenance Records.** Review maintenance records, site plans, and site utility drawings to understand system type, age, quantities, and condition.
- **Data Construction.** Compile and analyze gathered information to create comprehensive data models, including cost estimates and condition assessments at a Unifomat level.

Data Capture

- Details on Unifomat level data capture of site assets can be found below.
- Normally not in scope

Level 2: Group Elements	Level 3: Individual Elements	Level 4: Sub-Elements	Unit of Measure
G10 Site Preparation	G1010 Site Clearing	G1011 Clearing & Grubbing G1012 Tree Removal & Thinning	
	G1020 Site Demolition & Relocation	G1021 Building Demolition G1022 Demolition of Site Components G1023 Relocation of Building & Utilities G1024 Utilities Relocation	
	G1030 Site Earthwork	G1031 Site Grading Excavation G1032 Borrow Fill G1033 Soil Stabilization & Treatment G1034 Site Dewatering G1035 Site Shoring G1036 Embankments G1037 Erosion Control	
	G1040 Hazardous Waste Remediation	G1041 Removal of Contaminated Soil G1042 Soil Restoration & Treatment	
G20 Site Improvement	G2010 Roadways	<i>G2011 Bases & Sub-Bases</i> <i>G2012 Paving & Surfacing</i> <i>G2013 Curbs Gutters & Drains</i> <i>G2014 Guardrails & Barriers</i> <i>G2015 Painted Lines</i> G2016 Marking & Signage <i>G2017 Vehicular Bridges</i>	SF SF LF LF SF Each
	G2020 Parking Lots	<i>G2021 Bases & Sub-Bases</i> <i>G2022 Paving & Surfacing</i> <i>G2023 Curbs, Rails & Barriers</i> <i>G2024 Parking Booths & Equipment</i> <i>G2025 Markings & Signage</i>	SF SF LF Each Each
	G2030 Pedestrian Paving	<i>G2031 Paving & Surfacing</i> <i>G2032 Edging</i> <i>G2033 Exterior Steps</i> <i>G2034 Pedestrian Bridges</i>	SF Flight Each
	G2040 Site Development	G2041 Fences & Gates G2042 Retaining Walls	LF LF

Level 2: Group Elements	Level 3: Individual Elements	Level 4: Sub-Elements	Unit of Measure
		G2043 Terrace & Perimeter Walls G2044 Signage G2045 Site Furnishings G2046 Fountains, Pools & Watercourses G2047 Playing Fields G2048 Flagpoles G2049 Miscellaneous Structures	Each Each Each Varies
	G2053 Topsoil & Planting	G2051 Fine Grading & Soil Preparation G2053 Topsoil & Planting G2053 Topsoil & Planting Beds G2053 Topsoil & Planting G2057 Irrigation Systems G2059 Other Landscape Features	
G30 Site Mechanical Utilities	G3010 Water Supply	G3011 Potable Water Distribution & Storage G3012 Non-Potable Water Distrib. & Storage G3013 Well Systems G3014 Fire Protection Distribution & Storage G3015 Pumping Stations G3016 Package Water Treatment Plants	LF LF Each Each Each Each
	G3020 Sanitary Sewer	G3021 Piping G3022 Manholes & Cleanouts G3023 Septic Disposal Systems G3024 Lift Stations G3025 Packaged Water Waste Treatment Plants G3026 Septic Tanks G3027 Drain Fields	LF SF Each Each SF
	G3030 Storm Sewer	G3027 Drain Fields G3032 Manholes G3033 Headwalls & Catch Basins G3034 Lift Stations G3035 Retention Ponds G3036 Ditches & Culverts	SF Each LF
	G3040 Heating Distribution	G3041 Steam Supply G3042 Condensate Return	LF LF LF

Level 2: Group Elements	Level 3: Individual Elements	Level 4: Sub-Elements	Unit of Measure
		G3043 Hot Water Supply System <i>G3044 Pumping Stations</i>	Each
	G3050 Cooling Distribution	G3051 Chilled Water Piping G3052 Wells for Cooling/Heating <i>G3053 Pumping Stations</i> <i>G3054 Cooling Towers on Site</i>	LF Each Each Each
	G3060 Fuel Distribution	G3061 Fuel Piping G3062 Fuel Equipment G3063 Fuel Storage Tanks G3064 Fuel Dispensing Stations	LF Each
	G3090 Other Site Mechanical Utilities	G3091 Industrial Waste Systems G3092 POL (Petroleum Oil & Lubricants) Distribution Systems	Each
G40 Site Electrical Utilities	G4010 Electrical Distribution	G4011 Substations G4012 Overhead Power Distribution G4013 Underground Power Distribution	Each LF LF
		G4020 Site Lighting	Each Each LF SF or Each
	G4030 Site Communication & Security	G4031 Site Communication Systems (duct banks) G4032 Site Security & Alarm Systems	LF LF or Each
		G4090 Other Site Electrical Utilities G4092 Site Emergency Power Generation	Each
G90 Other Site Construction	G9010 Service & Pedestrian Tunnels	G9011 Service Tunnels G9012 Trench Boxes G9013 Pedestrian Tunnels	 LF
		G9091 Snow Melting Systems	SF

Visual Inspection

Gordian's team visually inspects all the facilities included in the project's scope to identify deficient conditions and assess the remaining lifecycle of designated assets documented by digital photographs.

- The inspection of the facilities' interior space includes all mechanical and electrical rooms, all public spaces, and a representative sampling of similar room types (e.g., offices).
- The inspection of the facilities' exterior space includes an approximate ten-foot perimeter around the facility and the areas adjacent to and/or attached to the facility that are inherent to the facility's use, such as ramps, stairs, entryways, and exterior wall-mounted lighting.

Inaccessible or Confined Spaces

Gordian's assessment teams do not access areas deemed unsafe or classified as confined spaces. As defined by the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.146, confined spaces are areas with limited or restricted entry or exit, not intended for continuous occupancy, and potentially containing hazardous atmospheres.

To comply with OSHA fall protection regulations (29 CFR 1910.28), staff may only use step ladders six feet or shorter and are prohibited from climbing portable ladders. Fixed ladders up to one story may be used to access roofs via interior hatches or exterior access points, provided they are OSHA-compliant.

Staff are instructed never to enter any situation they perceive as unsafe.

When equipment or systems are inaccessible, their condition, specifications, and operational status are documented using available technical drawings, maintenance records, and input from maintenance staff.

Digital Photos

Gordian's Mobile Asset Capture application digitally records facility assets on-site, featuring photo capture to visually document existing conditions and associate them with facilities, assets, and/or requirements. It includes asset detail entry and RSMeans Data integration features. Key tools include optical character recognition (OCR), voice-to-text, geolocation, cost line-item lookup, and reassessment workflows. These functionalities enable precise, real-time data capture from any location within the facility, creating a comprehensive asset data repository that simplifies facility management and decision-making.

Operational Reliability, Regulatory Compliance, and Optimization Requirements are Documented

The Gordian's experienced professionals document observed deficiencies related to operational reliability, regulatory compliance (current and renovation triggered), and optimization (replacement alternatives).

Regulatory compliance review includes our evaluation by observation of major accessibility barriers, fire and life safety, and building codes and standards during the evaluation of asset condition. Findings are captured as three distinct priorities:

Observation	Priority
Risk to life or operational downtime	Immediate action
Can no longer defer	Short-term action—one to three years
Renovation triggered	Long-term decision support—not time-based

Short-term and long-term regulatory compliance investments are connected to capital needs in the facility based on age and condition, aligning capital renewal needs with regulatory compliance upgrade needs.

A review of reliability and optimization involves identifying projects where alternatives to full asset replacement can extend or preserve the remaining useful life, optimize operations, or create a more resilient installation.

Our assessors also consider environmental exposure, installation quality, material suitability, and preventive maintenance. They account for systems that may exceed or fall short of their expected lifespan.

- **Findings Limitations.** Regulatory compliance findings are based on sampling and limited measurements, so they do not cover all possible non-compliance issues for a property.
- **New Construction.** Regulatory compliance is noted for new construction, without implying non-conformance with older regulations at the time of original construction. Major renovations often require adherence to current regulations, which can inform investment versus divestment decisions.
- **Accessibility.** Major accessibility compliance issues were identified during the visual inspection of an asset. A detailed study of accessibility requirements—such as those provided by a specialized Americans with Disabilities Act (ADA) compliance consultant—is beyond the scope of this proposal. However, Gordian can offer more detailed evaluation tiers for an additional fee.

Data Development Phase

As we transition into the Data Development Phase, Gordian processes and refines the data collected on-site, ensuring that each facility's profile is accurately documented, costed, and analyzed for effective lifecycle management on the GCP.

Data Processing

After the on-site work is complete and the data has been synced to the GCP, the Gordian assessment team(s) reviews their notes and findings and completes the task of documenting each facility, including asset and/or requirement data updates, costing, estimated life, and reporting. All data is housed on the GCP.

Testing, measuring, or preparing calculations for any asset or component to determine adequacy, capacity, or compliance with any standard is outside the scope of assessment.

Requirements are identified for the entire facility—not by individual room or component unless specified otherwise.

Facilities and Asset Descriptions

A narrative summary of each assessed facility and its assets is documented to support field findings and adjustments. This information is useful for having key information about a facility, including building composition, use(s), and a general evaluation of facility condition and suitability. For all assets—where the condition is rated poor—and all requirements, a narrative is provided to describe the need to further justify the recommended investment.

Data Quality Control and Assurance

Our Center of Excellence team processes the assessment data, utilizing our AI-powered quality control software to guarantee the highest standards of data quality and integrity. Once the data passes our quality check, it is presented to your organization for review and approval, ensuring accuracy and satisfaction.

Data Qualification and Acceptance

Following our internal review, Gordian conducts a data qualification meeting with your team to review a summary of identified needs to help guide the feedback process and make changes as requested. If desired, detailed data can be provided for independent customer review. While Humboldt County's input is not required, it is valued to ensure the assessment's precision and depth. Any feedback provided is incorporated into the final deliverables.

Deliverables Phase

Once the Data Development Phase is complete, we move to the Deliverables Phase, which includes the presentation of findings and seeking project completion acceptance from you.

Preliminary Findings Delivered and Customer Review

An initial draft of our presentation of findings is created and provided for your review and feedback.

Presentation of Findings Delivered

Following the review, the Gordian project manager hosts a formal meeting dedicated to presenting the comprehensive results of the assessment.

Final Report Package Delivery

This final report details Gordian's findings, including requirement and renewal costs, and timelines. These elements are essential for creating various funding scenarios, allowing for a side-by-side evaluation of potential investment strategies. We deliver final reports electronically in PDF.

The Final Report Package includes the following elements:

- **Executive Summary.** This report provides high-level information to offer an overview of the facilities together as a portfolio.
- **Assessment Methodology.** This report covers the assessment process itself.
- **Appendix Report Data.** This section includes major findings from the assessment process in various data summaries and reports.

Introduction and Orientation to the Gordian Cloud Platform

If you are new to GCP, the Gordian project manager provides an introduction and orientation to this platform for your project team; this continues throughout your partnership with Gordian with our Customer Success team. You will also be introduced to your personal Customer Success Manager, who is available to assist you beyond the initial project completion.

Modeled Assessment Approach

A total of 14 buildings will be assessed using the Modeled Assessment process. Refer to Exhibit A for a detailed list.

The modeled assessment process is delivered using data modeling concentrated on the essential systems of each facility, aiding in the comprehensive budgeting for potential capital expenditures.

Phases of the Condition Assessment Process

The assessment process is implemented through four phases:

- Project Initiation
- Assessment
- Data Development
- Deliverables



Each of these phases is described in the following sections.

Project Initiation Phase

The Project Initiation Phase of the assessment is the foundational stage where the groundwork for the entire assessment process is established.

Introduction to the Project Team and Customer Project Kick-off Meeting

Once you have been introduced to your project team, the first step is to discuss the details of the project during the kick-off meeting.

Set Goals

To kick off the project, your designated Gordian project manager sets up a meeting with your organization's key stakeholders for introductions and to confirm the goals and objectives for the project.

Confirm Scope and Deliverables

During the initiation phase, the Gordian project manager collaborates with key stakeholders to establish and document the parameters for the assessment. A scoping meeting is held to discuss and confirm schedules, assessment criteria, data classifications, system configuration, prioritizations, and categorizations.

Management Plan

The Gordian project manager conducts regular progress meetings throughout the phases of the project to maintain open communication. The frequency of progress meetings is determined during the initial engagement phase of the project. A schedule is provided to illustrate the usual phases and milestones of the condition assessment project, including tasks and durations of your required involvement. The

project schedule is maintained by Gordian's project manager, who oversees each task, communicates at both the project management and assessment team levels, and tracks changes closely.

Assessment Project Schedule

A detailed project schedule is created when the assessment project is confirmed in cooperation with your organization. The prompt achievement of milestones and deliverables is fully dependent upon the availability of staff and data.

Humboldt County Responsibilities

To ensure the best possible quality of the final assessment information, some aspects of the work require support from our customers in addition to your involvement in the standard project delivery. The expected Humboldt County responsibilities are as follows:

- **Provide a Project Representative.** This person is responsible for coordinating your organization's resources as necessary for the project. This project representative will possess the authority to allocate and dedicate both human and material resources on behalf of your organization, ensuring the successful execution of the project.
- **Prepare and Organize.** Dedicate time to prepare and organize key reports, plans, and documents the team can utilize to support the field assessment work—data collection process. Careful preparation of facility plans and other documentation is important to our work. While we appreciate having access to large amounts of information, simply providing a link to an online library of large volumes of historical facility construction documents, reports, and other data can introduce risk to the project timeline.

Gordian's Responsibilities

The Gordian project manager's responsibilities are as follows:

- Develop the project instructions and resource scheduling.
- Provide the assessment team members with all collected information for their review before the project kick-off.
- Coordinate and facilitate an internal kick-off meeting to bring together all members of the assessment team. Team composition is carefully selected by matching individual expertise and availability to the project's needs.
- Supply the following project documents to your organization's point of contact to inform, track, and guide the project:
 - > Project team roster
 - > Project schedule
 - > Project kick-off meeting agenda, virtual meeting platform, and details

Data Collection

The Gordian project manager communicates with your facility and maintenance managers, and staff members using email and teleconferencing to facilitate the collection of essential information required by our assessment teams. This data typically includes additional asset information (e.g., floor plans, drawings, previous studies, recent capital improvements made and planned for, etc.).

System Configuration

System configuration is necessary to prepare for the Assessment phase. In the Gordian Cloud Platform, we create a virtual facilities inventory by leveraging technology to model the facilities accurately. This baseline is created for facilities based on the level of detail required.

For the Modeled Assessment service, data is configured up to Uniformal Level 3.

Assessment Phase

The Assessment Phase is the fundamental step in building your assessment dataset, in which Gordian professionals account for your unique facility characteristics.

Data Modeling

For facilities that are part of a modeled assessment, we conduct data modeling that uses existing information to focus on the most critical systems in each facility that help you budget for all capital costs that could arise within a facility. Gordian accounts for the unique characteristics of your facilities while creating our framework to accommodate for differences in costs, life cycles, and even the systems themselves from facility to facility. During this customization process, Gordian also collects and assimilates outside data sources to ensure the models account for any available data that would increase their accuracy.

Assets Included in a Modeled Assessment

Standard Level 1 Description	Standard Level 2 Description	Standard Level 3 Description	Custom Level 3 Description
A - Substructure	A10 - Foundations	A1033 - Slab on Grade	A1033.1 - Building Substructure
B - Shell	B20 - Exterior Enclosure	B2010 - Exterior Walls	B2010.1 - Hard
			B2010.2 - Soft
	B30 - Roofing	B3010 - Roof Coverings	B3010.1 - Flat
			B3010.2 - Pitched
			B3010.3 - Mixed
C - Interiors	C30 - Interior Finishes	C3010 - Wall Finishes	C3010.1 - Wall Finishes
		C3020 - Floor Finishes	C3020.1 - Floor Finishes
		C3030 - Ceiling Finishes	C3030.1 - Ceiling Finishes
D - Services	D20 - Plumbing	D2010 - Plumbing Fixtures	D2010.1 - Plumbing Fixtures
		D2090 - Other Plumbing Systems	D2090.1 - Other Plumbing Systems
	D30 - HVAC	D3040 - Distribution Systems	D3040.1 - Distribution Systems
		D3090 - Other HVAC Systems & Equipment	D3090.1 - Equipment and Controls
	D40 - Fire Protection	D4030 - Fire Protection Specialties	D4030.1 - Fire Protection Systems
			D4030.2 - Fire Detection Systems
	D50 - Electrical	D5010 - Electrical Service and Distribution	D5010.1 - Electrical Equipment
		D5090 - Other Electrical Systems	D5090.1 - Conveying
E - Equipment	E20 - Furnishings	E2010 - Fixed Furnishings	E2010.1 - Furnishings and Equipment

Data Development Phase

As we transition into the Data Development Phase, Gordian processes and refines the data collected, ensuring that each facility's profile is accurately documented, costed, and analyzed for effective lifecycle management on the GCP.

Data Processing

After the data modeling work is complete and the data has been synced to the GCP, the Gordian assessment team(s) reviews their notes and findings and completes the task of documenting each facility, including asset and/or requirement data updates, costing, estimated life, and reporting. All data is housed on the GCP.

Testing, measuring, or preparing calculations for any asset or component to determine adequacy, capacity, or compliance with any standard is outside the scope of assessment.

Data Quality Control and Assurance

Our Center of Excellence team processes the assessment data, utilizing our AI-powered quality control software to guarantee the highest standards of data quality and integrity. Once the data passes our quality check, it is presented to your organization for review and approval, ensuring accuracy and satisfaction.

Data Qualification and Acceptance

Following our internal review, Gordian conducts a data qualification meeting with your team to review a summary of identified needs to help guide the feedback process and make changes as requested. If desired, detailed data can be provided for independent customer review. While Humboldt County's input is not required, it is valued to ensure the assessment's precision and depth. Any feedback provided is incorporated into the final deliverables.

Deliverables Phase

Once the Data Development Phase is complete, we move to the Deliverables Phase, which includes the presentation of findings and seeking project completion acceptance from you.

Preliminary Findings Delivered and Customer Review

An initial draft of our presentation of findings is created and provided for your review and feedback.

Presentation of Findings Delivered

Following the review, the Gordian project manager hosts a formal meeting dedicated to presenting the comprehensive results of the assessment.

Introduction and Orientation to the Gordian Cloud Platform

If you are new to GCP, the Gordian project manager provides an introduction and orientation to this platform for your project team; this continues throughout your partnership with Gordian with our Customer Success team. You will also be introduced to your personal Customer Success Manager, who is available to assist you beyond the initial project completion.

Scope of Work Completion

The notification period before the closure of the scope of work is 10 business days from the date Gordian provides written notice to Humboldt County stating the delivery of Services is complete.

In the event:

- Humboldt County does not provide notice of material non-conformance or request for change during the Notification Period, the project will be closed, and no additional work will be performed by Gordian pursuant to the Services contained herein.
- Humboldt County does provide notice of material non-conformance or request for change after the expiration of the Notification Period. Such work shall only be performed under a new contractual arrangement.
- Material non-conformance is identified within the Notification Period. Gordian shall promptly correct such non-conformance, which was due to the fault or negligence of Gordian, at no additional cost to Humboldt County.

Strategic Assessment Insights

Once your assessment is complete, Gordian engages you through the following steps:

Strategic Assessment Insights Development

- **Customize Strategic Tools.** Gordian uses an array of strategic concepts as tools to tie facilities projects to the mission and vision of leadership and define a framework for reinvestment funding. The primary strategic and functional prioritization tools are outlined below, though others may be added as necessary to ensure a robust toolkit.
 - > **Building Portfolios.** Organizing facilities into a portfolio of assets provides the means to reflect existing priorities and future aspirations.
 - > **Project Category.** The classification of a project helps to differentiate between a want versus a need.
 - > **Project Package.** Typical packages are building envelope, building system, infrastructure, space renewal, and safety/code.
 - > **Timeframe.** Multi-year investment timeframes—immediate investment needs, 1-3 years, 4-7 years, 8-10 years, etc.—establish useful investment horizons based on age and condition.
 - > **Investment Criteria.** Gordian uses investment criteria to help decision-makers understand the importance or impact of a project.
- **Develop a Multi-year Capital Plan.** Gordian engages leadership in an exercise that guides future investment decisions and ensures the effective use of capital investment funds.
- **Project Selection.** Gordian works with your organization to assign a custom scoring methodology to rank projects within facilities where a condition assessment was conducted or those facilities that otherwise have modeled component-level detail.

Strategic Assessment Insights Delivery

Along with sessions throughout the process to gather necessary information and insights, Gordian delivers a complete strategic capital plan and recommendations for the next steps. This presentation recommends a strategic course of action as well as:

- Provide context of historical funding levels and detail backlog origin.
- Give a summary-level overview of facilities needs, highlighting key strategic issues.
- Summarize Gordian's recommendation for a portfolio investment plan that ties to priorities and available funding.

As directed, an additional presentation can be given to senior leadership (e.g., CFO, President, Cabinet, Board of Trustees) or the appropriate audience at your organization.

Year Two and Three Services

Gordian is committed to offering flexible post-assessment support tailored to your specific needs, whether it is refreshing your data and facility asset inventories or providing sustained access to the Gordian Cloud Platform. Our partnership ensures that your team is equipped with the latest tools and information for efficient and effective facility management.

Assessment Data and Strategic Assessment Insights Update

The true mark of success for any capital investment program is securing ongoing funding—approval for the second, third, and subsequent rounds of investment is key. The cornerstone of building this trust is the ability to track and showcase the program's achievements.

Gordian suggests an annual update process that independently confirms performance and demonstrates progress toward the attainment of goals.

Ongoing annual support includes:

- Annual documentation of projects completed, their cost, and impact on the phase-out plan.
- Documenting and updating the project inventory for any new customer-provided projects.
- Qualification of data updates to ensure accuracy.

In conjunction with annual data updates, strategic assessment insights can be updated to reflect the status of your database. As key investments or other facility or asset decisions are made, stakeholders must remain informed, and progress toward your strategic plan is tracked. Your Gordian project manager facilitates the update of key deliverables and hosts a formal presentation of findings to stakeholders of Humboldt County's choosing. Gordian deliverables can be designed appropriately for a wide variety of audiences, including executive leadership summary presentations.

Gordian Cloud Platform Software

To keep the program performing and the power of facilities investment decision-making at your fingertips, Gordian continues to provide immersive user access and support by our leading customer success team for the Gordian Cloud platform for as long as your subscription is active. This platform allows you to house the most up-to-date facility inventory information, keeping you seamlessly integrated into your capital planning data via reports, dashboards, and interactive tools.

Appendix A—Facility List and Service Type

The facilities included in this scope of work are:

Facility Name	Address	SQ FT	Service Type
Humboldt County Motor Pool Equipment Maintenance	3130 Jacobs Avenue, Eureka, CA 95501	15,600	FCA+, FCA+ Site Assessment
Probation Department	2002 Harrison Ave, Eureka, CA 95501	10,922	FCA+, FCA+ Site Assessment
Parent Visitation (Healthy Moms Program - H St)	2910 H St, 15D, Eureka, CA 95501	2,589	FCA+, FCA+ Site Assessment
Parent Visitation and Mental Health Improvement (D St)	2944 D St, 15A, Eureka, CA 95501	2,471	FCA+, FCA+ Site Assessment
Mental Health Hospital (Clark Complex)	720 Wood St, 6, Eureka, CA 95501	23,037	FCA+, FCA+ Site Assessment
Coroner's Office	3012 I St, Eureka, CA	5,692	FCA+, FCA+ Site Assessment
Planning & Building Department / Public Works Land Use Division	3033 H Street, Eureka, CA 95501	30,948	FCA+, FCA+ Site Assessment
Mental Health Office	730 Harris St, 7H, Eureka, CA 95503	1,410	FCA+, FCA+ Site Assessment
Alcohol and Other Drugs Prevention Administration	734 Russ St, 7B, Eureka, CA 95501	1,750	FCA+, FCA+ Site Assessment
Public Defender's Office	1001 4th St, Eureka, CA 95501	8,400	FCA+, FCA+ Site Assessment
Agriculture Building	5630 S. Broadway, Eureka, CA 95501	13,562	FCA+, FCA+ Site Assessment
Arcata Veteran's Memorial & Storage Building	1425 J St, Arcata, CA 95551	11,425	FCA+, FCA+ Site Assessment
Humboldt County Building Maintenance Department	901 2nd St., Eureka, CA 95501	5,500	FCA+, FCA+ Site Assessment
Humboldt County Materials Lab	931 2nd St, Eureka, CA 95501	2,880	FCA+, FCA+ Site Assessment

Facility Name	Address	SQ FT	Service Type
Public Works Department	1106 2nd St, Eureka, CA 95501	6,067	FCA+, FCA+ Site Assessment
Humboldt County IT Department	839 4th Street, Eureka, CA 95501	6,560	FCA+, FCA+ Site Assessment
Humboldt County Correctional Facility	901 5th Street, Eureka, CA 95501	149,182	FCA+, FCA+ Site Assessment
Public Health Main Office	529 I St, 15, Eureka, CA 95501	12,638	FCA+, FCA+ Site Assessment
Humboldt County Main Library	1313 3rd Street, Eureka, CA 95501	64,800	FCA+, FCA+ Site Assessment
Case Management	2933 H St, Eureka, CA 95503	2,160	FCA+, FCA+ Site Assessment
Humboldt County Courthouse	825 5th Street, Eureka, CA 95501	207,230	FCA+, FCA+ Site Assessment
Ferndale Veterans Hall	1100 Main St, Ferndale, CA 95536	6,096	FCA+, FCA+ Site Assessment
Garberville John Haynes Veterans Memorial Building	483 Conger Ave, Garberville, CA	4,618	FCA+, FCA+ Site Assessment
Eureka Veterans Memorial Building	1018 H St., Eureka, CA 95501	10,728	FCA+, FCA+ Site Assessment
Fortuna Veterans Memorial Building & Storage	1426 Main St, Fortuna, CA 95540	11,236	FCA+, FCA+ Site Assessment
Humboldt County Department of Health and Human Services (Garberville)	727 Cedar St, 14, Garberville, CA 95542	2,591	FCA+, FCA+ Site Assessment
Garberville Library / Sheriff's Office	715 Cedar St, Garberville, CA 95542	5,000	FCA+, FCA+ Site Assessment
Humboldt County Animal Shelter	980 Lycoming Avenue, McKinleyville, CA 95519	21,131	FCA+, FCA+ Site Assessment
Hindley Hall	Fairgrounds	24,020	FCA+, FCA+ Site Assessment

Facility Name	Address	SQ FT	Service Type
Belotti Hall	Fairgrounds	16,290	FCA+, FCA+ Site Assessment
Turf Club	Fairgrounds	3,625	FCA+, FCA+ Site Assessment
Administration Building	Fairgrounds	2,092	FCA+, FCA+ Site Assessment
Director's Office	Fairgrounds	1,180	FCA+, FCA+ Site Assessment
Grandstands	Fairgrounds	26,900	FCA+, FCA+ Site Assessment
Art Building / Maintenance	Fairgrounds	6,870	FCA+, FCA+ Site Assessment
Racing Office	Fairgrounds	4,070	FCA+, FCA+ Site Assessment
Betting Office	Fairgrounds	675	Modeled Assessment, FCA+ Site Assessment
Lighthouse Entry Gate	Fairgrounds	850	Modeled Assessment, FCA+ Site Assessment
"Post Office"	Fairgrounds	1,970	Modeled Assessment, FCA+ Site Assessment
"Schoolhouse"	Fairgrounds	1,230	Modeled Assessment, FCA+ Site Assessment
Fire Department	Fairgrounds	710	Modeled Assessment, FCA+ Site Assessment
Livestock Office	Fairgrounds	610	Modeled Assessment, FCA+ Site Assessment

Facility Name	Address	SQ FT	Service Type
Carnival R.R. / Shower	Fairgrounds	850	Modeled Assessment, FCA+ Site Assessment
Friendship Square R.R.	Fairgrounds	500	Modeled Assessment, FCA+ Site Assessment
Stables R.R./Shower	Fairgrounds	1,425	Modeled Assessment, FCA+ Site Assessment
Dairy Barn	Fairgrounds	24,280	FCA+, FCA+ Site Assessment
Rabbit Alley	Fairgrounds	18,205	FCA+, FCA+ Site Assessment
Sheep Barn	Fairgrounds	14,190	FCA+, FCA+ Site Assessment
Covered Arena	Fairgrounds	57,940	FCA+, FCA+ Site Assessment
Van Duzer Judging Pavilion	Fairgrounds	4,230	Modeled Assessment, FCA+ Site Assessment
Poultry Barn	Fairgrounds	7,170	FCA+, FCA+ Site Assessment
Flowerhouse	Fairgrounds	6,700	FCA+, FCA+ Site Assessment
Racing Barn	Fairgrounds	4,450	Modeled Assessment, FCA+ Site Assessment
Milk Barn	Fairgrounds	1,520	Modeled Assessment, FCA+ Site Assessment
Cattlemen's Red Barn	Fairgrounds	560	Modeled Assessment, FCA+ Site Assessment

Facility Name	Address	SQ FT	Service Type
Pump	Fairgrounds	450	Modeled Assessment, FCA+ Site Assessment
	Total	879,785	