



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS-#1023 COUNTY ROADWAY PAVEMENT INSPECTION

April 14, 2009

The County of San Luis Obispo is currently soliciting proposals for professional services for inspection and evaluation of County roads for the Pavement Management System. Inspection is to be performed on approximately 310 miles of County paved roads in various locations within San Luis Obispo County as defined in the "Project Scope" below.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit three (3) copies of your proposal by 3:00 p.m. on May 12, 2009, to:

County of San Luis Obispo
Missy Viles, GSA Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Jim Berg at (805) 781-5112.

MISSY VILES
Buyer I – GSA - Purchasing
mviles@co.slo.ca.us

TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Requests for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request for Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of three, (3) copies must be received by mail, recognized carrier, or hand delivered no later than 3 p.m. on May 12, 2009. **Late proposals will not be considered.**
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Missy Viles
Telephone: 805-781-5216
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected.
9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
 - a. Propose total fixed fees to complete project as described under Project Scope.
 - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 Liability Insurance and \$1,000,000 Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
 - c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

- d. Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

- e. A typical County Agreement for Engineering Consultant Services is attached in Exhibit A for information.

**Pavement Management System Upgrade
San Luis Obispo County**

Project Scope

A. Overview

The San Luis Obispo County Public Works Department maintains approximately 1050 centerline miles of paved roads. The County uses the Army Corps of Engineers – “Micro Paver” program for all road condition analysis. We have successfully used this system to plan our preventative maintenance program and identify the cash-flow requirements of the road system. Approximately 25% of the roads in the County were surveyed in 2004 and the remaining 75% were surveyed in 2005, with 33% of the road system evaluated each year since then.

In order to maintain a consistent overview of road conditions in the County, the Public Works Department is soliciting assistance in surveying approximately 33% of the County roads. It is anticipated that the County will continue an ongoing program of evaluating 33% of the road system each year. In order to update the database, the County needs technical assistance to survey the roads indicated below and enter the data into the most current MicroPaver program. Other follow-on services may be required as described below.

B. Project Deliverables

1) Pavement Survey Scope

Pavement condition surveys have been performed for approximately all of the paved roads in the County roads network as of October of 2005 using on-the-ground inspection methods. Pavement condition ratings for these roads have been loaded into the MicroPaver database.

For this project, the consultant will survey approximately 345 miles of paved roads in the county. Roads to be inspected will be grouped in a contiguous geographic region to as great an extent possible. Approximately 25% of the pavement will be in Urban areas. Any roads recently overlaid or chip sealed will be left out of the inspection list. The County will provide a list of the specific roads to be inspected with begin and ending points for each pavement section defined. The county will also supply a detailed map to help identify County roads from other roads.

2) Survey Methodology

All roads are to be surveyed using pavement assessment methodology described by M.Y. Shahin in “Pavement Management for Airports, Roads, and Parking Lots”. All Pavement Condition Index ratings must follow this procedure to be able to match previous surveys performed. Evaluations will be based on random 2,500 square foot samples of roadway within pavement sections defined previous surveys.

Any alternative method of surveying pavement conditions must be demonstrated to be equivalent to this method in order to have comparable results. Data from alternative collection methods must be delivered to the County in a form compatible to Micro Paver requirements.

The vendor is expected to provide all necessary vehicles and equipment to perform the survey. Because safety to the traveling public is of paramount importance to the County the vendor shall demonstrate that any vehicles used are adequately marked with signage and warning lights. The vendor is expected to, as great an extent as is practical, avoid interfering with traffic flow when conducting the survey.

3) MicroPaver Input

The Consultant will update the MicroPaver database including the following elements:

- a) **Measuring:** Most roads will be divided into sections to facilitate analysis and management. All road sections are to be identified by road Miles Post measured from the centerline of the beginning intersection. Where references are made to post miles, they will generally be measured in a South to North or West to East direction but **all measurement direction must correspond with the County's Street Post Mile Book.**
- b) **Pavement Sections:** To as great an extent as possible the contractor will follow the defined pavement sections already established by the County. When corrections to the limits are required or reestablishment of the sections is required the contractor shall follow the measuring conventions defined in this document. Any new pavement sections will be named following the established naming convention currently used by the County.
- c) **Mile Posts;** are to be to the nearest thousandth of a mile, (e.g. 4.867 Miles)
- d) **Relevant historical data;** when available, from observation or the County's Road Files.
- e) **Final output:** Upon completion of survey the resulting information shall be inputted into the County's Micro Paver program to evaluate the new survey results and verify accuracy of updated data.

The Proposal shall outline the items to be input, and the CQ/QA program to ensure that the data is accurate and useable.

4) Technical and Engineering Support (On-Call)

Other services that may be required include technical support and training for system operation. These items may include, but not be limited to, technical and engineering support with the following items:

- a) Training of County staff to perform future pavement condition surveys and to operate the program.
- b) Future QC/QA programs for surveys done by County staff.
- c) Updating, modifying and trouble-shooting the program for optimal use. Assistance in the production of future reports.

The Proposal shall outline the Consultant's approach and ability to provide these potential services.

5) Deliverables

Results of pavement survey are to be delivered to the Department of Public Works **no later than October 15, 2009**. The contractor shall deliver a standard Micro Paver "E60" file, loaded onto a compact disc, with the complete updated results of the current years survey. The County will upload the current file into its pavement management program for final analysis of data.

C. Fees

The Consultant shall be reimbursed for bid costs except where there is a significant change in the scope of work, in which case the fee may be renegotiated.

This method of payment is appropriate when the extent, scope, complexity, character, or duration of work cannot be precisely predicted. If the duration of the project is more than one month the vendor may submit an invoice for work done to date at the end of each 30 day period.

The Proposal shall include a cost breakdown showing estimated costs for each of the four Proposal Items. Monthly invoices shall show the same breakdown of work performed during the current billing period.

Upon final inspection and comparison of survey data the County will make payment for final invoice.

D. Schedule and Contract Duration

The Proposal shall include a schedule estimating the start and completion date of each of the Proposal Items, i.e. a timeline for scope of work. During the work, the Consultant will submit monthly schedule updates showing the percent complete of each of the four Proposal Items.

The contract awarded to the successful vendor shall for a period of one year and renewable at the County's option each year, up to four consecutive years, to allow consistent data collection.

Exhibit A

**AGREEMENT FOR
ENGINEERING AND CONSULTING SERVICES
(NON-FEDERAL FUNDING)**

THIS AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN LUIS OBISPO, a political subdivision of the State of California, herein called "COUNTY," and _____, a corporation whose address is _____, herein called "CONTRACTOR."

The COUNTY department responsible for administering this AGREEMENT is the Department of Public Works, and all written communications hereunder with the COUNTY shall be addressed to the Director of Public Works.

WHEREAS, the County of San Luis Obispo has need for special services and advice with respect to the work described herein; and

WHEREAS, Contractor warrants that it is specially trained, experience, expert and competent to perform such special services;

NOW, THEREFORE, IT IS AGREED by the parties hereto as follows:

1. **Scope of Work.** CONTRACTOR shall, at its own cost and expense, provide all the services, equipment and materials necessary to complete the work described in Exhibit A, which is attached hereto and incorporated herein by this reference. All work shall be performed to the highest professional standard.

2. **Time for Completion of Work.** No work shall be commenced prior to CONTRACTOR'S receipt of the COUNTY'S Notice to Proceed. All work shall be completed no later than _____, _____, 20____, provided, however, that extensions of time may be granted in writing by the Director of Public Works of San Luis Obispo County, which said extensions of time, if any, shall be granted only for reasons attributable to inclement weather, acts of God, or for other cause determined in the sole discretion of the Director of Public Works of San Luis Obispo County to be good and sufficient cause for such extensions.

3. Payment for Services:

a. **Compensation.** COUNTY shall pay to CONTRACTOR as compensation in full for all work required by this Agreement a sum not to exceed the total Agreement amount of \$_____. CONTRACTOR'S compensation shall be based on actual services performed and costs incurred at the rates set forth for each task in the CONTRACTOR'S Cost Proposal attached hereto as Exhibit B, and incorporated herein by this reference. Progress payments will be made as set forth below based on compensable services provided and allowable costs incurred pursuant to this Agreement.

b. **Reports and Billing Invoices:** CONTRACTOR shall submit to the COUNTY, on a monthly basis, a detailed statement of services performed and work accomplished during that preceding period, including the number of hours of work performed and the personnel involved. Billing invoices shall be based upon the CONTRACTOR'S cost proposal attached hereto as Exhibit B. For the purpose of timely processing of invoices, the CONTRACTOR'S invoices are not regarded as received until the monthly report is submitted. Any anticipated problems in performing any future work shall be noted in the monthly reports. The CONTRACTOR shall also promptly notify the County of any perceived need for a change in the scope of work or services.

4. Accounting Records:

a. CONTRACTOR shall maintain accounting records in accordance with generally accepted accounting principles. The CONTRACTOR shall obtain the services of a qualified bookkeeper or accountant to ensure that accounting records meet this requirement. The CONTRACTOR shall maintain acceptable books of accounts which include, but are not limited to, a general ledger, cash receipts journal, cash disbursements journal, general journal and payroll journal.

b. CONTRACTOR shall record costs in a cost accounting system which clearly identifies the source of all costs. Agreement costs shall not be co-mingled with other project costs, but shall be directly traceable to contract billings to the COUNTY. The use of worksheets to produce billings shall be kept to a minimum. If worksheets are used to produce billings, all entries should be documented and clearly traceable to the CONTRACTOR'S cost accounting records.

c. All accounting records and supporting documentation shall be retained for a minimum of five (5) years or until any audit findings are resolved, whichever is later. CONTRACTOR shall safeguard the accounting records and supporting documentation.

d. CONTRACTOR shall make accounting records and supporting documentation available on demand to the COUNTY and its designated auditor for inspection and audit. Disallowed costs shall be repaid to the COUNTY. The COUNTY may require having the CONTRACTOR'S accounting records audited, at CONTRACTOR'S expense, by an accountant licensed by the State of California. The audit shall be presented to the County Auditor-Controller within thirty (30) days after completion of the audit.

5. **Contingency Fund for Changes in Scope of Service.** No change in the character or extent of the work to be performed by CONTRACTOR shall be made except through a signed written amendment to this Agreement. The amendment shall set forth the proposed changes in work, adjustment of time, and adjustment of the sum to be paid by COUNTY to CONTRACTOR, if any. The COUNTY'S Board of Supervisors hereby delegates to the Director of Public Works and Transportation the authority to sign amendments to this Agreement that make reasonable modifications to the time of performance or the scope of services, provided that all such amendments do not cumulatively exceed the contingency fund. Any other amendments must be approved by the Board.

6. **Non-Assignment of Agreement.** Inasmuch as this Agreement is intended to secure the specialized services of the CONTRACTOR, CONTRACTOR may not assign, transfer, delegate or sublet any interest herein without the prior written consent of COUNTY and any such assignment, transfer, delegation, or sublease without the County's prior written consent shall be considered null and void. This includes revisions to the project team as described in the organization chart (See Exhibit C).

7. **Insurance.** CONTRACTOR shall procure the following required insurance coverages at its sole cost and expense and maintain in full force and effect for the period covered by this Agreement such insurance. All insurance coverages are to be placed with insurers which (1) have a Best's rating of no less than A VI and are admitted insurance companies in the State of California, or (2) insurers of equivalent documented quality which the County Risk Manager has approved in writing.

a. Professional Liability Insurance: CONTRACTOR shall maintain in full force and effect during the entire term of this Agreement, professional liability "errors and omissions" insurance with limits of liability of not less than \$1,000,000.00 per claim and \$2,000,000.00 in aggregate to cover all services rendered by CONTRACTOR pursuant to this Agreement.

If coverage is on Claims Made basis, CONTRACTOR promises to maintain such coverage for four (4) years following completion of construction of project designed hereunder.

b. Commercial General Liability (CGL): CONTRACTOR shall maintain in full force and effect, for the period covered by this Agreement, Commercial General Liability insurance including the following coverages:

1. Personal Injury and Bodily Injury, including death resulting there from.
2. Property Damage.
3. Automobile coverage which shall include owned, non-owned and hired vehicles.

The amount of insurance shall not be less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, property damage, and automobile coverage in the total amount of \$1,000,000.00.

The following endorsements must be provided in the CGL policy:

1. If the insurance policy covers an "accident" basis, it must be changed to "occurrence".
2. The policy must cover personal injury as well as bodily injury.
3. Blanket contractual liability must be afforded and the policy must contain a cross liability or severability of interest endorsement.
4. Broad Form Property Damage Liability must be afforded.
5. Products and Completed Operations coverage must be provided.
6. The County of San Luis Obispo, its officers, employees and agents shall be named as additional insured under the policy. The policy shall provide that the insurance will operate as primary insurance. No other insurance effected by the COUNTY, whether commercial or self-insurance will be called upon to contribute to a loss hereunder. Nothing contained in this Agreement shall be construed to require CONTRACTOR'S insurance to indemnify COUNTY in contravention of Insurance Code 11580.04.

c. Workers' Compensation Insurance: In accordance with the provision of Labor Code Section 3700, CONTRACTOR, if CONTRACTOR has any employees, is required to be insured against liability for Workers' Compensation or to undertake self-insurance. CONTRACTOR agrees to comply with such provisions before commencing the performance of the work of this Agreement.

d. The following requirements apply to all insurance to be provided by CONTRACTOR:

1. A certificate of insurance shall be furnished to COUNTY prior to commencement of work. Upon request by the COUNTY, CONTRACTOR shall provide a certified copy of any insurance policy to the COUNTY within ten (10) working days.

2. Certificates and policies shall state that the policies not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to COUNTY.

3. Approval of the insurance shall not relieve or decrease the extent to which the CONTRACTOR may be held responsible for payment of damages resulting from CONTRACTOR'S services or operations pursuant to this Agreement.

8. Indemnification. Except as otherwise provided in subparagraphs (b) and (c) below, CONTRACTOR shall defend, indemnify and hold harmless the COUNTY, its officers and employees, from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the COUNTY, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the COUNTY, its officers and employees.

a. The preceding paragraph applies to any theory of recovery relating to said act or omission by the CONTRACTOR, or its agents, employees, or other independent contractors directly responsible to CONTRACTOR, including, but not limited to the following:

- I. Violation of statute, ordinance, or regulation.
- ii. Professional malpractice.
- iii. Willful, intentional or other wrongful acts, or failures to act.
- iv. Negligence or recklessness.
- v. Furnishing of defective or dangerous products.
- vi. Broad Form Property Damage (Including Completed Operations).
- vii. Premises liability.
- viii. Strict liability
- ix. Inverse condemnation.
- x. Violation of civil rights.
- xi. Violation of any federal or state statute, regulation, or ruling resulting in a

determination by the Internal Revenue Service, California Franchise Tax Board, or any other California public entity responsible for collecting payroll taxes, when the vendor is not an independent CONTRACTOR.

b. Nothing contained in the foregoing indemnity provisions shall be construed to require CONTRACTOR to indemnify COUNTY against any responsibility or liability in contravention of Civil Code 2782.

c. It is the intent of the parties to provide the COUNTY the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

9. Insurance and Indemnification as Material Provisions. The parties expressly agree that the indemnification and insurance clauses in this Agreement are an integral part of the performance exchanged in this Agreement. The compensation stated in this Agreement includes compensation for the risks transferred to CONTRACTOR by the indemnification and insurance clauses.

10. Documents, Information and Materials Ownership. All documents, information and materials of any and every type prepared by the CONTRACTOR pursuant to this Agreement shall be the property of the COUNTY. Such documents shall include but not be limited to data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONTRACTOR in performing work under this Agreement, whether completed or in process. The CONTRACTOR shall assume no responsibility for the unintended use by others of any such documents, information, or materials on project(s) which are not related to the scope of services described under this Agreement.

11. Termination of Agreement Without Cause. COUNTY may terminate this Agreement at any time by giving the CONTRACTOR 20 days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, CONTRACTOR shall be entitled to no further compensation or payment of any type from the COUNTY.

12. Termination of Agreement for Cause. If CONTRACTOR fails to perform CONTRACTOR'S duties to the satisfaction of the COUNTY, or if CONTRACTOR fails to fulfill in a timely and professional manner CONTRACTOR'S obligations under this Agreement or if CONTRACTOR shall violate any of the terms or provisions of this Agreement or if CONTRACTOR, CONTRACTOR'S agents or employees fail to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the COUNTY, then COUNTY shall have the right to terminate this Agreement effective immediately upon the COUNTY giving written

notice thereof to the CONTRACTOR. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. CONTRACTOR shall be paid for all work satisfactorily completed prior to the effective date of such termination. If the COUNTY'S termination of the Agreement for cause is defective for any reason, including but not limited to the COUNTY'S reliance on erroneous facts concerning CONTRACTOR'S performance, or any defect in notice thereof, this Agreement shall automatically terminate without cause on the twentieth day following the COUNTY'S written notice of termination for cause to the CONTRACTOR, and the COUNTY'S maximum liability shall not exceed the amount payable to CONTRACTOR under paragraph 12 above.

13. Compliance with Laws: CONTRACTOR shall comply with all Federal, State, and local laws and ordinances that are applicable to the performance of the work of this Agreement.

14. Covenant Against Contingent Fees: CONTRACTOR warrants that he has not employed or retained any company or person, other than a bona fide employee working for CONTRACTOR, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percent, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this Agreement. For breach or violation of this warranty, COUNTY shall have the right to annul this Agreement without liability, or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

15. Nondiscrimination: CONTRACTOR shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.

16. Disputes & Claims:

a. Notice of Potential Claim. The CONTRACTOR shall not be entitled to the payment of any additional compensation for any act, or failure to act, by the COUNTY, or for the happening of any event, thing, occurrence, or other cause, unless CONTRACTOR has provided the COUNTY with timely written Notice of Potential Claim as hereinafter specified. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation will or may be due, the nature of the cost involved, and, insofar as possible, the amount of the potential claim. The said notice as above required must have been given to the COUNTY prior to the time that the CONTRACTOR shall have performed the work giving rise to the potential claim for additional compensation, if based on an act or failure to act by the COUNTY, or in all other cases

within 15 days after the happening of the event, thing, occurrence, or other cause, giving rise to the potential claim. It is the intention of this paragraph that differences between the parties relating to this Agreement be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The CONTRACTOR hereby agrees that it shall have no right to additional compensation for any claim that may be based on any such act, failure to act, event, thing, or occurrence for which no written Notice of Potential Claim as herein required was filed with the COUNTY Director of Public Works.

b. Processing of Actual Claim. In addition to the above requirements for Notice of Potential Claim, a detailed, Notice of Actual Claim must be submitted in writing to the COUNTY on or before the date of final payment under this Agreement. All such claims shall be governed by the procedures set forth in section 20104.2 and 20104.4 of the Public Contract Code, except that the word "claim" as used in said sections shall be construed as referring to any claim relating to this Agreement. The CONTRACTOR shall not be entitled to any additional compensation unless CONTRACTOR has (1) provided the COUNTY with a timely written Notice of Actual Claim and (2) followed the procedures set forth in Public Contract Code section 20104.2 and 20104.4.

c. Claim is No Excuse. Neither the filing of a Notice of Potential Claim or of a Notice of Actual Claim, nor the pendency of a dispute or claim, nor its consideration by the COUNTY, shall excuse the CONTRACTOR from full and timely performance in accordance with the terms of this Agreement.

17. VENDOR is an Independent Contractor. It is expressly understood that in the performance of the services herein provided, CONTRACTOR shall be, and is, an independent engineer, and is not an agent or employee of COUNTY. CONTRACTOR has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons assisting CONTRACTOR in the performance of the services rendered hereunder. CONTRACTOR shall be solely responsible for all matters relating to the payment of his employees, including compliance with Social Security, withholding, and all other regulations governing such matters.

18. Entire Agreement and Modification. This Agreement constitutes the entire understanding of the parties hereto. CONTRACTOR shall be entitled to no other compensation and/or benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Any changes increasing CONTRACTOR'S compensation and/or benefits must be approved by the COUNTY'S Board of Supervisors; any other changes may be signed by the County Director of Public Works on behalf of the COUNTY.

CONTRACTOR specifically acknowledges that in entering into and executing this Agreement, CONTRACTOR relies solely upon the provisions contained in this Agreement and no others.

19. Enforceability. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

20. Applicable Law and Venue. This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract.

21. Notices. Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the County at:

Mr. Paavo Ogren, Director
San Luis Obispo County
Department of Public Works
County Government Center, Room 207
San Luis Obispo, CA 93408

and to the Contractor:

22. Cost Disclosure - Documents and Written Reports. Pursuant to Government Code section 7550, if the total cost of this Agreement is over \$5,000, the CONTRACTOR shall include in all final documents and in all written reports submitted a written summary of costs, which shall set forth the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such documentation or written report. The Agreement and sub agreement numbers and dollar amounts shall be contained in a separate section of such document or written report.

23. Findings Confidential. No reports, maps, information, documents, or any other materials given to or prepared by CONTRACTOR under this Contract which COUNTY requests in writing to be kept confidential, shall be made available to any individual or organization by CONTRACTOR without the prior written approval of COUNTY.

24. Quality Control and Quality Assurance. The CONTRACTOR shall provide a description of their Quality Control procedure. The process shall be implemented for all facets of work and a QC-QA statement and signature shall be placed on all submittals to the COUNTY.

IN WITNESS THEREOF, COUNTY and CONTRACTOR have executed this Agreement on the day and year first hereinabove set forth.

IN WITNESS THEREOF, the parties hereto have executed this Agreement, and this Agreement shall become effective on the date shown signed by the County of San Luis Obispo.

COUNTY OF SAN LUIS OBISPO

Date: _____, 20__

By: _____

Chairperson of the Board
County of San Luis Obispo
State of California

ATTEST:

County Clerk and Ex-Officio Clerk of the
Board of Supervisors, County of San Luis Obispo,
State of California

Date: _____

CONTRACTOR

Date: _____, 20__

By: _____

Title: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.
County Counsel

By: _____
Deputy County Counsel

Date: _____