



**REQUEST FOR PROPOSALS FOR  
PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT  
AND SUPPORT SERVICES FOR THE  
SHERIFF'S OFFICE SB 863 CONSTRUCTION PROJECT  
COUNTY PROJECT NUMBER SR7320SO**

Prepared By:

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Administrative Analyst III

**Deadline for Submissions: Monday, March 9, 2026 at 4:00 p.m.**

Imperial County  
Department of Public Works  
155 S. 11<sup>th</sup> Street  
El Centro, CA 92243

PROPOSALS MUST BE SUBMITTED BY THE SPECIFIED DATE AND TIME. THE COUNTY WILL NOT CONSIDER PROPOSALS RECEIVED AFTER THE DUE DATE. AN AMENDMENT IS CONSIDERED A NEW PROPOSAL AND WILL NOT BE ACCEPTED AFTER THE SPECIFIED DATE AND TIME.

Friday, February 6, 2026

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# SPECIAL NOTICE

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## Notification of Contractor Registration Requirements (where required)

Pursuant to the requirements of California Labor Code section 1771.1, all contractors and subcontractors that wish to engage in public work through a public works contract must be registered with the Department of Industrial Relations (DIR).

**Beginning March 1, 2015**, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with DIR.

Beginning April 1, 2015, no contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR, pursuant to Labor Code section 1725.5

All contractors, including subcontractors, listed in the proposal must be registered with the DIR at the time proposals are due, and must submit proof of registration with the proposal. Any proposals received listing unregistered contractors and/or subcontractors will be deemed non-responsive.

Application and renewal are completed online with a non-refundable fee of \$300. Read the Public Works Reforms (SB 854) Fact Sheet for requirements. Instructions for completing the form and additional information can be found on the DIR website.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

## SOURCES OF INFORMATION

INFORMATION	WEBSITE
Department of Industrial Relations (Public Works)	<a href="http://www.dir.ca.gov/Public-Works/PublicWorks.html">http://www.dir.ca.gov/Public-Works/PublicWorks.html</a>
SB 854 Fact Sheet	<a href="http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html">http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html</a>
Senate Bill 854 Compliance	<a href="http://www.dir.ca.gov/Public-Works/SB854.html">http://www.dir.ca.gov/Public-Works/SB854.html</a>
Public Works Contractor (PWC) Registration	<a href="https://efiling.dir.ca.gov/PWCR/">https://efiling.dir.ca.gov/PWCR/</a>
Classifications and Minimum Rates	<a href="http://www.dir.ca.gov/OPRL/Pwd/">http://www.dir.ca.gov/OPRL/Pwd/</a>

## I. PURPOSE AND BACKGROUND

The Imperial County Sheriff's Office (ICSO) operates three detention facilities—the Regional Adult Detention Facility (RADF), the Hebert Hughes Correctional Center (HHCC), and the Oren Fox Detention Facility (OFDF)—located on approximately 2.3 acres of County-owned property at 328 Applestill Road in El Centro, California. Together, these facilities house the County's adult inmate population across varying custody levels. RADF is a maximum-security facility that opened in 1979 and has a Board of State and Community Corrections (BSCC) rated capacity of 288 beds. HHCC, a minimum-security facility, opened in 1963 and has a BSCC rated capacity of 314 beds. OFDF, a medium-security facility, opened in 2018 and has a BSCC rated capacity of 274 beds. While these facilities collectively support detention operations, each has significant limitations that constrain the delivery of effective inmate services and programming.

RADF is comprised of twelve (12) two-tier housing modules, along with male and female outpatient housing areas that provide limited space for inmate programming. The lack of dedicated treatment, educational, and rehabilitative space has resulted in an inefficient service delivery model for maximum-security offenders, restricting access to evidence-based programming.

HHCC includes six (6) dormitory-style housing units, a multipurpose room, commercial kitchen, central dining area, and recreation room. However, the facility's aging physical layout does not adequately support essential programmatic and treatment functions, including medical care, mental health services, educational programming, and vocational training. These deficiencies have been further intensified by population shifts resulting from AB 109 Public Safety Realignment, which led to longer lengths of stay and a higher proportion of offenders with complex medical and behavioral health needs. As a result, ICSO continues to face challenges related to insufficient space, limited treatment capacity, and a facility that has exceeded its useful life.

OFDF was designed as a direct-supervision facility and includes six (6) two-tier dormitory-style housing units. The facility also contains a booking area with isolation and observation cells, as well as designated safety, sobering, and holding cells. Some programmatic support space is provided through two inmate classrooms and a vocational teaching kitchen, while a medical circulation suite supports basic medical services. Although OFDF offers improved design efficiencies, it alone cannot meet the growing demand for comprehensive treatment and rehabilitative services across the jail system.

To address these system-wide deficiencies and service gaps, ICSO pursued Senate Bill 863 (SB 863) lease revenue bond funding to develop the Program Services and Treatment Facility (PSTF). The PSTF is intended to function as a centralized support facility that expands access to inmate programming, education, and dedicated medical and mental health treatment. The facility will emphasize evidence-based practices designed to reduce recidivism and enhance public safety outcomes.

The PSTF will be designed specifically to support mental health treatment, substance use disorder (SUD) services, and vocational training for the Imperial County jail population. The project will incorporate sustainable and space-efficient design strategies, including green building practices, composting of kitchen waste, and purpose-built environments that promote effective treatment, education, and rehabilitation. Collectively, the PSTF will strengthen ICSO's ability to meet current and future inmate service needs while improving operational efficiency and long-term outcomes.

Updated planning and cost estimates prepared in October 2025 reflect a refined project scope that maintains essential programmatic functions while reducing the overall facility size. The revised project includes approximately 10,125 gross square feet (GSF) and an estimated total project budget of \$19,654,860, inclusive of state-reimbursable costs and the County's required match, structured to comply with SB 863 requirements.

The Imperial County Department of Public Works and ICSO (County) is seeking a qualified firm to provide a team of experienced professionals with proven industry experience and records of success providing project management, construction management, and support services for projects delivered using progressive and traditional design-build, as well as other alternative and conventional project delivery methods. The selected firm will oversee, manage, and administer the planning, design and construction of the of the ICSO's Program Services and Treatment Facility. The selected firm shall be a licensed architect or registered professional engineer with a designated team of varying disciplines necessary to complete the Scope of Work.

## **SCHEDULE OF EVENTS**

Issue Request for Proposal	Friday, February 6, 2026
Final Date for Questions	Monday, February 23, 2026
Proposals Due	Monday, March 9, 2026
Consultant Selection	March/April 2026
County Awards Contract	April/ May 2026

## **II. SCOPE OF WORK**

Consultants submitting proposals in response to this RFP shall have experience providing project and construction management to public agencies have an in depth understanding of California public contracting requirements, including the implementation of design-build and progressive design-build alternatives.

### **Project Management and Project Delivery**

1. Review applicable SB 863, Board of State and Community Corrections (BSCC), and State Public Works Board (SPWB) program documentation related to project
  - a. Assist ICDPW and ICSO in coordinating all work necessary to comply with SB 863, BSCC, and SPWB requirements
  - b. Assist County Assist County staff in all state agency coordination issues, including final detailed programming, budget preparation and tracking, schedules, and overall program requirements to ensure compliance with SB 863 funding conditions.
  - c. Coordinate with County, consultants, regulatory agencies and authorities having jurisdiction, and selected project delivery team before and during design and construction as necessary (i.e. kick-off meetings, status update meetings, deficiency meetings, document control and distribution) to ensure compliance with SB 863, BSCC, and SPWB requirements
  - d. Prepare and manage documents and tasks during development of all necessary and integral components and phases of the project in order to deliver a complete project within applicable program deadlines
2. Assist the County in evaluating and coordinating mandatory offsite improvements required to serve project. Services shall include but not be limited to: reviewing and understanding existing onsite and offsite infrastructure and systems, coordinating with applicable Authority Having Jurisdiction (AHJ) to determine service requirements and standards, assist with identification and documentation of required utility upgrades and extensions, and coordinating utility requirements with project design team to support permitting, scheduling and cost development
3. Evaluate project delivery methods (Design bid build, design-build, progressive design-build, etc) including detailed analysis of the advantages and disadvantages of each. Review alternatives with County to determine preferred delivery method
  - a. Identify whether construction options have been successfully implemented by other public agencies for similar building construction projects
  - b. Develop a set of performance standards sufficient to describe the performance criteria of the project, including but not limited to site improvements, building construction, and included services
4. Assist County during project delivery and procurement process for a qualified design-build entity
  - a. Prepare procurement and solicitation documents for selected project delivery
  - b. Evaluate qualifications and proposals received and assist in the selection of respondents
  - c. Assist with contract negotiations, recommending award, and supporting issuance of notices of award
5. Manage and coordinate the review and responses to Requests for Information (RFIs), clarifications, and other inquiries submitted during the procurement, design, and construction phases
6. Coordinate and facilitate meetings between the County and the project delivery team during all phases of the project including programming, schematic design, design development, cost estimating, subcontractor bidding, formulation of the Guaranteed Maximum Price (GMP), construction documents
7. Assist County in obtaining appropriate environmental documentation and clearance required for project to maintain

compliance with California Environmental Quality Act (CEQA) and/or other applicable environmental regulations. Services shall include but not be limited to the following: reviewing the project scope to identify applicable CEQA requirements, coordinating preparation and review of required environmental documents, assisting with agency coordination and public noticing as needed, tracking environmental clearance milestones, and maintaining complete records of environmental approvals and documentation

8. Review and evaluation project delivery team's work plans, schedules, budgets; lead and document evaluation of value engineering proposals
9. Oversee design services to ensure compliance with County standards, governing agency requirements, applicable codes and regulations, and adherence to the approved project schedule
10. Assist County with issuance of Notice to Award, coordinate execution of design and construction contract
11. Implement procedures for the systematic and timely completion, start-up, testing, acceptance, and transfer of all facilities constructed, including contract closeout.

### **Pre-Construction and Construction Management**

1. Provide construction management oversight services during construction, including but not limited to: labor compliance, submittal review and coordination, schedule monitoring and updates, budget and cost control, review of payment applications and change orders, meeting coordination and documentation, maintenance of complete and organized project records, coordination with other consultants as required
2. Oversee and monitor construction activities to ensure work is performed in accordance with approved construction documents, specifications, and intent of design.
3. Inspect, monitor, and document the activities of contractors, subcontractors, and suppliers to ensure compliance with contract documents and prevailing wage compliance. Maintain daily construction site records and review contractor reports.
4. Maintain construction schedule and provide ongoing status updates to County. Prepare monthly progress reports that include a summary of prior month accomplishments, current construction activities, schedule and budget status, key issues and risks and representative photographs
5. Maintain up-to-date, secured, and clearly marked construction drawings reflecting all field changes and as-built conditions
6. Identify, prepare, log, monitor, and assist with negotiation of all contractor or County initiated changes and change orders. Prepare independent cost estimates, change order analyses, written justifications, and recommendations for County consideration
7. Review contractor payment applications and certified payrolls and assist County with issuance of payment certifications and labor compliance monitoring and documentation
8. Prepare detailed project punch list and coordinate completion of closeout activities including but not limited to the following: retention payments, final as-built drawings, final construction summary reports

## **III. QUALIFICATIONS AND EXPERIENCE**

The Program Management/Construction Management Consultant shall have demonstrated experience in the following:

1. Experience with construction contract administration and management, including knowledge of applicable California public works contract codes and contract laws.
2. Experience with design-build project delivery.
3. Experience with labor compliance monitoring and documentation
4. Experience in preparing criteria and performance-based documents for design-build projects.
5. Experience working with SB 863, the Board of State and Community Corrections (BSCC), and the State Public Works Board (SPWB), or similar State of California capital outlay or correctional facility programs.
6. Experience with the design and construction of correctional, detention, or justice-related facilities, with strong preference given to projects in California.
7. Experience in scheduling, resource allocation, and cost analysis of public-sector construction projects.
8. Experience in negotiation and claims analysis preparation.
9. Experience in enforcing requirements of the National Pollutant Discharge Elimination System (NPDES) Construction General Permit, fulfilling reporting requirements, and representing the owner in overseeing implementation of the project Storm Water Pollution Prevention Plan (SWPPP) by the contractor. A Qualified SWPPP Practitioner (QSP) is required as part of the Construction Management team.

10. Experience in claim defense and dispute resolution for public agencies.

## **IV. DELIVERABLES**

The Program Management / Construction Management Consultant shall make Project documentation available to the County at any time during the Project. At the conclusion of the Project, the Consultant shall provide the County with all Project documentation including, but not limited to:

- A. Correspondence
- B. Submittals;
- C. Requests for Information (RFIs);
- D. Pay requests;
- E. Design change notifications;
- F. As-built drawings and specifications;
- G. Construction Quality Assurance (CQA) test and inspection results, as applicable;
- H. Deficiency notices;
- I. Change orders;
- J. Meeting minutes; and
- K. Daily field reports.

The Program Management / Construction Management Consultant shall compile the construction documents into a final Construction Summary Report. The report shall be well organized and serve as a permanent project record. Copies of the report shall be submitted to the County within 30 days following construction completion, or as otherwise required by the Project

## **V. CONTRACT**

A Sample Agreement and Insurance Requirements are attached as Exhibit B.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by the contract.

Subconsultants shall not be used for the services specified herein. The County seeks to do business directly with a financial consulting firm.

## **VI. RESPONSIBILITIES OF THE COUNTY**

1. The County will provide management oversight, and conduct administrative arrangements.
2. The County will furnish all reasonably available records and information, including financial reports and budgets.
3. The County will pay an agreed upon amount normally within 30 days after receipt of an invoice.
4. The County will not provide dedicated workspace facilities, but upon request will provide a conference room for meetings with the Consultant.
5. The County reserves the right to perform any portion of the scope of work by County personnel or other consultants, should the County determine it would be in the best interest of the County to do so.

## **VII. PROPOSAL CONTENT AND INFORMATION**

Proposal should be typed, organized and concise, yet comprehensive.

- A. General Requirements

1. Provide a cover letter.
2. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame; include a basic summary; and demonstrate an understanding of the scope of work. Provide a statement that the offer is valid for at least a ninety (90) day period.
3. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail, and phone numbers.
4. The Consultant is representing itself as a qualified professional in this type of work; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, schedule, and additional content. The County will consider comments and recommendations; however is not required to select any of the recommendations or comments.
5. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

**B. Table of Contents**

Include a table of contents with identification of each section and page number.

**C. Summary of Qualifications and Experience**

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
4. Identify the qualifications and résumés of all individuals who will be associated with this service. Include professional registrations and affiliations. Personnel shall include all disciplines necessary to effectively perform services for the project and shall have experience managing public works projects of similar size, complexity, and nature utilizing alternative delivery methods.
6. Summarize specific experience and qualifications for similar and related projects.
7. Provide the name, address, telephone number, and e-mail of a reference from at least two (2) Municipal and/or Government Agencies for which you have performed similar services.

**D. Analysis of Effort/Methodology**

1. Describe the approach for how the work will be performed. The proposal shall indicate any specific techniques or methodology to be utilized.
2. The proposal shall include a projected timeline with specific tasks envisioned for the project.
3. Indicate deliverables to be provided and when.
4. Indicate what participation, data and products will be requested from the County.

**E. Cost and Fees**

1. Develop costs and fees for the services requested. The fee proposal shall be a not to exceed fee based on anticipated

fully burdened hourly rates for the work to be performed. Costs and fees are to be submitted within the proposal in a separate sealed envelope.

2. Consider the scope of work and prepare a lump sum fixed fee breakdown based on anticipated staff and hours. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, and in-house reproduction services. No subcontractors shall be utilized without prior authorization of the County.
3. Insurance requirements noted in the sample agreement are based on County projections. Insurance requirements may be adjusted once the final cost and fee proposal are reviewed.

## **VIII. EVALUATION OF PROPOSALS**

Sample evaluation criteria for proposals are attached for your information (Exhibit C). The County will utilize a one-step selection process.

The proposals shall be evaluated by a selection committee, who will determine if proposal objectives are met. Once the proposals are reviewed and the qualifications considered, recommendations will then be submitted to the County Board of Supervisors for final selection.

The County reserves the right to select any consultant who is determined qualified and may not correlate to a number 1, number 2, or even number 3 originally ranked consultant. The County reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

## **IX. QUESTIONS AND PROPOSAL SUBMISSION**

This RFP is being posted on the Department's Projects Out to Bid webpage located at: <https://publicworks.imperialcounty.org/projects-out-to-bid/> and the County's PlanetBids portal located at: <https://vendors.planetbids.com/portal/64020/portal-home>. Prospective consultants must be registered with PlanetBids to access RFP documents and submit questions, proposals, and cost estimates. To register, please use the following link: <https://vendors.planetbids.com/portal/64020/portal-home>

Clarification desired by a respondent relating to definition or interpretation shall be requested using the PlanetBids Q&A section no later 4:00 P.M. on Monday, February 23, 2026

Oral explanation or instructions shall not be considered binding on behalf of the County.

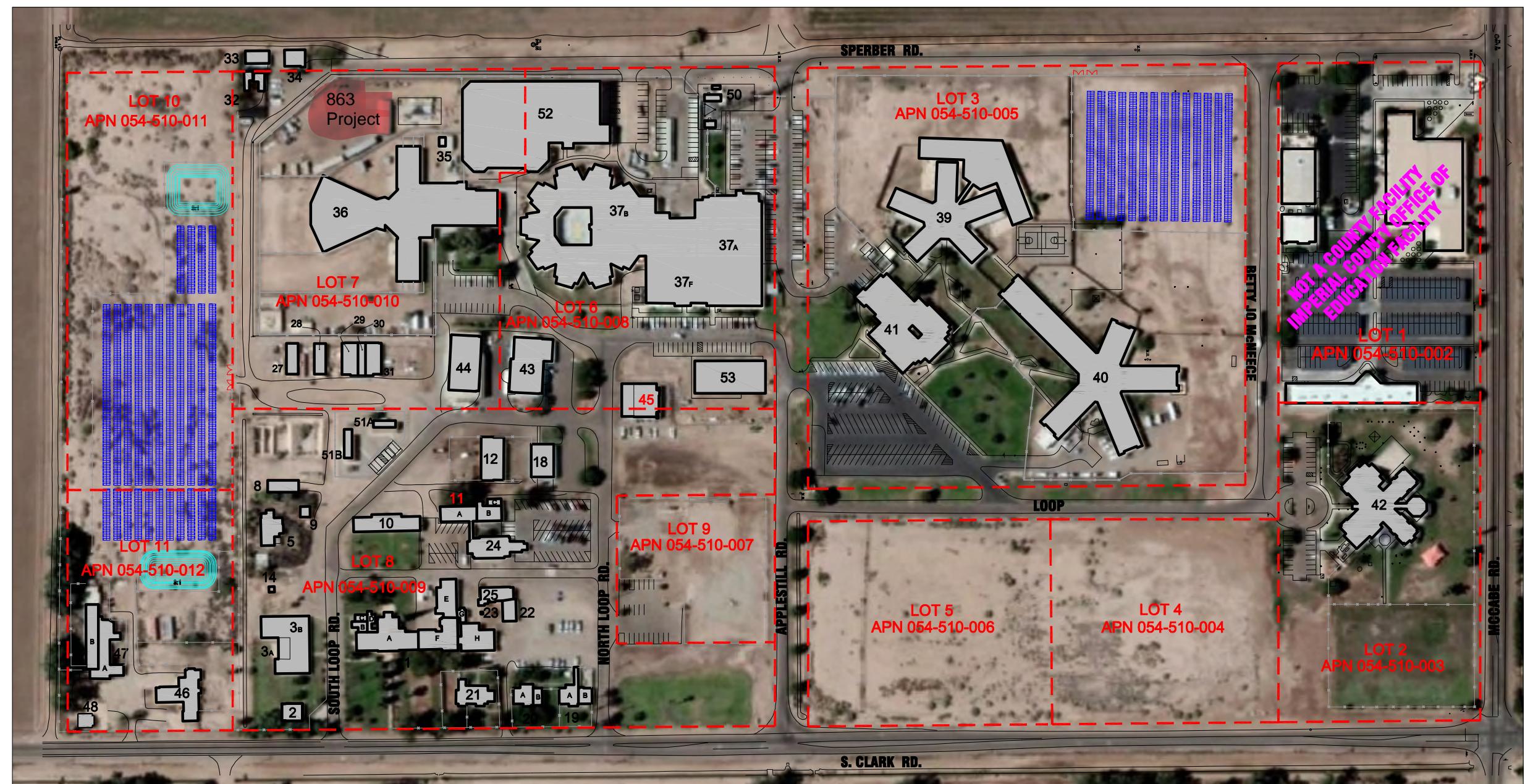
Any modifications to this solicitation will be issued by the County as a written addendum posted to the Projects Out to Bid webpage and County PlanetBids portal.

Proposals for this project must be submitted using the "Place Bid" button on the RFP's posting on PlanetBids no later than 4:00 P.M. on Monday, March 9, 2026.

The County will not consider proposals received after the specified time and date. An amendment is considered a new proposal and will not be accepted after the specified time and date.

This RFP does not commit the County of Imperial to award a contract or pay any costs associated with the preparation of a proposal. The County reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the County.

## EXHIBIT “A”



NO.	DEPARTMENT	SQ. FT.	NO.	DEPARTMENT	SQ. FT.	NO.	DEPARTMENT	SQ. FT.	NO.	DEPARTMENT	SQ. FT.	NO.	DEPARTMENT	SQ. FT.	NO.	DEPARTMENT	SQ. FT.
1A,B,C,D	OLD COUNTY HOSPITAL 317 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK (OLD ADDRESS)	5,628	⑩	PUBLIC ADMIN STORAGE 311 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	2,639	㉑	1337 S. CLARK RD	1,853	㉙	PURCHASING QUONSET HUT STORAGE 1331 S. CLARK RD	1,180	㉗A	SAF -(ADMINISTRATION) 328 APPLESTILL RD	22,735	㉓	FOOD BANK I 329 APPLESTILL RD	5,096
1E,F,G,H	VOA-ADULT PROGRAM 1331B S. CLARK RD	7,801	11A,B,C	SHERIFF CORONER'S OFFICE 313 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	2,892	㉒	CARPORT 1331 S. CLARK RD	970	㉚	PUBLIC ADMINISTRATION QUONSET HUT 1331 S. CLARK RD	1,680	㉗B	RADF- (JAIL) 328 APPLESTILL RD	64,334	㉔	FOOD BANK II 329 APPLESTILL RD	7,250
②	B.H. PERINATAL CHILDCARE 303 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	851	⑫	PWFM WAREHOUSE & EQP STG 1331 S. CLARK RD	1,580	㉓	VOA - STORAGE 1331 S. CLARK RD	84	㉛	PUBLIC ADMINISTRATION AUCTION SHADE 1331 S. CLARK RD	1,180	㉗C	RADF - LAUNDRY 328 APPLESTILL RD	2,475	㉕	RADF - TRAINING BUILDING 330 APPLESTILL RD	2,497
③A	B.H. PERINATAL WOMEN-ENC. PATIO 1331 S. CLARK RD	1,065	⑭	STORAGE 1331 S. CLARK RD	DEMOLISHED	㉔	SHERIFF DPT/COUNTY LIBRARY 309 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	2,637	㉟	H. DPT. - AN. SHELTER- E. KENNEL 1331 S. CLARK RD (OLD ADDRESS)	1,831	㉗D	COURT AREA 328 APPLESTILL RD	1,592	㉖	BEHAVIORAL HEALTH 1319 S. CLARK RD	2,305
③B	B.H. PERINATAL WOMEN-OFFICE 305 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	4,104	⑮	PWFM MAINTENANCE SHOP 319 S. HOSPITAL LOOP RD (NEW ADDRESS) 1331 S. CLARK RD (OLD ADDRESS)	2,440	㉕	HEALTH DEPARTMENT - STORAGE 1331 S. CLARK RD	1,179	㉟	H. DPT. - AN. SHELTER- W KENNEL 1331 S. CLARK RD.	911	㉗E	H.DPT/FORMER TB HOUSING (VACANT) 1321 S. CLARK RD	2,759	㉗A	TB HOUSING- BLDG 2 329 APPLESTILL RD	740
⑤	PWFM MAINT. WORKERS RESIDENCE 1321A S. CLARK RD	1,391	⑯A	MOSQUITO ABATEMENT - OFFICE 1341 S. CLARK RD.	979	㉖	PWFM STORAGE (SHADES) 1331 S. CLARK RD	DEMOLISHED	㉟	H. DPT. - AN. SHELTER- OFFICE 1329 S. SPERBER RD (NEW ADDRESS) 1351 S. CLARK RD. (OLD ADDRESS)	879	㉗F	FOOD BANK II 329 APPLESTILL RD	7,250	㉗B	OREN R FOX MEDIUM SEC DETENTION 1328 SPERBER RD	60,997
⑧	STORAGE (LANKFORD) 1331 S. CLARK RD	489	⑯B	MOSQUITO ABATEMENT- SHOP 1341 S. CLARK RD	632	㉗	PWFM QUONSET HUT STORAGE 1331 S. CLARK RD.	1,180	㉟	RADF- PRINT SHOP 332 APPLESTILL RD	520	㉗G	RADF - TRAINING BUILDING 330 APPLESTILL RD	2,497	㉗C	VIDEO VISITATION FACILITY/ PRINT SHOP 326 APPLESTILL RD.	8,184
⑨	STORAGE 1331 S. CLARK RD.	246	㉟	PWFM WORKER RESIDENCE 1339 S. CLARK RD	1,362	㉙	PWFM QUONSET HUT STORAGE 1331 S. CLARK RD	1,180	㉟	HERBERT HUGHES C. FACILITY 332 APPLESTILL RD	32,685	㉗H	BEHAVIORAL HEALTH 1319 S. CLARK RD	2,305	㉗I	PHEASANT FARM 1321 S. CLARK RD	7,609
			㉟			㉟		㉟		㉟		㉟		㉟		㉟	

## COUNTY CENTER II - SITE PLAN

EL CENTRO, CA 92243

NOT TO SCALE



## **EXHIBIT “B”**

## **INSURANCE COVERAGE AND LIMITS:**

Liability coverage shall be at least as broad as Insurance Services Office (ISO) CGL Policy CG 00 01. No modifications or endorsements are allowed that would reduce, limit, restrict, or exclude coverage under the standard unmodified ISO CGL policy coverages.

<b>Insurance</b>	<b>Minimum Limit*</b>
Professional Liability (Errors and Omissions)	Insurance appropriate to the Contractor's profession, with limit no less than <b>\$1,000,000</b> per occurrence or claim, <b>\$1,000,000</b> aggregate.
Workers Compensation, Coverage A	as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than <b>\$1,000,000</b> per accident for bodily injury or disease.
Employers Liability, Coverage B	\$1,000,000
Commercial General Liability (including Contractual Liability):	Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than <b>\$3,000,000</b> per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
Comprehensive Automobile Liability (owned, hired & non-owned vehicles) Bodily Injury & Property Damage	ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than <b>\$1,000,000</b> per accident for bodily injury and property damage.

## **ADDITIONAL ENDORSEMENT REQUIRED:**

1. Waiver of Subrogation (Rights of Recovery) endorsement of Workers' Compensation
2. Additional Insured Endorsement for "ongoing operations" at least as broad as ISO CG 2010 Scheduled form, or Automatic form CG 2038.
3. Additional Insured Endorsement for "completed operations" at least as broad as ISO CG 2037 Scheduled form, or Automatic form CG 2040.
4. Primary & non-contributory coverage (at least as broad as ISO CG 20 01)

## **Special Risks or Circumstances**

The COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## **AGREEMENT FOR SERVICES**

## «Consultant\_Business\_Name»

THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the County of Imperial, a political subdivision of the State of California, by and through its Department of Public Works (“COUNTY”) and «Consultant\_Business\_Name», a «Consultant\_Business\_Type» licensed to do business within the state of California (“CONSULTANT”) (individually, “Party;” collectively, “Parties”) shall be as follows:

## RECITALS

**WHEREAS**, COUNTY desires to retain a qualified individual, firm or business entity to provide «Contract\_Services» for «Project\_Name»; County Project No. «Project\_Number» (“Project”); and

**WHEREAS**, CONSULTANT represents that it is qualified and experienced to perform the services; and

**WHEREAS**, COUNTY desires to engage CONSULTANT to provide services by reason of its qualifications and experience for performing such services, and CONSULTANT has offered to provide the required services for the Project on the terms and in the manner set forth herein.

**NOW, THEREFORE**, in consideration of their mutual covenants, COUNTY and CONSULTANT have and hereby agree to the following:

## **1. INCORPORATION OF RECITALS.**

The Parties certify that, to the best of their knowledge, the above recitals are true and correct. The above recitals are hereby adopted and incorporated within this Agreement.

## 2. DEFINITIONS.

**2.1.** “Request for Proposal” or “RFP” shall mean that document that describes the Project and project requirements to prospective bidders entitled, “«Name\_of\_RFP»,” dated «Date\_of\_RFP». The Request for Proposal is attached hereto as **Exhibit “A”** and incorporated herein by this reference.

**2.2.** “Proposal” shall mean CONSULTANT’s document entitled, “«Name\_of\_Proposal»,” dated «Date\_of\_Proposal» and submitted to COUNTY’s Department of Public Works. The Proposal is attached hereto as **Exhibit “B”** and incorporated herein this by reference.

1      **3. CONTRACT COORDINATION.**

2      3.1. The Director of Public Works or his/her designee shall be the representative of  
3      COUNTY for all purposes under this Agreement. The Director of Public Works or  
4      his/her designee is hereby designated as the Contract Manager for COUNTY. He/she  
5      shall supervise the progress and execution of this Agreement.

6      3.2. CONSULTANT shall assign a single Contract Manager to have overall responsibility for  
7      the progress and execution of this Agreement. Should circumstances or conditions  
8      subsequent to the execution of this Agreement require a substitute Contract Manager for  
9      any reason, the Contract Manager designee shall be subject to the prior written acceptance  
10     and approval of COUNTY's Contract Manager.

11     **4. DESCRIPTION OF WORK.**

12     CONSULTANT shall provide all materials and labor to perform this Agreement consistent with  
13     the RFP and the Proposal, as set forth in **Exhibits "A" and "B."** In the event of a conflict amongst this  
14     Agreement, the RFP, and the Proposal, the RFP shall take precedence over the Proposal and this  
15     Agreement shall take precedence over both.

16     **5. WORK TO BE PERFORMED BY CONSULTANT.**

17     5.1. CONSULTANT shall comply with all terms, conditions and requirements of the Proposal  
18     and this Agreement.

19     5.2. CONSULTANT shall perform such other tasks as necessary and proper for the full  
20     performance of the obligations assumed by CONSULTANT hereunder; including but not  
21     limited to any additional work or change orders agreed upon pursuant to written  
22     authorization as described in Paragraph 6.3, and as contemplated under Sections 13, 14,  
23     and 28. Proposed additional work or change order requests, when applicable, will be  
24     attached and incorporated herein under **Exhibit "B"** (as "B-1," "B-2," etc.).

25     5.3. CONSULTANT shall:

26       5.3.1. Procure all permits and licenses, pay all charges and fees, and give all notices  
27       that may be necessary and incidental to the due and lawful prosecution of the  
28       services to be performed by CONSULTANT under this agreement;

1           **5.3.2.** Keep itself fully informed of all existing and proposed federal, state and local laws,  
2            ordinances, regulations, orders and decrees which may affect those engaged or  
3            employed under this Agreement;

4           **5.3.3.** At all times observe and comply with, and cause all of its employees to observe  
5            and comply with all of said laws, ordinances, regulations, orders and decrees  
6            mentioned above; and

7           **5.3.4.** Immediately report to COUNTY's Contract Manager in writing any discrepancy  
8            or inconsistency it discovers in said laws, ordinances, regulations, orders and  
9            decrees mentioned above in relation to any plans, drawings, specifications or  
10           provisions of this Agreement.

11           **6. REPRESENTATIONS BY CONSULTANT.**

12           **6.1.** CONSULTANT understands and agrees that COUNTY has limited knowledge in the  
13            multiple areas specified in the Proposal. CONSULTANT has represented itself to be an  
14            expert in these fields and understands that COUNTY is relying upon such representation.

15           **6.2.** CONSULTANT represents and warrants that it is a lawful entity possessing all required  
16            licenses and authorities to do business in the State of California and perform all aspects  
17            of this Agreement.

18           **6.3.** CONSULTANT shall not commence any work under this Agreement or provide any  
19            other services, or materials, in connection therewith until CONSULTANT has received  
20            written authorization from COUNTY's Contract manager to do so.

21           **6.4.** CONSULTANT represents and warrants that the people executing this Agreement on  
22            behalf of CONSULTANT have the authority of CONSULTANT to sign this Agreement  
23            and bind CONSULTANT to the performance of all duties and obligations assumed by  
24            CONSULTANT herein.

25           **6.5.** CONSULTANT represents and warrants that any employee, contractor and/or agent who  
26            will be performing any of the duties and obligations of CONSULTANT herein possess all  
27            required licenses and authorities, as well as the experience and training, to perform such  
28            tasks.

1           **6.6.** CONSULTANT represents and warrants that the allegations contained in the Proposal are  
2           true and correct.

3           **6.7.** CONSULTANT understands and agrees not to discuss this Agreement or work  
4           performed pursuant to this Agreement with anyone not a party to this Agreement  
5           without the prior permission of COUNTY. CONSULTANT further agrees to  
6           immediately advise COUNTY of any contacts or inquiries made by anyone not a party  
7           to this Agreement with respect to work performed pursuant to this Agreement.

8           **6.8.** Prior to accepting any work under this Agreement, CONSULTANT shall perform a due  
9           diligence review of its files and advise COUNTY of any conflict or potential conflict  
10           CONSULTANT may have with respect to the work requested.

11           **6.9.** CONSULTANT understands and agrees that in the course of performance of this  
12           Agreement CONSULTANT may be provided with information or data considered by  
13           the owner or the COUNTY to be confidential. COUNTY shall clearly identify such  
14           information and/or data as confidential. CONSULTANT shall take all necessary steps  
15           necessary to maintain such confidentiality including but not limited to restricting the  
16           dissemination of all material received to those required to have such data in order for  
17           CONSULTANT to perform under this Agreement.

18           **6.10.** CONSULTANT represents that the personnel dedicated to this project as identified in  
19           CONSULTANT's Proposal, will be the people to perform the tasks identified therein.  
20           CONSULTANT will not substitute other personnel or engage any contractors to work  
21           on any tasks identified herein without prior written notice to COUNTY.

22           **6.11.** CONSULTANT understands that COUNTY considers the representations made herein  
23           to be material and would not enter into this Agreement with CONSULTANT if such  
24           representations were not made.

25           **7. TERM OF AGREEMENT.**

26           This Agreement shall commence on the date first written above and shall remain in effect until  
27           the services provided as outlined in Section 4, ("DESCRIPTION OF WORK"), have been completed,  
28           unless otherwise terminated as provided for in this Agreement.

1      **8. COMPENSATION.**

2      8.1. The total compensation payable under this Agreement shall not exceed  
3      «Cost\_of\_Original\_Contract», unless otherwise previously agreed to in writing by  
4      COUNTY.

5      8.2. The fee for any additional services required by COUNTY will be computed either on a  
6      negotiated lump sum basis or upon actual hours and expenses incurred by  
7      CONSULTANT and based on CONSULTANT's current standard rates as set forth in  
8      the Proposal. Additional services or costs will not be paid without a prior written  
9      agreement between the Parties.

10     8.3. Except as provided under Paragraphs 8.1 and 8.2, COUNTY shall not be responsible to  
11     pay CONSULTANT any compensation, out of pocket expenses, fees, reimbursement of  
12     expenses or other remuneration.

13     **9. PAYMENT.**

14     9.1. CONSULTANT shall bill COUNTY on a time and material basis as set forth in **Exhibit**  
15     **“B.”** COUNTY shall pay CONSULTANT for completed and approved services upon  
16     presentation of its itemized billing.

17     9.2. COUNTY shall have the right to retain five percent (5%) of the total of amount of each  
18     invoice, not to exceed five percent (5%) of the total compensation amount of the  
19     completed project. “Completion of the Project” is when the work to be performed has  
20     been completed in accordance with this Agreement, as determined by COUNTY, and all  
21     subcontractors, if any, have been paid in full by CONSULTANT. Upon completion of the  
22     Project CONSULTANT shall bill COUNTY the retention for payment by COUNTY.

23     **10. METHOD OF PAYMENT.**

24     CONSULTANT shall at any time prior to the fifteenth (15<sup>th</sup>) day of any month, submit to  
25     COUNTY a written claim for compensation for services performed. The claim shall be in a format  
26     approved by COUNTY. No payment shall be made by COUNTY prior to the claims being approved in  
27     writing by COUNTY's Contract Manager or his/her designee. CONSULTANT may expect to receive  
28     payment within a reasonable time thereafter and in any event in the normal course of business within

1 thirty (30) days after the claim is submitted.

2 **11. TIME FOR COMPLETION OF THE WORK.**

3 The Parties agree that time is of the essence in the performance of this Agreement. Program  
4 scheduling shall be as described in Exhibits unless revisions are approved by both COUNTY's  
5 Contract Manager and CONSULTANT's Contract Manager. Time extensions may be allowed for  
6 delays caused by COUNTY, other governmental agencies or factors not directly brought about by the  
7 negligence or lack of due care on the part of CONSULTANT.

8 **12. MAINTENANCE AND ACCESS OF BOOKS AND RECORDS.**

9 **12.1.** CONSULTANT shall maintain books, records, documents, reports and other materials  
10 developed under this Agreement as follows:

11 **12.2.** CONSULTANT shall maintain all ledgers, books of accounts, invoices, vouchers,  
12 canceled checks, and other records relating to CONSULTANT's charges for services or  
13 expenditures and disbursements charged to COUNTY for a minimum period of three  
14 (3) years, or for any longer period required by law, from the date of final payment to  
15 CONSULTANT pursuant to this Agreement.

16 **12.3.** CONSULTANT shall maintain all reports, documents, and records, which demonstrate  
17 performance under this Agreement for a minimum period of five (5) years, or for any  
18 longer period required by law, from the date of termination or completion of this  
19 Agreement.

20 **12.4.** Any records or documents required to be maintained by CONSULTANT pursuant to  
21 this Agreement shall be made available to COUNTY for inspection or audit at any time  
22 during CONSULTANT's regular business hours provided that COUNTY provides  
23 CONSULTANT with seven (7) days advanced written or e-mail notice. Copies of such  
24 documents shall, at no cost to COUNTY, be provided to COUNTY for inspection at  
25 CONSULTANT's address indicated for receipt of notices under this Agreement.

26 **13. SUSPENSION OF AGREEMENT.**

27 COUNTY's Contract Manager shall have the authority to suspend this Agreement, in whole or  
28 in part, for such period as deemed necessary due to unfavorable conditions or to the failure on the part

1 of CONSULTANT to perform any provision of this Agreement. CONSULTANT will be paid the  
2 compensation due and payable to the date of suspension.

3 **14. TERMINATION.**

4 COUNTY retains the right to terminate this Agreement for any reason by notifying  
5 CONSULTANT in writing twenty (20) days prior to termination and by paying the compensation due  
6 and payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
7 CONSULTANT, COUNTY shall be obligated to compensate CONSULTANT only for that portion of  
8 CONSULTANT's services which are of benefit to COUNTY. Said compensation is to be arrived at by  
9 mutual agreement between COUNTY and CONSULTANT; should the parties fail to agree on said  
10 compensation, an independent arbitrator shall be appointed and the decision of the arbitrator shall be  
11 binding upon the parties.

12 **15. INSPECTION.**

13 CONSULTANT shall furnish COUNTY with every reasonable opportunity for COUNTY to  
14 ascertain that the services of CONSULTANT are being performed in accordance with the requirements  
15 and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to  
16 COUNTY's Contract Manager's inspection and approval. The inspection of such work shall not  
17 relieve CONSULTANT of any of its obligations to fulfill its Agreement as prescribed.

18 **16. OWNERSHIP OF MATERIALS.**

19 All original drawings, videotapes, studies, sketches, computations, reports, information, data  
20 and other materials given to or prepared or assembled by or in the possession of CONSULTANT  
21 pursuant to this Agreement shall become the permanent property of COUNTY and shall be delivered  
22 to COUNTY upon demand, whether or not completed, and shall not be made available to any  
23 individual or organization without the prior written approval of COUNTY.

24 **17. INTEREST OF CONSULTANT.**

25 **17.1.** CONSULTANT covenants that it presently has no interest, and shall not acquire any  
26 interest, direct or indirect, financial or otherwise, which would conflict in any manner or  
27 degree with the performance of the services hereunder.

28 **17.2.** CONSULTANT covenants that, in the performance of this Agreement, no sub-

1 contractor or person having such an interest shall be employed.

2 **17.3.** CONSULTANT certifies that no one who has or will have any financial interest under  
3 this Agreement is an officer or employee of COUNTY.

4 **18. INDEMNIFICATION.**

5 **18.1.** CONSULTANT agrees to the fullest extent permitted by law to indemnify, defend,  
6 protect and hold COUNTY and its representatives, officers, directors, designees,  
7 employees, successors and assigns harmless from any and all claims, expenses,  
8 liabilities, losses, causes of actions, demands, losses, penalties, attorneys' fees and  
9 costs, in law or equity, of every kind and nature whatsoever arising out of or in  
10 connection with CONSULTANT's negligent acts and omissions or willful misconduct  
11 under this Agreement ("Claims"), whether or not arising from the passive negligence of  
12 COUNTY, but does not include Claims that are the result of the negligence or willful  
13 misconduct of COUNTY.

14 **18.2.** CONSULTANT agrees to defend with counsel acceptable to COUNTY, indemnify and  
15 hold COUNTY harmless from all Claims, including but not limited to:

16 **18.2.1.** Personal injury, including but not limited to bodily injury, emotional injury,  
17 sickness or disease or death to persons including but not limited to COUNTY's  
18 representatives, officers, directors, designees, employees, agents, successors and  
19 assigns, subcontractors and other third parties and/or damage to property of  
20 anyone (including loss of use thereof) arising out of CONSULTANT's negligent  
21 performance of, or willful misconduct surrounding, any of the terms contained  
22 in this Agreement, or anyone directly or indirectly employed by  
23 CONSULTANT or anyone for whose acts CONSULTANT may be liable;

24 **18.2.2.** Liability arising from injuries to CONSULTANT and/or any of  
25 CONSULTANT's employees or agents arising out of CONSULTANT's  
26 negligent performance of, or willful misconduct surrounding, any of the terms  
27 contained in this Agreement, or anyone directly or indirectly employed by  
28 CONSULTANT or anyone for whose acts CONSULTANT may be liable;

1                   **18.2.3.** Penalties imposed upon account of the violation of any law, order, citation, rule,  
2                   regulation, standard, ordinance or statute caused by the negligent action or  
3                   inaction, or willful misconduct of CONSULTANT or anyone directly or  
4                   indirectly employed by CONSULTANT or anyone for whose acts  
5                   CONSULTANT may be liable, including but not limited to:

6                   (a) Any loss of funding, penalties, fees, or other costs resulting from  
7                   CONSULTANT's failure to adhere to Disadvantaged Business  
8                   Enterprise requirements and/or goals, as determined by COUNTY or  
9                   such other lawful entity in charge of monitoring Disadvantaged Business  
10                  Enterprise compliance;

11                  (a) Any loss of funding, penalties, fees, or other costs resulting from  
12                  CONSULTANT's failure to adhere to prevailing wage requirements, as  
13                  determined by COUNTY, the California Department of Industrial  
14                  Relations, or such other lawful entity in charge of monitoring prevailing  
15                  wage compliance;

16                  **18.2.4.** Infringement of any patent rights which may be brought against COUNTY  
17                  arising out of CONSULTANT's work;

18                  **18.2.5.** Any violation or infraction by CONSULTANT of any law, order, citation, rule,  
19                  regulation, standard, ordinance or statute in any way relating to the occupational  
20                  health or safety of employees; and

21                  **18.2.6.** Any breach by CONSULTANT of the terms, requirements or covenants of this  
22                  Agreement.

23                  **18.3.** These indemnification provisions shall extend to Claims occurring after this Agreement  
24                  is terminated, as well as while it is in force.

25                  **19. INDEPENDENT CONTRACTOR.**

26                  In all situations and circumstances arising out of the terms and conditions of this Agreement,  
27                  CONSULTANT is an independent contractor, and as an independent contractor, the following shall  
28                  apply:

1           **19.1.** CONSULTANT is not an employee or agent of COUNTY and is only responsible for  
2           the requirements and results specified by this Agreement or any other agreement.

3           **19.2.** CONSULTANT shall be responsible to COUNTY only for the requirements and results  
4           specified by this Agreement and except as specifically provided in this Agreement, shall  
5           not be subject to COUNTY's control with respect to the physical actions or activities of  
6           CONSULTANT in fulfillment of the requirements of this Agreement.

7           **19.3.** CONSULTANT is not, and shall not be, entitled to receive from, or through, COUNTY,  
8           and COUNTY shall not provide, or be obligated to provide, CONSULTANT with  
9           Workers' Compensation coverage or any other type of employment or worker insurance  
10           or benefit coverage required or provided by any Federal, State or local law or regulation  
11           for, or normally afforded to, an employee of COUNTY.

12           **19.4.** CONSULTANT shall not be entitled to have COUNTY withhold or pay, and COUNTY  
13           shall not withhold or pay, on behalf of CONSULTANT, any tax or money relating to  
14           the Social Security Old Age Pension Program, Social Security Disability Program, or  
15           any other type of pension, annuity, or disability program required or provided by any  
16           federal, State or local law or regulation.

17           **19.5.** CONSULTANT shall not be entitled to participate in, nor receive any benefit from, or  
18           make any claim against any COUNTY fringe program, including, but not limited to,  
19           COUNTY's pension plan, medical and health care plan, dental plan, life insurance plan,  
20           or any other type of benefit program, plan, or coverage designated for, provided to, or  
21           offered to COUNTY's employees.

22           **19.6.** COUNTY shall not withhold or pay, on behalf of CONSULTANT, any Federal, State,  
23           or local tax, including, but not limited to, any personal income tax, owed by  
24           CONSULTANT.

25           **19.7.** CONSULTANT is, and at all times during the term of this Agreement, shall represent  
26           and conduct itself as an independent contractor, not as an employee of COUNTY.

27           **19.8.** CONSULTANT shall not have the authority, express or implied, to act on behalf of,  
28           bind or obligate COUNTY in any way without the written consent of COUNTY.

1      **20. INSURANCE.**

2      **20.1.** CONSULTANT hereby agrees at its own cost and expense to procure and maintain,  
3      during the entire term of this Agreement and any extended term therefore, insurance in  
4      a sum acceptable to COUNTY and adequate to cover potential liabilities arising in  
5      connection with the performance of this Agreement and in any event not less than the  
6      minimum limit set forth in the “Minimum Insurance Amounts” attachment to RFP  
7      (**Exhibit “A”**) which are incorporated as if set forth fully herein.

8      **20.2. Special Insurance Requirements.** All insurance required shall:

9      **20.2.1.** Be procured from California admitted insurers (licensed to do business in  
10     California) with a current rating by Best’s Key Rating Guide, acceptable to  
11     COUNTY. A rating of at least A-VII shall be acceptable to COUNTY; lesser  
12     ratings must be approved in writing by COUNTY.

13     **20.2.2.** Be primary coverage as respects COUNTY and any insurance or self-insurance  
14     maintained by COUNTY shall be in excess of CONSULTANT’s insurance  
15     coverage and shall not contribute to it.

16     **20.2.3.** Name The Imperial County Department of Public Works and the County of  
17     Imperial and their officers, employees, and volunteers as additional insured on  
18     all policies, except Workers’ Compensation insurance and Errors & Omissions  
19     insurance, and provide that COUNTY may recover for any loss suffered by  
20     COUNTY due to CONSULTANT’s negligence.

21     **20.2.4.** State that it is primary insurance and regards COUNTY as an additional insured  
22     and contains a cross-liability or severability of interest clause.

23     **20.2.5.** Not be canceled, non-renewed or reduced in scope of coverage until after thirty  
24     (30) days written notice has been given to COUNTY. CONSULTANT may not  
25     terminate such coverage until it provides COUNTY with proof that equal or  
26     better insurance has been secured and is in place. Cancellation or change  
27     without prior written consent of COUNTY shall, at the option of COUNTY, be  
28     grounds for termination of this Agreement.

**20.2.6.** If this Agreement remains in effect more than one (1) year from the date of its original execution, COUNTY may, at its sole discretion, require an increase to liability insurance to the level then customary in similar COUNTY Agreements by giving sixty (60) days notice to CONSULTANT.

### **20.3. Additional Insurance Requirements.**

**20.3.1.** COUNTY is to be notified immediately of all insurance claims. COUNTY is also to be notified if any aggregate insurance limit is exceeded.

**20.3.2.** The comprehensive or commercial general liability shall contain a provision of endorsements stating that such insurance:

- (a) Includes contractual liability;
- (b) Does not contain any exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the “XCU Hazards;”
- (c) Does not contain a “pro rata” provision which looks to limit the insurer’s liability to the total proportion that its policy limits bear to the total coverage available to the insured;
- (d) Does not contain an “excess only” clause which require the exhaustion of other insurance prior to providing coverage;
- (e) Does not contain an “escape clause” which extinguishes the insurer’s liability if the loss is covered by other insurance;
- (f) Includes COUNTY as an additional insured.
- (g) States that it is primary insurance and regards COUNTY as an additional insured and contains a cross-liability or severability of interest clause.

**20.4. Deposit of Insurance Policy.** Promptly on issuance, reissuance, or renewal of any insurance policy required by this Agreement, CONSULTANT shall, if requested by COUNTY, provide COUNTY satisfactory evidence that insurance policy premiums have been paid together with a duplicate copy of the policy or a certificate evidencing

1 the policy and executed by the insurance company issuing the policy or its authorized  
2 agent.

3 **20.5. Certificates of Insurance.** CONSULTANT agrees to provide COUNTY with the  
4 following insurance documents on or before the effective date of this Agreement:

5 **20.5.1.** Complete copies of certificates of insurance for all required coverages including  
6 additional insured endorsements shall be attached hereto as **Exhibit “C”** and  
7 incorporated herein.

8 **20.5.2.** The documents enumerated in this Paragraph shall be sent to the following:

9 County of Imperial  
10 Risk Management Department  
11 RE: County Project No. «Project\_Number»  
12 940 Main Street, Suite 101  
13 El Centro, CA 92243

14 County of Imperial  
15 Department of Public Works  
16 RE: County Project No. «Project\_Number»  
17 155 South 11th Street  
18 El Centro, CA 92243

19 **20.6. Additional Insurance.** Nothing in this, or any other provision of this Agreement, shall  
20 be construed to preclude CONSULTANT from obtaining and maintaining any  
21 additional insurance policies in addition to those required pursuant to this Agreement.

22 **21. PREVAILING WAGE.**

23 **21.1.** CONSULTANT acknowledges that any work that qualifies as a “public work” within  
24 the meaning of California Labor Code section 1720 shall cause CONSULTANT, and its  
25 sub-consultants, to comply with the provisions of California Labor Code sections 1775  
26 et seq.

27 **21.2.** When applicable, copies of the prevailing rate of per diem wages shall be on file at  
28 COUNTY’s Department of Public Works and available to CONSULTANT and any  
other interested party upon request. CONSULTANT shall post copies of the prevailing  
wage rate of per diem wages at the Project site.

1           **21.3.** CONSULTANT hereby acknowledges and stipulates to the following:

2           **21.3.1.** CONSULTANT has reviewed and agrees to comply with the provisions of  
3           Labor Code section 1776 regarding retention and inspection of payroll records  
4           and noncompliance penalties; and

5           **21.3.2.** CONSULTANT has reviewed and agrees to comply with the provisions of  
6           Labor Code section 1777.5 regarding employment of registered apprentices; and

7           **21.3.3.** CONSULTANT has reviewed and agrees to comply with the provisions of  
8           Labor Code section 1810 regarding the legal day's work; and

9           **21.3.4.** CONSULTANT has reviewed and agrees to comply with the provisions of  
10          Labor Code section 1813 regarding forfeiture for violations of the maximum  
11          hours per day and per week provisions contained in the same chapter.

12          **21.3.5.** CONSULTANT has reviewed and agrees to comply with any applicable  
13          provisions for those Projects subject to Department of Industrial Relations (DIR)  
14          Monitoring and Enforcement of prevailing wages. COUNTY hereby notifies  
15          CONSULTANT that CONSULTANT is responsible for complying with the  
16          requirements of Senate Bill 854 (SB854) regarding certified payroll record  
17          reporting. Further information concerning the requirements of SB854 is  
18          available on the DIR website located at: <http://www.dir.ca.gov/Public-Works/PublicWorksEnforcement.html>.

20          **22. WORKERS' COMPENSATION CERTIFICATION.**

21          **22.1.** Prior to the commencement of work, CONSULTANT shall sign and file with  
22          COUNTY the following certification: "I am aware of the provisions of California Labor  
23          Code §§3700 et seq. which require every employer to be insured against liability for  
24          workers' compensation or to undertake self-insurance in accordance with the provisions  
25          of that code, and I will comply with such provisions before commencing the  
26          performance of the work of this contract."

27          **22.2.** This certification is included in this Agreement and signature of the Agreement shall  
28          constitute signing and filing of the certificate.

1           **22.3.** CONSULTANT understands and agrees that any and all employees, regardless of hire  
2           date, shall be covered by Workers' Compensation pursuant to statutory requirements  
3           prior to beginning work on the Project.

4           **22.4.** If CONSULTANT has no employees, initial here: \_\_\_\_\_.

5           **23. ASSIGNMENT.**

6           Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
7           CONSULTANT without the prior written consent of COUNTY. CONSULTANT may employ other  
8           specialists to perform services as required with prior approval by COUNTY.

9           **24. NON-DISCRIMINATION.**

10           **24.1.** During the performance of this Agreement, CONSULTANT and its subcontractors shall  
11           not unlawfully discriminate, harass or allow harassment against any employee or  
12           applicant for employment because of sex, race, color, ancestry, religious creed, national  
13           origin, physical disability (including HIV and AIDS), mental disability, medical  
14           condition (cancer), age (over forty (40)), marital status and denial of family care leave.  
15           CONSULTANT and its subcontractors shall insure that the evaluation and treatment of  
16           their employees and applicants for employment are free from such discrimination and  
17           harassment.

18           **24.2.** CONSULTANT and its subcontractors shall not discriminate on the basis of race, color,  
19           national origin, or sex in the performance of this Agreement. CONSULTANT shall  
20           carry out applicable requirements of 49 CFR 26 in the award and administration of  
21           DOT-assisted contracts. Failure by CONSULTANT to carry out these requirements is a  
22           material breach of this Agreement, which may result in the termination of this  
23           Agreement, or such other remedy as COUNTY deems appropriate.

24           **24.3.** CONSULTANT and its subcontractors shall comply with the provisions of the Fair  
25           Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable  
26           regulations promulgated thereunder (California Code of Regulations, Title 2, §7285 et  
27           seq.).

28           **24.4.** The applicable regulations of the Fair Employment and Housing Commission

implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

- 24.5. The applicable regulations of §504 of the Rehabilitation Act of 1973 (29 U.S.C. §794 (a)) are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- 24.6. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- 24.7. CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

## **25. DISADVANTAGED BUSINESS ENTITY COMPLIANCE.**

- 25.1. CONSULTANT represents and warrants that it has fully read the applicable Disadvantaged Business Enterprise (“DBE”) requirements pertaining to this Project and has fully and accurately completed any and all required DBE forms.
- 25.2. CONSULTANT represents and warrants that it will comply with all applicable DBE requirements for this Project.
- 25.3. CONSULTANT shall comply with the applicable DBE provisions attached hereto as **Exhibit “D”** and incorporated by this reference as though fully set forth herein.
- 25.4. If any state or federal funds are withheld from COUNTY or not reimbursed to COUNTY due to CONSULTANT’s failure to either comply with the DBE requirements set forth in the RFP and this Agreement, or to meet the mandatory DBE goals as determined by COUNTY, Caltrans, the Federal Highway Administration, and/or any other state or federal agency contributing funds to the Project, then CONSULTANT shall fully reimburse COUNTY the amount of funding lost. COUNTY reserves the right to deduct any such loss in funding from the amount of compensation due to CONSULTANT under this Agreement.
- 25.5. In addition to the above, CONSULTANT’s failure to comply with DBE

1 requirements/goals shall subject it to such sanctions as are permitted by law, which may  
2 include, but shall not be limited to the following:

3 **25.5.1.** Termination of this Agreement;

4 **25.5.2.** Withholding monthly progress payments;

5 **25.5.3.** Compensatory, special, incidental, liquidated and other damages; and/or

6 **25.5.4.** Designation of CONSULTANT as “nonresponsible,” and disqualification from  
7 bidding on future public works projects advertised by COUNTY.

8 **26. NOTICES AND REPORTS.**

9 **26.1.** Any notice and reports under this Agreement shall be in writing and may be given by  
10 personal delivery or by mailing by certified mail, addressed as follows:

11 **COUNTY**

12 Director of Public Works

13 RE: County Project No. «Project\_Number»

14 «Project\_Number»

15 155 South 11th Street

16 El Centro, CA 92243

17 **CONSULTANT**

18 «Consultant\_Business\_Name»

19 RE: County Project No.

20 «Consultant\_Street\_Address»

21 «Consultant\_City\_State»

22 County of Imperial

23 Clerk of the Board of Supervisors

24 RE: County Project No. «Project\_Number»

25 940 W. Main Street, Suite 209

26 El Centro, CA 92243

27 **26.2.** Notice shall be deemed to have been delivered only upon receipt by the Party, seventy-  
28 two (72) hours after deposit in the United States mail or twenty-four (24) hours after  
deposit with an overnight carrier.

29 **26.3.** The addressees and addresses for purposes of this Section may be changed to any other  
30 addressee and address by giving written notice of such change. Unless and until written  
31 notice of change of addressee and/or address is delivered in the manner provided in this  
32 Section, the addressee and address set forth in this Agreement shall continue in effect  
33 for all purposes hereunder.

34 **27. ENTIRE AGREEMENT.**

35 This Agreement contains the entire Agreement between COUNTY and CONSULTANT

1 relating to the transactions contemplated hereby and supersedes all prior or contemporaneous  
2 agreements, understandings, provisions, negotiations, representations, or statements, either written or  
3 oral.

4 **28. MODIFICATION.**

5 No modification, waiver, amendment, discharge, or change of this Agreement shall be valid  
6 unless the same is in writing and signed by both Parties.

7 **29. CAPTIONS.**

8 Captions in this Agreement are inserted for convenience of reference only and do not define,  
9 describe or limit the scope or the intent of this Agreement or any of the terms thereof.

10 **30. PARTIAL INVALIDITY.**

11 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,  
12 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being  
13 impaired or invalidated in any way.

14 **31. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.**

15 **31.1.** As used in this Agreement and whenever required by the context thereof, each number,  
16 both singular and plural, shall include all numbers, and each gender shall include a  
17 gender.

18 **31.2.** CONSULTANT as used in this Agreement or in any other document referred to in or  
19 made a part of this Agreement shall likewise include the singular and the plural, a  
20 corporation, a partnership, individual, firm or person acting in any fiduciary capacity as  
21 executor, administrator, trustee or in any other representative capacity or any other  
22 entity.

23 **31.3.** All covenants herein contained on the part of CONSULTANT shall be joint and several  
24 if more than one person, firm or entity executes the Agreement.

25 **32. WAIVER.**

26 No waiver of any breach or of any of the covenants or conditions of this Agreement shall be  
27 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of  
28 the same or any other covenant or condition.

1      **33. CHOICE OF LAW.**

2      This Agreement shall be governed by the laws of the State of California. This Agreement is  
3      made and entered into in Imperial County, California. Any action brought by either party with respect  
4      to this agreement shall be brought in a court of competent jurisdiction within said County.

5      **34. AUTHORITY.**

6      **34.1.** Each individual executing this Agreement on behalf of CONSULTANT represents and  
7      warrants that:

8      **34.1.1.** He/She is duly authorized to execute and deliver this Agreement on behalf of  
9      CONSULTANT;

10     **34.1.2.** Such execution and delivery is in accordance with the terms of the Articles of  
11     Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT  
12     and;

13     **34.1.3.** This Agreement is binding upon CONSULTANT accordance with its terms.

14     **34.2.** CONSULTANT shall deliver to COUNTY evidence acceptable to COUNTY of the  
15     foregoing within thirty (30) days of execution of this Agreement.

16     **35. COUNTERPARTS.**

17     This Agreement (as well as any amendments hereto) may be executed in any number of  
18     counterparts, each of which when executed shall be an original, and all of which together shall  
19     constitute one and the same Agreement. No counterparts shall be effective until all Parties have  
20     executed a counterpart hereof.

21     **36. REVIEW OF AGREEMENT TERMS.**

22     **36.1.** Each Party has had the opportunity to receive independent legal advice from its  
23     attorneys with respect to the advisability of making the representations, warranties,  
24     covenants and agreements provided for herein, and with respect to the advisability of  
25     executing this Agreement.

26     **36.2.** Each Party represents and warrants to and covenants with the other Party that:

27     **36.2.1.** This Agreement in its reduction to final written form is a result of extensive  
28     good faith negotiations between the Parties and/or their respective legal counsel;

1 and

2 **36.2.2.** The Parties and/or their legal counsel have carefully reviewed and examined this  
3 Agreement for execution by said Parties.

4 **36.3.** Any statute or rule of construction that ambiguities are to be resolved against the  
5 drafting party shall not be employed in the interpretation of this Agreement.

6 **37. NON-APPROPRIATION.**

7 **37.1.** All obligations of COUNTY are subject to appropriation of resources by various  
8 federal, State, and local agencies, including but not limited to the U.S. Department of  
9 Transportation (“DOT”) and the California Department of Transportation (“Caltrans”).

10 **37.2.** This Agreement is valid and enforceable only if sufficient funds are made available to  
11 COUNTY for the purposes of this Project. In addition, this Agreement is subject to any  
12 additional restrictions, limitations, conditions, or any statute enacted by Congress, State  
13 Legislature, or COUNTY, and any regulations prescribed therefrom, that may affect the  
14 provisions, terms, or funding of this Agreement.

15 **37.3.** If sufficient funds for the Project are not appropriated, this Agreement may be amended  
16 or terminated in order to reflect said reduction in funding.

17 **IN WITNESS WHEREOF,** the Parties have executed this Agreement on the day and year first  
18 above written.

19  
20 **County of Imperial**

21  
22 **«Consultant\_Business\_Name»**

23 By: \_\_\_\_\_  
24 Michael W. Kelley, Chairman  
25 Imperial County Board of Supervisors

26 By: \_\_\_\_\_  
27 «Consultant\_Name\_for\_Signature»

28 **ATTEST:**

29 \_\_\_\_\_  
30 Blanca Acosta, Clerk of the Board,  
31 County of Imperial, State of California

1  
2 **APPROVED AS TO FORM:**

3 Katherine Turner,  
4 County Counsel

5 By: \_\_\_\_\_  
6 «CC\_Attorney»,  
7 «CC\_Attorney\_Title»

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**EXHIBIT “A” – “REQUEST FOR PROPOSAL”**

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**EXHIBIT “B” – “PROPOSAL”**

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**EXHIBIT "C" – "CERTIFICATES OF INSURANCE"**

**SAMPLE**

1                   **EXHIBIT “D” – “DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION”**

2                   A. This contract is subject to 49 CFR, Part 26 entitled “Participation by Disadvantaged Business  
3                   Enterprises in Department of Transportation Financial Assistance Programs.” Consultants who obtain  
4                   DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide  
5                   overall DBE goal.

6                   B. The goal for DBE participation for this contract is \_\_\_\_\_ %. If applicable, participation by  
7                   DBE consultant or subconsultants shall be in accordance with information contained in the form  
8                   entitled, “Consultant Proposal DBE Commitment” (Exhibit 10-O1, of the LAPM), or in the form  
9                   entitled, “Consultant Contract DBE Information” (Exhibit 10-O2, of the LAPM), attached hereto and  
10                  incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT  
11                  must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not  
12                  otherwise met.

13                  C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate  
14                  in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or  
15                  subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the  
16                  performance of this contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part  
17                  26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to  
18                  carry out these requirements is a material breach of this contract, which may result in the termination  
19                  of this contract or such other remedy as LOCAL AGENCY deems appropriate.

20                  D. Any subcontract entered into as a result of this contract shall contain all of the provisions of  
21                  this section.

22                  E. A DBE firm may be terminated only with prior written approval from LOCAL AGENCY and  
23                  only for the reasons specified in 49 CFR 26.53(f). Prior to requesting LOCAL AGENCY consent for  
24                  the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).

25                  F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution  
26                  of the work of the contract and is carrying out its responsibilities by actually performing, managing,

1 and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect  
2 to materials and supplies used on the contract, for negotiating price, determining quality and quantity,  
3 ordering the material, and installing (where applicable) and paying for the material itself. To  
4 determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry  
5 practices, whether the amount the firm is to be paid under the, contract is commensurate with the work  
6 it is actually performing, and other relevant factors.

7 G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a  
8 transaction, contract, or project through which funds are passed in order to obtain the appearance of  
9 DBE participation. In determining whether a DBE is such an extra participant, examine similar  
10 transactions, particularly those in which DBEs do not participate.

11 H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the  
12 total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work  
13 of the contract than would be expected on the basis of normal industry practice for the type of work  
14 involved, it will be presumed that it is not performing a CUF.

15 I. CONSULTANT shall maintain records of materials purchased or supplied from all  
16 subcontracts entered into with certified DBEs. The records shall show the name and business address  
17 of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of  
18 tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE  
19 prime consultants shall also show the date of work performed by their own forces along with the  
20 corresponding dollar value of the work.

21 J. If applicable, upon completion of the Contract, a summary of these records shall be prepared  
22 and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise  
23 (DBE) and First-Tier Subcontractors" CEM-2402F (Exhibit 17-F, of the LAPM), certified correct by  
24 CONSULTANT or CONSULTANT's authorized representative and shall be furnished to the Contract  
25 Administrator with the final invoice. Failure to provide the summary of DBE payments with the final  
26 invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from  
27 payment until the form is submitted. The amount will be returned to CONSULTANT when a  
28

1 satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE) and First-Tier  
2 Subcontractors" form is submitted to the Contract Administrator.

3 K. If a DBE subconsultant is decertified during the life of the contract, the decertified  
4 subconsultant shall notify CONSULTANT in writing with the date of decertification. If a  
5 subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify  
6 CONSULTANT in writing with the date of certification. Any changes should be reported to LOCAL  
7 AGENCY's Contract Administrator within 30 days.

## EXHIBIT “C”



## PROPOSAL EVALUATION FORM

COUNTY OF IMPERIAL DEPARTMENT OF PUBLIC WORKS

### PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT AND SUPPORT SERVICES FOR THE SHERIFF'S OFFICE SB 863 CONSTRUCTION PROJECT

Prepared January 22, 2026

DATE: \_\_\_\_\_

RATING POINTS:

EVALUATOR: \_\_\_\_\_

5 = excellent

RESPONDENT: \_\_\_\_\_

4 = good

PROJECT: \_\_\_\_\_

3 = above average

2 = average

1 = below average

0 = unsatisfactory

<b><u>CRITERIA</u></b>	<b>Weight Factor</b>	<b>Rating</b>	<b>Weighted Rating</b>
<b>1 Qualifications and Experience</b>			
Experience in management of design build delivery method as evidenced by type and size of projects	0.25	____	_____
Experience in preconstruction activities such as design review, estimating and scheduling	0.2	____	_____
Demonstrated expertise in creating criteria documents for the selection of project delivery team	0.15	____	_____
Demonstrated ability to coordinate successful projects with government agencies	0.15	____	_____
<b>2 Technical</b>			
Quality of the proposed approach to:			
Criteria document development	0.05	____	_____
Design phase oversight	0.05	____	_____
Construction management and field oversight	0.05	____	_____
Cost control and schedule management	0.05	____	_____
Coordination with County and project delivery team	0.05	____	_____

Total Score \_\_\_\_\_

**Comments:**