

Colton Joint Unified School District  
1212 Valencia Drive, Colton, CA 92324

August 28, 2023

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REQUEST FOR QUALIFICATIONS FOR  
DESIGN AND CONSTRUCTION SERVICES (DESIGN-BUILD) FOR  
DISTRICT WIDE VIDEO SURVEILLANCE SYSTEM WITH ANALYTICS PROJECT

The Colton Joint Unified School District (“**District**”) issues this Request for Qualifications (“**RFQ**”) to invite the submission of a statement of qualifications (“**SOQ(s)**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to perform design-build services as authorized by Education Code section 17250.10, et. seq.

**Pool.** This RFQ is **not** a formal request for proposals or an offer by the District to contract with any Firm that submits an SOQ. The District intends to create a pool of qualified Firms and, from the pool, the District intends to solicit proposals for the Project.

**Project Scope.** The selected Firm shall perform design (preparation of plans and specifications), construction, installation, and commissioning services (“**Services**”) for its District Wide Video Surveillance System With Analytics Project at up to 28 CJUSD school sites (“**Site(s)**”). The selected Firm shall perform the Services within the Project Schedule and Project Budget, all as further detailed in **Attachment 1**, and based on the District’s Project criteria attached hereto as **Attachment 2 (“Project Criteria”)**. This is the “**Project.**”

**FIRMS THAT INTEND TO SUBMIT A SOQ MUST MEET THE FOLLOWING CRITERIA:**

- Be insured;
- Hold a Class B Contractors License, or a Class C-10 License which is current, valid, and in good standing with the California Contractor's State License Board; and
- Although the Firm can be located anywhere, it must maintain a full-service office **within 75 miles of the District Attendance Boundary.**

**Submission.** Firms must submit their SOQ by the dates and times in the RFQ Schedule to **facilities@cjUSD.net**. SOQs shall comply with the other content and format requirements set forth herein. The District is not responsible for misdirected or untimely submittals.

**Mandatory Pre-SOQ Conference.** There is a **mandatory** pre-SOQ virtual conference **via WebEx** on the date and at the time indicated in the RFQ Schedule. All Firms that intend to submit a SOQ must attend the pre-SOQ conference. The WebEx link for this mandatory conference is: [cjUSD.webex.com/cjUSD/j.php?MTID...](https://cjUSD.webex.com/cjUSD/j.php?MTID...) The conference password is MKu8H3p4fpK.

**Questions.** Questions regarding this RFQ must be directed to [facilities@cjUSD.net](mailto:facilities@cjUSD.net) only and must be received on or before the time indicated in the RFQ Schedule. Firms with questions or comments about this RFQ should not contact any other District representative, Board member, consultant, or employee unless directed to do so by the District. **If a Firm contacts a person other than the one identified herein, the District may, in its sole discretion, deem the Firm’s SOQ non-responsive.**

**RFQ Schedule.** The District shall follow this schedule for the review and selection process under the RFQ. The District reserves the right to modify this schedule at its discretion.

Event	Time/Date
Mandatory Pre-SOQ Conference	10:00 A.M., September 6th, 2023
Questions Due	2:00 P.M., September 14th, 2023
<b>SOQs DUE</b>	4:00 P.M., September 26th, 2023
Interviews (if held)	Week of October 2nd, 2023
District to notify Shortlisted Firms and Issue RFP to that Shortlisted Firms	Week of October 7th, 2023

**RFQ Attachments.** The following documents are attached to this RFQ:

Attachment No.	Attachment Description
<b>Attachment 1</b>	Project Description & Project Sites
<b>Attachment 2</b>	Project Design Specifications & Criteria
<b>Attachment 3</b>	CJUSD Design Build Contract Example

**RFQ Addenda.** If the District issues addenda to this RFQ, Firms are solely responsible for and **must** acknowledge receipt of addenda in the Firm’s SOQ. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, deem the Firm’s SOQ non-responsive.

**Additional Information.** As part of our unwavering commitment to the safety and well-being of our students, staff, and facilities, the Colton Joint Unified School District (CJUSD) has made the strategic decision to implement this district-wide surveillance camera system. We believe this enhancement will serve as a crucial step forward in providing a more secure and protected environment for our educational community and will provide the District with additional tools with which to adapt to and limit learning losses from pandemic events such as COVID-19. Understanding the potential implications of such an extensive project, CJUSD is fully aware of the demands and challenges this initiative might place upon the local pool of qualified contractors and suppliers. Our objective is to ensure the process is as transparent, efficient, and effective as possible.

To facilitate a smooth and systematic implementation, once a pre-qualified pool of bidders has been established, CJUSD may consider prioritizing certain school sites and adjusting individual site-scopes of work based on various factors including but not limited to vulnerability assessments, logistics, and feedback from stakeholders. Additionally, given the scale and diversity of our educational sites and the specificity of individual needs, CJUSD acknowledges the potential necessity of collaborating with multiple expert contractors. As such, we reserve the right to award the project contracts to more than a single contractor. This approach will not only expedite the completion timeline but also ensures that specialized skills and resources of different contractors are optimally utilized.

We appreciate the understanding and cooperation of all stakeholders and potential bidders as we embark on this significant project. Our shared goal is the safety and security of our schools, and we believe that by working collaboratively, we can achieve this with the highest standards and efficiency.

Thank you for your interest in working with the Colton Joint Unified School District.

1. **General Information.**

- 1.1. **General Services.** The District invites qualified Firms to submit a SOQ setting forth their ability to provide the Services, as more fully indicated herein. Firms must have extensive experience with the Office of Public-School Construction (“**OPSC**”), the California Building Standards Code, Title 24 of the California Code of Regulations, and the Division of the State Architect (“**DSA**”). Firms must have extensive experience: in the design and construction of public-school facilities or – at minimum – public entities; working with public school district representatives and other school facility related consultants; establishing project scope, project budgets; and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods (e.g., design-build, etc.). The District is unsure if the Project or portions of the Project at particular Sites will require DSA approval and the District expects the successful Firm to make that determination based on its design and the requirements of Title 24 and DSA requirements, and any exemption provided by the ESSER III grant funding.
- 1.2. **Firm’s Statutory Requirements.** An eligible Firm under Education Code section 17250.10 et seq., means a corporation, limited partnership, partnership, or other association that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract. Nothing in this RFQ is intended, nor should it be interpreted as contravening the provisions of the Education Code. The Firm shall be fully knowledgeable of, and shall comply with, the provisions of Education Code section 17250.10 et seq., and shall be fully capable of providing the services required of a Firm as defined therein.
- 1.3. **Skilled and Trained Workforce Notice.** This Project will be subject to the skilled and trained workforce requirements pursuant to Public Contract Code section 2600, et seq. and Education Code section 17250.25 (c) (“**SWF Statutes**”). Firms should familiarize themselves with the SWF Statutes and should review their obligations pursuant to the “Skilled and Trained Workforce Requirements” section in the “Terms and Conditions” of the Contract.
- 1.4. **Project Scope & Phasing.** The selected Firm will enter into one (1) Contract with the District which sets forth the selected Firm’s contractual obligations while performing Services on the Project. The Contract includes:
- 1.4.1. **Phases.** The Contract will cover two (2) phases of work (“**Phase(s)**”). The first Phase shall consist of design services (“**Design Phase**”), including preconstruction services. The second Phase shall consist of construction services (“**Construction Phase**”).
- 1.4.1.1. Sub-phases are as indicated in **Attachment 1**.
- 1.4.1.2. The District may issue Notices to Proceed for each Phase or groups of the same. The District reserves the right to have more Phases or less Phases than those stated above.
- 1.4.2. **Indemnity and Liquidated Damages.** Pursuant to Public Contract Code section 20103.6, the Contract with the Firm includes language requiring the Firm to indemnify the District to the furthest extent permitted by California law. The Contract also includes liquidated damages related to the Project.
- 1.4.3. **Bonds & Insurance.** Pursuant to the Contract, the Firm shall be required to obtain a payment bond and performance bond to cover the contract amount for non-design services, and errors and omissions insurance coverage sufficient to cover all design and architectural services provided in the Contract:

# STATEMENT OF QUALIFICATIONS

2. **Format of SOQs.** Each Firm's SOQ **must** be:
  - 2.1. No longer than **fifty (50)** pages inclusive of résumés, forms, and pictures;
  - 2.2. Consecutively numbered on each page;
  - 2.3. Concise, well organized, and inclusive of all information in the "Content of SOQs" section below;
  - 2.4. Organized and tabbed consistent with the structure in the "Content of SOQs" below; and
  - 2.5. Sent to the email designated in this RFQ as a PDF document that is separate from the Firm's Proposal.
3. **Content of SOQs.** Each SOQ shall demonstrate the Firm's qualifications to perform the Services, and address **ALL** areas indicated below:
  - 3.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm, address, telephone, emails, and the name, title, and signature of the person authorized to submit the SOQ on behalf of the Firm. The Letter of Interest should provide a brief statement of the Firm's qualifications, its approach to all scopes of work, and a brief summary of Firm's experience with related projects.
  - 3.2. **Table of Contents.** A table of contents of the material contained in the SOQ.
  - 3.3. **Executive Summary.** An executive summary that outlines the Firm's philosophy, along with a brief summary of the Firm's qualifications.
  - 3.4. **History.** Provide a brief history of the Firm, and, if a joint venture, of each participating entity.
  - 3.5. **Legal Structure.** Provide information regarding the specific structure of the Firm. If the Firm is a corporation, limited liability company, partnership, joint venture, or other legal entity, please provide a copy of the organizational documents and agreement committing to the form of organization. Please provide detailed information about the formation of the Firm and how it complies with applicable statutory requirements of the Business and Professions Code and Education Code section 17250.10, et seq., including section 17250.15, which states:

*"...(c) 'Design-build' means a project delivery process in which both the design and construction of a project are procured from a single entity.*

*(d) 'Design-build entity' means a corporation, limited liability company, partnership, joint venture, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services, as needed, pursuant to a design-build contract."*
  - 3.6. **Personnel and Team Members.**
    - 3.6.1. Include resumes of key personnel who would be performing Services for the District including, without limitation, design professional(s), onsite personnel, project manager, construction superintendent, etc. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate each person's availability to provide the Services. Also, please include the name and title of the representative(s) that attended the pre-SOQ conference. At a minimum,

the personnel identified must include:

- 3.6.1.1. Project Manager;
  - 3.6.1.2. Design Phase Services Manager;
  - 3.6.1.3. Construction Superintendent;
  - 3.6.1.4. Project Architect / Project Engineer.
  - 3.6.1.5. Lead Installation Technician
- 3.6.2. Demonstrate and describe the Firm’s approach to coordination and communication with sub-disciplines, such as civil, structural, landscape, and mechanical, electrical and plumbing subcontractors, and specialty consultants. Provide the sub-disciplines roles and responsibilities for each phase of design and construction.
- 3.6.3. **The District expects that the key personnel identified will be included in the Project if the Firm is selected by the District.**
- 3.7. **Insurance.** The Firm is required to maintain professional liability insurance. Provide a detailed description of how or if the District will be a direct beneficiary to the Firm’s professional liability insurance and how the District will have the ability to make a recoverable claim against the Firm’s professional liability insurance, if such a claim becomes necessary.
- 3.8. **Finances.** Provide a financial statement evidencing the Firm’s financial capacity to complete the Project.
- 3.9. **Firm’s Approach to Work.** Describe how the Firm intends to work with the District’s administration officials to perform the Services, including the facilities department, to develop management techniques and responses to meet the District requirements.
- 3.10. **Professional Development.** Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in assessing Firm’s qualifications and expertise.
- 3.11. **Schedule.** Discuss the Firm’s ability to prepare and meet achievable design and construction schedules for design-build projects, Firm’s schedule management procedures, and how the Firm has successfully handled potential delays. Please include detailed descriptions of the Firm’s experience working on fast-paced projects with tight deadlines.
- 3.12. **Procurement of Materials and Equipment.** Describe any challenges the Firm identifies as potentially impacting the procurement of equipment and materials for this Project, and Firm’s approach to mitigating impacts on the timely completion of the Project.
- 3.13. **Firm’s Approach to Developing GMP.** The District will request from the shortlisted Firms, a proposal and guaranteed maximum price (“GMP”) for the Project. **That is not a part of this RFQ.** As part of this RFQ, describe the process the Firm will utilize in preparing a GMP, if the District shortlists your Firm, and why the Firm believes that process provides the best value to the District.
- 3.14. **Firm’s Current Work Commitments.** Specify the current and projected workload and commitments of Firm.
- 3.15. **Conflicts of Interest.** If applicable, provide a statement of any previous, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict or actually conflict with Firm’s ability to provide the Services described herein to the District. Regardless of how the District may score this item, the District will strictly evaluate any potential or actual conflicts of interest to ensure avoiding even the appearance of impropriety in the procurement

and performance of the Services for the Project.

3.16. **Litigation.** Indicate all litigation the Firm has been involved in within the past seven (7) years or that is current and/or pending associated with any design, construction, performance, or related actions associated with any Firm contract with a private or public owner. Include all claims, including from the California Department of Industrial Relations or any of its divisions.

3.17. **Past Design-Build Projects.** Provide the following information for **ALL** projects the Firm completed or is currently performing for California public school districts or California community college districts as design-build or alternative design-build projects during the **past five (5) years**. You may limit your response to the **ten (10) most-recently completed** projects.

Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
If Firm was not the designer, name the project architect and telephone number:
If Firm was a subcontractor, name of general contractor and telephone number:
Scope of work:
Original completion date:
Date completed:
Initial contract value (as of time of bid award):
Final contract value:
Delivery Method (design-build, alternative design-build):
Other project information:

3.18. **Skilled and Trained Workforce.**

3.18.1. The successful Firm and its subcontractors at every tier shall use a skilled and trained workforce at minimum percentages, as defined in the SWF Statutes, to perform all work on the Project that falls within an apprenticeable occupation. The selected Firm shall provide monthly reports demonstrating compliance by itself and its subcontractors at every tier with the skilled and trained workforce requirements as prescribed by the SWF Statutes, as well as the Terms and Conditions to the Contract. The District recommends that Firms review the SWF Statutes and the “Skilled and Trained Workforce Requirement” section of the Terms and Conditions to the Contract.

3.18.2. **Please expressly state that Firm and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the Project that falls within an apprenticeable occupation in the building and construction trades, as indicated in the SWF Statutes.**

3.18.3. Please state how the Firm will comply with the SWF Statutes and the Skilled and Trained Workforce Requirements for the Project as identified in the Contract.

3.18.4. Please provide a copy of the form that Firm intends to utilize to demonstrate compliance with the SWF Statutes, if applicable.

3.19. **Safety Plan and Safety Record.** Please provide the Workers’ Compensation Experience Modification Rate, a copy of the Firm’s safety plan, the average total recordable injury/illness rate for the most recent three-year period, and the average lost work rate for the most recent three-year period. Also, describe the Firm’s Injury & Illness Protection Plan (“IIPP”) and indicate if the Firm’s IIPP has been approved by OSHA. If the Firm is newly created, provide the above information for each entity that is part of the Firm.

- 3.20. **Commitment to Project Budget.** The Project Budget includes all design, engineering, administration, bonding, insurance, fees, permits, construction, and contingency. Confirm that the Firm will complete this Project at or below the Project Budget as identified in **Attachment 1** and, if not, why that Project Budget is not sufficient and what Project Budget the Firm recommends.
- 3.21. **Contract Form.** If a Firm has any comments or objections to the Contract (**Attachment 3**), it must provide those comments or objections **with specificity** in its SOQ. **PLEASE NOTE: The District will not consider any substantive changes to the form of Contract if they are not submitted in the SOQ at or before the time it is due.**
- 3.22. **Letters of Reference.** Include letters of reference or testimonials, if available. Firm should limit letters of reference or testimonials to no more than ten (10).
- 3.23. **Additional Information.** Provide any other information that would assist the District in understanding the Firm's capacity to efficiently and effectively complete the Project.
- 3.24. **Acknowledgement of Receipt of Addenda.** An acknowledgement of receiving any addenda to the RFQ that may be issued by the District.
- 3.25. **Certification.** Include the following certification in your SOQ, signed by the Firm, its general partners or joint venture members: *"We hereby certify under penalty of perjury that the foregoing information is true and correct."*

## EVALUATION AND SCORING

5. **District’s Evaluation.** Through this RFQ, the District intends to shortlist firms based on the “best value” determined by the District. The District will then ask those shortlisted Firms to provide a proposal for the project in response to a request for proposals that the District will provide. Best value is defined as “a value determined by evaluation of objective criteria that may include, but are not limited to, price, features, functions, life-cycle costs, experience, and past performance.” (Ed. Code § 17250.15(a)(1).)

5.1. **Scoring.** The following table indicates how the District will score **STEP 1** and **STEP 2**. Only Firms that receive the minimum qualification points as required at each step will move to the next step.

<b>STEP 1: Scoring of SOQ</b>	Minimum points required in <b>STEP 1</b> for Firms to proceed to <b>STEP 2: 310 points.</b> Total maximum possible points from <b>STEP 1: 400 points.</b>
<b>STEP 2: Scoring of Interviews / Presentations</b>	The District, at its discretion, may elect to forego conducting interviews. If the District conducts interviews, the total maximum possible points for scoring of the Interview: <b>320 points.</b>
<b>SELECTION OF FIRMS FOR SHORTLIST</b>	
<ul style="list-style-type: none"> <li>• If the District conducts interviews, the best value points after <b>STEP 2</b> shall determine which Firms the District places on the shortlist.</li> <li>• If the District does <u>not</u> conduct interviews, the best value points after <b>STEP 1</b> shall determine which Firms the District places on the shortlist.</li> </ul>	

5.2. In **STEP 1**, the District will review and evaluate all SOQs received from Firms. SOQs will be opened privately to assure confidentiality and avoid disclosure of the contents to competing Firms prior to and during the review, evaluation, and negotiation processes.

5.3. **Interviews (OPTIONAL, AT DISTRICT’S DISCRETION).** In **STEP 2**, for all Firms that have satisfied the minimum qualification points in **STEP 1**, the District, at its sole discretion, may elect to interview one, some, or all of the Firms, based on each Firm’s score. Adequate time will be allowed for presentation of qualifications followed by questions and answers. The District anticipates scheduling interviews during the week identified in the RFQ Schedule. Firm’s key proposed personnel will be required to attend the interview portion of the selection process.

5.4. **Notification. All Firms will be notified of their status and of the results of the evaluation process.** Unsuccessful Firms may request in writing a debriefing, which will be restricted to no more than two (2) persons from the Firm to have a discussion with the District staff regarding that Firm’s SOQ. All debriefings will take place at the District’s sole convenience.

6. **Terms and Conditions.**

6.1. The District reserves the right to reject any SOQ as non-responsive, and not to shortlist any Firm. The District makes no representation that participation in the RFQ process will lead to being included on the shortlist or an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of participating in the RFQ process.



- 6.2. **Public Records.** All SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 7920, et seq. Those elements in a Proposal that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its SOQ as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a SOQ marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its SOQ, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

**Attachment 1**

**PROJECT DESCRIPTION & PROJECT SITE**

**District Sites included in Project Scope:**

<b>District Sites</b>	<b>Address</b>
<b>Bloomington High School</b>	10750 Laurel Street, Bloomington, CA 92316
Colton High School	777 W. Valley Boulevard, Colton CA 92324
<b>Grand Terrace High School</b>	21810 Main Street, Grand Terrace, CA 92313
<b>Slover Mountain High School</b>	18829 Orange Street, Bloomington, CA 92316
<b>Washington High School</b>	900 E. C Street, Colton, CA 92324
<b>Colton Middle School</b>	670 W. Laurel Street, Colton, CA 92324
<b>Joe Baca Middle School</b>	1640 S Lilac Avenue, Bloomington, CA 92316
<b>Ruth O. Harris Middle School</b>	11150 Alder Avenue, Bloomington, CA 92316
<b>Terrace Hills Middle School</b>	22579 DeBerry Street, Grand Terrace, CA 92313
<b>Abraham Lincoln Elementary</b>	444 E. Olive, Colton, CA 92324
<b>Alice Birney Elementary</b>	1050 E. Olive Street Colton, CA 92324
<b>Cooley Ranch Elementary</b>	1000 S. Cooley Drive, Colton, CA 92324
<b>Crestmore Elementary</b>	18870 Jurupa Avenue, Bloomington, CA 92316
<b>Grand Terrace Elementary</b>	12066 Vivienda Avenue, Grand Terrace, CA 92313
<b>Jurupa Vista Elementary</b>	15920 Village Drive East, Fontana, CA 92337
<b>Mary B. Lewis Elementary</b>	18040 San Bernardino Avenue, Bloomington, CA 92316
<b>Michael D’Arcy Elementary</b>	11645 Elm Avenue, Fontana, CA 92337
<b>Paul J. Rogers Elementary</b>	955 W. Laurel Street, Colton, CA 92324
<b>Reche Canyon Elementary</b>	3101 Canyon Vista, Colton, CA 92324
<b>Ruth Grimes Elementary</b>	1609 Spruce Avenue, Bloomington, CA 92316
<b>San Salvador Preschool</b>	471 Agua Mansa Road, Colton, CA 92324
<b>Smith Tech Academy</b>	9551 Linden Avenue, Bloomington, CA 92316
<b>Sycamore Hills Elementary</b>	11036 Mohogany Drive, Fontana, CA 92337
<b>Terrace View Elementary</b>	22731 Grand Terrace Road, Grand Terrace, CA 92313
<b>Ulysses S. Grant Elementary</b>	550 W. Olive Street, Colton, CA 92324
<b>Walter Zimmerman Elementary</b>	11050 Linden Avenue, Bloomington, CA 92316
<b>William McKinley Elementary</b>	600 W. Johnston Street, Colton, CA 92324
<b>Woodrow Wilson Elementary</b>	750 S. 8 <sup>th</sup> Street, Colton, CA 92324

**Scope of Work.** This Project generally consists of design, construction, installation, and commissioning services for **District Wide Video Surveillance System With Analytics** at the Sites, as indicated in the project design specifications and criteria set forth in **Attachment 2** to this RFQ.

The selected Firm will be entrusted with the comprehensive design, selection, and implementation of surveillance cameras and Video Management Systems (VMS) with deep learning analytical capabilities across various facilities within the District. These analytics may be resident to the camera, may be server based, or a combination of both.

The Firm will conduct detailed site assessments at each Site to understand the specific security needs at each Site. These assessments will inform the Firm’s system design process.

Following the site assessments, the Firm will design and configure surveillance systems tailored to the needs of each site. During this phase, the Firm will need to consult at least weekly with the District to ensure that the designs meet the District's performance and security requirements.

The Firm must research and select standardized systems and equipment that best meet District's performance and security requirements. The Firm will conduct a comparative analysis of available hardware and software solutions in the market, considering factors including technological capabilities, cost-effectiveness, reliability, ease of use, and scalability.

Once the District approves all designs and equipment selection, the Firm will proceed with the Construction Phase, which includes testing and commissioning.

The Firm will train relevant District staff to use and maintain the new systems effectively. The training should be comprehensive and user-friendly, enabling District staff to oversee routine operations and troubleshoot minor issues.

The Firm will also provide ongoing system maintenance and support throughout the warranty period. This will involve at least monthly checks and updates to ensure that the systems continue to operate optimally, alongside prompt response and resolution of any issues or malfunctions that may occur.

The District's requirements include, without limitation:

- Analytical evaluation to establish occupancy count in spaces, including coordinating data from multiple entry points into the same space as to maintain an accurate occupancy count
- Analytical evaluation to establish spacing (social isolation)
- Analytical evaluation to establish specific facial feature (mask detection)
- Analytical evaluation to determine the presence of a person in a specified area
- A centralized command center, capable of reviewing live or recorded video from individual or multiple sites simultaneously, with (3) identical workstations.

The Work shall be performed in two (2) phases:

- Design Phase, including the following (the District may combine some of these phases):
  - Schematic Design (Preliminary Plan Phase)
  - Design Development
  - 50% Construction Documents (Working Drawing Phase)
  - 100% Construction Documents (Working Drawing Phase)
- Construction Phase, including two (2) sub phases:
  - Construction
  - Testing, Commissioning, Completion

The Firm's obligations in connection with the above-referenced services are outlined in the Contract attached hereto as **Attachment 3**. Firms are expected to perform the services as set forth in the Contract. Firms should review the Contract to determine specific design and construction services for the Project.

**Anticipated Project Cost ("Project Budget")**. The District's estimate of the cost of design and construction is **\$10,000,000**.

**Anticipated Project Schedule**. The expected Board award date to the Firm is **November 16th, 2023**, and the construction completion date is **December 30, 2024**.

Below, is a preliminary and more detailed Project schedule that may be adjusted at the District's sole discretion. Please note the District is considering early purchases for equipment with long lead times.

<b>Event</b>	<b>Date</b>
Award of Contract to Firm	<b>November 16<sup>th</sup>, 2023</b>
Notice of Award	<b>November 17<sup>th</sup>, 2023</b>
Contract/Bonds/Insurance	<b>November 27<sup>th</sup>, 2023</b>
Notice to Proceed	<b>December 4<sup>th</sup>, 2023</b>
<b>Project Completion and Closeout</b>	<b>September 30, 2024</b>

## **Attachment 2 – Basis of Design**

### 1. Introduction

- The purpose of this document is to outline the basis of design for a Health and Safety Electronic Video Surveillance System (HSEVSS) to be designed and installed within the Colton Joint Unified School District (CJUSD).
- The HSEVSS will play a crucial role in monitoring room occupancy, ensuring social isolation and spacing, performing mask detection, and addressing other pandemic-related requirements.
- This document will provide an overview of -
  - HSEVSS Design Intent and Considerations
  - HSEVSS Architecture
- HSEVSS Camera Placement Requirements
  - HSEVSS Storage Requirements
  - HSEVSS System Connectivity
  - HSEVSS Operational Procedures.

### 2. HSEVSS Design Intent

- It is the intent of the Colton Joint Unified School District to have a qualified contractor design and build a Health and Safety Electronic Video Surveillance System (HSEVSS) that meets all defined requirements as detailed in this Basis of Design.
- It is the intent of the District to balance student and staff privacy with the health and safety requirements of the District as relates to pandemic events. This may include placement of surveillance cameras for the purposes of contact tracing, which would typically be exempt from FERPA requirements regarding disclosure of personally identifiable information, as these images are related health and safety and would not typically be considered to be “education records” subject to FERPA.

### 3. ESSER III Project Funding Considerations

- As this project is being Federally funded, Federal Procurement Requirements (FAR) must be met. Local or State procurement regulations may only supersede FAR if they are more stringent than FAR. As this project will exceed the federal micro-purchase threshold of \$10,000, then the FAR as called out in 2 CFR 200.1 and 2 CFR200.320 shall apply.
- Although FAR allows informal procurement procedures for amounts under the simplified acquisition threshold of \$250,000, CA Public Contract Code (PCC) Section 20111(a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. Per the 2023 letter of the annual adjustment to bid thresholds, for expenditures in 2023, the bid threshold is \$109,300. The language of this requirement would indicate that the contract must be awarded to the lowest responsible bidder. Because CA state law is more restrictive for this threshold than FAR, the CA requirements must be met.
- This project must be substantially completed, and all funds obligated by September 30th, 2024. There is a liquidation period of 120 days following this obligation deadline. All construction must be completed, and goods received by the end of these 120 days for the project to remain an allowable use of ESSER III funds.
- It is important that the Contractor has a thorough understanding of the FAR, and of any superseding state or local requirements that are more stringent than the FAR, as the more stringent requirements will apply.

- CJUSD’s Purchasing Handbook (attached as Addendum 1) shall be the primary guideline for following CJUSD’s documented procurement procedures.

4. Relevant Codes, Standards & Applicable Legislation

- Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99)
- 2022 National Electrical Code (NEC)
- 2022 California Building Code (CBC)
- Security Industry Association (SIA)
- Equal Employment Opportunity
- Davis-Bacon Act
- Work Hours and Safety Standards Act
- Clean Air Act (42 USC § 85)
- Buy American Act
  - The Buy American Act does not apply to the ESSER or GEER grants. However, awards made under the CRRSA Act and ARP Act (i.e., ESSER II, GEER II, and ARP ESSER awards) are subject to 2 CFR § 200.322, a new regulation that applies to Federal grants made after November 12, 2020. It establishes domestic preferences for procurements under Federal grants that are subject to the Uniform Guidance.

5. System Architecture The surveillance system will consist of the following components:

- A Video Management System (VMS) that meets the defined requirements for:
  - Coordination of analytic data streams from multiple cameras monitoring ingress and egress movements.
  - Monitoring of the District schools for safety and security purposes upon any pandemic-related closure.
  - Notification of policy and procedure violations.
  - Scalability of system size and number of cameras attached.
  - Centralized monitoring and reporting across the District.
  - Approved manufacturers include (listed in alphabetical order that does not denote any preference) –
    - Avigilon
    - American Dynamics
    - Bosch
    - Exacq
    - Genetec
    - Hanwha Techwin
    - Honeywell
    - Milestone Systems
    - Panasonic
    - Pelco
    - Qognify
    - Salient Systems
- Single and multi-sensor high-resolution cameras with deep learning analytic capability. The analytics in these cameras shall meet each of the defined requirements for:
  - Alerting to the presence of a person.
  - Counting Ingress and Egress Movements
  - Monitoring Social Distancing

- Mask Detection
  - Contact Tracing
  - Maintaining school site security during times of shutdown for pandemic events
  - Approved manufacturers include –
    - Arecont Vision
    - Avigilon
    - Axis Communications
    - Bosch Security Systems
    - Hanwha Techwin
    - Panasonic
    - Pelco
  - Local storage servers at each school that meet the defined requirements for :
    - Retention period.
  - Supporting Infrastructure at each school including:
    - IDF (Intermediate Distribution Frames) in each respective building equipped with sufficient PoE switches to support HSEVSS.
    - Connectivity to CJUSD fiber optic network for centralized monitoring.
3. Camera Placement -
- The contractor shall place cameras in such fashion as to provide analytic / surveillance coverage of:
    - Perimeters of all buildings.
    - Exterior recreational and instructional area where students gather.
    - Exterior walkways and gathering areas.
    - Student Parking Lots of High Schools
4. Storage and Retention The individual storage servers at each school will store video footage for a minimum of 30 days. The following parameters will be used for video storage:
- Frame rate: 15 frames per second.
  - Storage trigger: Upon the presence of a person or persons.
5. Connectivity The cameras will be cabled back to the IDF in each respective building. The local storage servers at each school will be connected to the CJUSD fiber optic network to enable centralized monitoring. The network infrastructure should be designed to accommodate the bandwidth requirements of the surveillance system.
6. Deep Learning Analytics The cameras will be equipped with deep learning analytics capabilities that will allow the cameras to meet the defined requirements:
- Detect presence of persons (security surveillance)
  - Room occupancy monitoring.
  - Social isolation and spacing detection.
  - Mask detection.
  - Other analytic functionalities that may be developed / required
7. Centralized Monitoring and Alerting The surveillance system will include a centralized monitoring station that will receive video feeds from all schools within the CJUSD. The system will generate alerts based on the deep learning analytics results, notifying responsible personnel within the District. The alerts will enable timely corrective measures and/or training to be implemented.

8. **Operational Procedures** The surveillance system will be operational during school hours and any other specified periods as determined by the CJUSD. The responsible personnel will be trained in the operation and monitoring of the system. Standard operating procedures (SOPs) will be developed to guide the personnel in responding to alerts and addressing any issues identified by the surveillance system.
9. **Compliance and Privacy** The surveillance system will comply with all applicable laws, regulations, and policies related to privacy and data protection. Measures will be implemented to ensure the privacy of individuals while maintaining the system's effectiveness in monitoring pandemic-related requirements.
10. **Maintenance and Support** Provisions will be made for ongoing maintenance and support of the surveillance system, including regular updates to the deep learning analytics models, camera maintenance, storage management, and network infrastructure maintenance.
11. **Documentation and Training** Comprehensive documentation will be provided for the surveillance system, including system architecture, camera placement maps, network diagrams, SOPs, and user manuals. Training sessions will be conducted to educate the responsible personnel on the operation, monitoring, and maintenance of the system.
12. **Project Timeline** A detailed project timeline will be developed to outline the key milestones, implementation phases, and the expected completion date of the surveillance system implementation.

This Basis of Design document provides an overview of the key aspects involved in the design and implementation of the surveillance system for the Colton Joint Unified School District. It serves as a foundation for further detailed design, procurement, and deployment activities to ensure the successful implementation of the system. It is important to note that the Contractor will be required to tailor the specific camera placement and system design based upon the unique layout and requirements of each school within the CJUSD District.



**Attachment 3 – CJUSD Design Build Contract Example**

**CONTRACT FOR DESIGN AND CONSTRUCTION**  
**(EDUCATION CODE § 17250.10 ET SEQ.)**

This Contract for Design and Construction (Education Code § 17250.10 et seq) ("**Contract**") is entered into and effective on \_\_\_\_\_, 2023, by and between **Colton Joint Unified School District** ("**District**"), and \_\_\_\_\_ ("**Designer/Builder**") (individually as a "**Party**" or collectively as the "**Parties**").

**RECITALS**

**WHEREAS**, the scope of the Project is for the design (preparation of plans and specifications), construction, installation, and commissioning, for [insert brief Project description] at [insert name of District site], as more detailed in this Contract ("**Project**"); and

**WHEREAS**, on or about \_\_\_\_\_ 2023, the District issued a Request for Qualifications and Proposals to design and construct the Project, as authorized by Education Code section 17250.10 et. seq. (the "**RFQ/P**"); and

**WHEREAS**, the District's governing board ("**Board**") evaluated the traditional design, bid, and build process of District facility construction and the design-build process in a public meeting and made written findings that use of the design-build process for the Project will accomplish the reduction of comparable project costs, and/or expedite the Project's completion, and/or provide features not achievable through the traditional design-bid-build method; and

**WHEREAS**, the Board determined that it is in the best interest of the District to enter into a design-build contract for the Project prior to entering into this design-build contract for the Project; and

**WHEREAS**, the Board further authorized the District to enter into a design-build contract with a design-build entity that is able to provide appropriately licensed contracting, architectural, and engineering services to design and construct the Project based on the Project's criteria, including but not limited to, the design criteria documents provided by the District to Designer/Builder in the RFQ/P and which are incorporated herein by reference as though fully set forth herein ("**Design Criteria Documents**"), and based on detailed construction documents prepared by the successful Designer/Builder and approved by the Division of the State Architect ("**DSA**"), if necessary, and the District and within the Contract Price; and

**WHEREAS**, based on the District's review and evaluation of the proposal submitted by Designer/Builder, and subsequent negotiations by and between the District and Designer/Builder, the District determined that Designer/Builder is the firm offering the best value to the District for the Project; and

**WHEREAS**, District desires that Designer/Builder design and construct, and Designer/Builder desires to design and construct the Project including, without limitation, **Exhibit A**, attached hereto ("**Services**" or "**Work**"), for the Contract Price and within the Project Schedule; and

**WHEREAS**, the Designer/Builder certifies and warrants that it has the experience, expertise, capability, training, and any certification(s) and/or license(s) necessary to design and construct the Project based on the Project criteria furnished to the Designer/Builder during the Designer/Builder selection process, including but not limited to the Design Criteria Documents, and for the Contract Price and within the Project Schedule indicated in this Contract, and that, if it is not sufficiently licensed to design any portion of the Work as required by applicable law, Designer/Builder shall directly hire a consultant with sufficient licensure to design that portion of the Work.

**NOW THEREFORE**, for and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

**AGREEMENT**

1. **Contract Price.** The Designer/Builder shall furnish the Work described in **Exhibit A, Article 2** to the District for a total price **not to exceed** \$\_\_\_\_\_ (“**Contract Price**”) as more specifically indicated in **Exhibit C**. The Contract Price is broken down by phase as follows:

Phase		Total of Phase
<b>Schematic Design Phase</b> (100% at completion of this Phase)	This amount is a not-to-exceed fee to prepare Schematic Design Documents for the Sites indicated herein.	\$_____
<b>Design Development Phase</b> (100% at completion of this Phase)	This amount is a not-to-exceed fee to prepare Design Development Documents for the Sites indicated herein.	\$_____
<b>50% Construction Documents Phase</b> (100% at completion of this Phase)	This amount is a not-to-exceed fee to prepare Construction Documents for the Sites indicated herein.	\$_____
<b>100% Construction Documents Phase</b> (100% at completion of this Phase)	This amount is a not-to-exceed fee to prepare Construction Documents for the Sites indicated herein, and shall include all costs associated with the Designer/Builder’s procurement of Subcontractors to complete the Construction Phase of the Work for the Contract Price.	\$_____
<b>Agency Reviews and Approvals</b>		\$_____
<b>Construction Phase</b>	This is a not-to-exceed amount for the Construction Work at the Sites as indicated herein, inclusive of any contingency, overhead and profit and other mark-ups.	\$_____
<ul style="list-style-type: none"> <li>• Paid monthly at 95% of work completed pursuant to payment provisions herein; and</li> <li>• 5% paid within sixty days of Project Completion</li> </ul>		
<b>Contract Price</b>		\$_____

2. **The Work.** Payment of the above Contract Price shall be Designer/Builder’s total compensation to perform all Work for the Project pursuant to the requirements of the Contract Documents, including, without limitation, **Exhibit A** and the Terms and Conditions, which are part of the Project:

- 2.1. **Design.** Designer/Builder shall design a comprehensive plan, including final plans and specifications, to construct and install, [insert brief Project description] at the following District sites:

District Site	Address

(“**Site(s)**”). The Designer/Builder shall perform this scope of work based on the Design Criteria Documents provided to Designer/Builder during the Designer/Builder selection process, which are incorporated herein by this reference. The Schematic Design Phase, Design Development Phase, 75% Construction Documents Phase, 100% Construction Documents Phase, and Agency Reviews and Approvals as further described in **Exhibit A** may be referred to collectively as the “**Design Phase Services**” or the “**Design Phase.**”

- 2.2. **Build.** Designer/Builder shall construct (including all required demolition), program, field test and commission the [insert brief Project description] at the Sites, including incorporating and ensuring compatibility of all appurtenant and necessary components for a complete and fully operational system. Designer/Builder shall also train District staff on the operation and maintenance of the [redacted]. All the work of the Project shall be based on the plans prepared by the Designer/Builder that are to be reviewed by the District and, if required, approved by the DSA. The installation, construction, and commissioning of the Work at the Site through Project Completion shall be referred to as “**Construction Phase Services**” or “**Construction Phase.**”
3. **Contract Time / Project Schedule.** Designer/Builder shall perform the Work in phases as identified in **Exhibit B** with the Contract Price payable in each phase consistent with the requirements of the Contract, including, without limitation, the Terms and Conditions. Work for the Project and each milestone shall be completed within the time specified in **Exhibit B** attached hereto (“**Project Schedule**”) from the date specified in the District’s Notice(s) to Proceed (as defined below), as applicable to the Project or milestone. The time for the performance of the Work, or portion thereof, shall be the “**Contract Time,**” which shall only be adjusted consistent with the terms of the Contract Documents.
4. **Notice(s) to Proceed (NTP(s)).** The District will issue one or more notice(s) to proceed (“**Notice(s) to Proceed**” or “**NTP**”) for each phase or a portion of each phase of the Project, at which time Designer/Builder shall proceed with the Work. The Parties specifically acknowledge that any Work which requires California Department of General Services, Division of the State Architect (“**DSA**”) approval shall not commence until DSA approval has been obtained. Designer/Builder shall only be authorized to perform Work as indicated in the particular Notice to Proceed. The time to complete the Work authorized by a particular Notice to Proceed shall be as indicated in the Notice to Proceed. The District will issue a Notice to Proceed for the Design Phase Services, and a Notice(s) to Proceed for Construction Phase Services. For Construction Phase Services, the District reserves the right to issue a Notice to Proceed for construction for each Site individually, for a group of Sites, or for all Sites, in its sole discretion. If the District issues a Notice to Proceed for each Site individually or for a group of Sites, the Parties shall make necessary adjustments to the Project Schedule, and amend this Contract accordingly.
5. **Liquidated Damages.** Time is of the essence for all Work to be performed. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that District will sustain in the event of and by reason of Designer/Builder’s delay; therefore, pursuant to Government Code section 53069.85 and Public Contract Code section 7203, Designer/Builder shall forfeit and pay to District the following sum(s) as liquidated damages (“**Liquidated Damages**”):
- 5.1. **Submittal or completion of any item on approved Project Schedule for which Liquidated Damages are indicated.** **\$500 per day** as Liquidated Damages for each and every day’s delay beyond the time herein prescribed for each item for which Liquidated Damages are indicated on approved Project Schedule.
- 5.2. **Project Completion.** **\$500 per day, per Site,** as Liquidated Damages for each and every day’s delay beyond the Contract Time to complete all the Work at **each** Site. If there are different deadlines for completion of the Work at an individual Site(s), or group of Sites, as set forth in the Project Schedule, the District may assess liquidated damages cumulatively as set forth below if Designer/Builder fails to complete all the Work for the individual Site(s), or group of Sites, within the Contract Time as applicable.
- 5.3. Each portion of the Liquidated Damages shall be calculated cumulatively. For example, if Designer/Builder is late in completing two milestones and the entire Project, Designer/Builder will forfeit and pay three separate Liquidated Damages amounts.
- 5.4. It is hereby understood and agreed that neither the total cumulative Liquidated Damages amount nor any portion of the Liquidated Damage amount are penalties.

- 5.5. District may deduct Liquidated Damages from money due or that may become due Designer/Builder under this Contract. Designer/Builder's forfeiture of Liquidated Damages to District, and District's right to retain Liquidated Damages, are as indicated in Government Code section 53069.85 and as indicated herein and in the General Conditions.
- 5.6. Liquidated Damages are automatically and without notice of any kind forfeited and payable by Designer/Builder upon the accrual of each day of delay. Neither District's failure nor delay in deducting Liquidated Damages from payments otherwise due the Designer/Builder, nor District's failure or delay in notifying Designer/Builder of the forfeiture and payment of Liquidated Damages, shall be deemed a waiver of District's right to Liquidated Damages and/or the District's right to withhold Liquidated Damages from any amounts that would otherwise be payable to the Designer/Builder.
- 5.7. Designer/Builder and its surety shall be liable for and pay to District the entire amount of Liquidated Damages including any portion that exceeds the amount of the Contract Price then held, retained or controlled by District.
- 5.8. Liquidated Damages shall be in addition, and not in lieu of, District's right to charge Designer/Builder for the District's cost of completing or correcting items of the Work.

Initials:                      District \_\_\_\_\_                      Designer/Builder \_\_\_\_\_

**6. Insurance/Bonds.**

- 6.1. The Designer/Builder shall not commence any Work under this Contract until the Designer/Builder has submitted and the District has approved the endorsement(s) of insurance required under the Terms and Conditions to this Contract and the District has issued a Notice to Proceed.
- 6.2. The Designer/Builder shall not perform any Work during Construction Phase Services until the Designer/Builder has submitted and the District has approved the performance bond and the payment (labor and material) bond(s). If the Contract Price is adjusted during the performance of Construction Phase Services, Designer/Builder shall submit updated bonds in the amount equal to the adjusted Contract Price.

**7. CEQA.** To the extent applicable, the District and Designer/Builder recognize that the Project activities contemplated by this Contract are subject to environmental review under the California Environmental Quality Act ("CEQA"), and that the District, as a lead agency for the Project and its future use, must comply with the CEQA requirements as set forth in CEQA and in 14 California Code of Regulations sections 15000, et seq. ("CEQA Guidelines"). Pursuant to CEQA Guidelines Section 15004(b)(2)(A), the Parties acknowledge the following:

- 7.1. Approval and execution of this Contract by the Parties does not constitute the District authorizing, approving, or awarding a "project" as defined by CEQA.
- 7.2. The District shall retain the discretion to do all of the following:
  - 7.2.1. Modify the Project design or feature in a manner that the District decides is necessary to comply with CEQA, including, but not limited to, incorporation of mitigation measures identified in an environmental review document for the Project to mitigate environmental impacts that the Project may cause, or the adoption of alternatives to the Project.
  - 7.2.2. Balance the benefits of the proposed Project against any of the Project's significant environmental effects if the effects cannot be otherwise avoided or mitigated to a less than significant level.

7.2.3. Disapprove the Project design and not proceed with construction of the Project.

7.3. The Construction Phase of the Project shall not commence until the District’s Board provides Designer/Builder with a specific notice to proceed authorizing construction activity. In the event District does not issue such a Notice to Proceed authorizing construction activity and instead issues a notice of suspension or notice of termination, District will pay for Designer/Builder’s undisputed and documented design and/or planning services rendered to the date of that notice.

**8. Terms and Conditions.** This Contract incorporates by this reference the Terms and Conditions attached hereto. The Designer/Builder, by executing this Contract, agrees to comply with all the Terms and Conditions herein.

**9. DSA.** Designer/Builder hereby acknowledges that the DSA and the District’s DSA Project Inspector(s) (“**Inspector**” or “**IOR**”), to the extent applicable, have authority to approve and/or stop Work if the Designer/Builder’s Work does not comply with the requirements of the Contract, Title 24 of the California Code of Regulations, or all applicable laws. The Designer/Builder shall be liable for any delay caused and extra work required by its non-compliant Work. Designer/Builder shall not be liable for delay to the extent caused by the District.

**10. Inspection of Work.** Inspection and acceptance of the Work shall be performed by:

10.1. The Inspector with whom the District will contract at or prior to the Designer/Builder’s commencement of construction of the Project;

10.2. The director of construction for the District and/or designee (“**District Representative**”);

10.3. The District’s program architect (“**Architect**”), if applicable.

**11. Construction Management.** Designer/Builder recognizes that the District reserves the right to obtain the services of a construction manager for this Project. The District reserves the right to designate a different construction manager at any time. The District shall provide forty-eight (48) hours’ notice to Designer/Builder if District designates a different construction manager.

**12. Key Personnel.** The following individuals are the Designer/Builder’s key personnel:

Project Director	
Estimator (Subcontractor Bidding)	
Superintendent	
Architect of Record (“ <b>AOR</b> ”)	
AOR’s Design Principal-in-Charge	
AOR’s Design Project Manager	
AOR’s Project Architect	
Structural	
Civil	
Landscape Architect	
Mechanical & Plumbing	
Electrical	

12.1. Key personnel, except for the Design Principal-in-Charge, Design Project Manager and the Project Architect (altogether, “**Architect Personnel**”), shall not be replaced unless approved by the District as provided herein and such approval shall not be unreasonably withheld or delayed.

12.2. The Architect of Record ("AOR") is an essential part of the Designer/Builder's commitment to the District. The Designer/Builder shall not assign, transfer, delegate or sublet any interest in the work of or replace the AOR or the AOR's Personnel designated herein unless approved by the District in its sole discretion and as indicated herein. Any purported assignment, transfer, delegation or sublease of any interest in the work of or replacement of the Architect Personnel without the District's prior approval shall be considered null and void.

13. **Guarantee.** Unless otherwise indicated herein for a longer period of time, the Designer/Builder shall guarantee all labor and material used in the performance of this Contract for a period of one (1) year from the date of the District's written approval of the Work.

14. **Classification of Designer/Builder's License.** Designer/Builder hereby acknowledges that it **currently holds a valid Class B Contractor's license(s)** issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents as well as a current California architect or engineering license.

15. **Authority of Designer/Builder's Representative.** Designer/Builder hereby certifies that its legal representative(s) on the Project and the person(s) it employs on the Project at or above the level of Project superintendent, each have the authority to legally bind the Designer/Builder.

16. The Contract includes only the following documents which are incorporated herein by this reference ("**Contract Documents**"):

<input checked="" type="checkbox"/> Terms and Conditions to Contract	<input checked="" type="checkbox"/> <b>Exhibit A</b> (Scope of Work)
<input checked="" type="checkbox"/> Certifications to be Completed by Designer/Builder	<input checked="" type="checkbox"/> <b>Exhibit B</b> (Project Schedule)
<input checked="" type="checkbox"/> DVBE Certification	<input checked="" type="checkbox"/> <b>Exhibit C</b> (Detailed Project Cost Values and Other Pricing Components)
<input checked="" type="checkbox"/> Criminal Background Investigation Certification	<input checked="" type="checkbox"/> <b>Exhibit D</b> (District's Rules and Regulations)
<input checked="" type="checkbox"/> Performance Bond (District's Form)	<input checked="" type="checkbox"/> <b>Exhibit E</b> (List of Plans and Specifications)
<input checked="" type="checkbox"/> Payment Bond (District's Form)	<input checked="" type="checkbox"/> <b>Exhibit F</b> (Subcontractor Procurement Process)
<input checked="" type="checkbox"/> Insurance Certificates and Endorsements	

17. **Integration/ Modification.** The Contract Documents and any documents specifically incorporated by reference are completely integrated as the complete and exclusive statement of the terms of this Contract. This Contract supersedes all previous contracts, agreements, and/or communications, both oral and written, and constitutes the entire understanding of the District and Designer/Builder. No extrinsic evidence whatsoever shall be admissible or used to explain or supplement the terms of this Contract, Contract Documents, or any items incorporated by reference. No changes, amendments or alterations shall be effective unless in writing, signed by both Parties, and unless provided otherwise by the Contract Documents.

18. **Certification.** By signing the Contract, the Parties certify, under penalty of perjury, that all the information provided in the Contract is true, complete, and correct, to the best of its knowledge at the time it signs the Contract. If, at any time after signing the Contract, it becomes known that the information provided in the Contract is no longer true, complete, and correct, each Party shall have a duty to provide the updated or differing information.

19. **Notice.** Any notice required or permitted to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or sent by overnight delivery service addressed as follows:

**District**

Colton Joint Unified School District

Colton, CA \_\_\_\_\_

ATTN: \_\_\_\_\_

**Designer/Builder**

\_\_\_\_\_

\_\_\_\_\_, CA \_\_\_\_\_

ATTN: \_\_\_\_\_

**With a copy to:**

Orbach Huff & Henderson LLP  
6200 Stoneridge Mall Rd., Suite 225  
Pleasanton, CA 94588  
ATTN: Philip J. Henderson, Esq.

**With a copy to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, CA \_\_\_\_\_  
ATTN: \_\_\_\_\_

Any notice personally given shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service.

**20. Information regarding Designer/Builder.**

Type of Business Entity:

- \_\_\_ Individual
- \_\_\_ Sole Proprietorship
- \_\_\_ Partnership
- \_\_\_ Limited Partnership
- \_\_\_ Corporation
- \_\_\_ Limited Liability Company
- \_\_\_ Other: \_\_\_\_\_

	Employer Identification and/or Social Security Number
	<b>NOTE: United States Code, title 26, sections 6041 and 6109 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The United States Code also provides that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the District requires your federal tax identification number or Social Security number, whichever is applicable.</b>

ACCEPTED AND AGREED on the date indicated below:

Dated: \_\_\_\_\_, 2023

**Colton Joint Unified School District**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Dated: \_\_\_\_\_, 2023

**[Insert Name of Designer/Builder]**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

CA Contractor License No.: \_\_\_\_\_ (Required)

Architect License: \_\_\_\_\_

\_\_\_\_\_ Engineer License: \_\_\_\_\_

\_\_\_\_\_ Engineer License: \_\_\_\_\_

DIR Registration No.: \_\_\_\_\_

**Designer/Builder Local Representative:**

Address: \_\_\_\_\_

\_\_\_\_\_



Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

District's Form of Design-Build Contract

## TERMS AND CONDITIONS TO CONTRACT

1. **SITE EXAMINATION:** Designer/Builder has examined the Sites and certifies that it accepts all measurements, specifications and conditions affecting the Work to be performed at the Site. By submitting its quote, Designer/Builder warrants that it has made all Site examination(s) that it deems necessary as to the condition of the Sites, their accessibility for materials, workers and utilities, and Designer/Builder's ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to any other Unforeseen Site Conditions (as defined herein), with the exception of hazardous materials, that could and should have been discovered through reasonable investigation. Notwithstanding the aforementioned, should the Designer/Builder discover any latent or unknown conditions or hazardous conditions (including asbestos-containing materials), which will materially affect the performance of the Work, Designer/Builder shall immediately inform the District of such fact in writing and shall not proceed until written instructions are received from the District.
2. **EQUIPMENT AND LABOR:**
  - 2.1. The Designer/Builder shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the Work herein described, the Work to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the Work specifications attached hereto.
3. **[If Applicable] SUBCONTRACTORS:** The Designer/Builder shall comply with the subcontract bidding process as stated in Education Code section 17250.35 and **Exhibit F** to this Agreement.
  - 3.1. The Designer/Builder shall prequalify its subcontractors performing mechanical, electrical and plumbing work. Designer/Builder shall prequalify such subcontractors in accordance with District-issued requirements relating to such prequalification. Once this process is completed, the Designer/Builder shall provide the list of prequalified subcontractors to the District for review and approval.
  - 3.2. The Designer/Builder shall make a good faith effort to obtain at least three (3) bona fide bids from subcontractors for **all** scopes of work on the Project that constitute more than five percent (5%) of the total Project scope.
  - 3.3. The Designer/Builder shall provide all bids received from subcontractors to the District and shall justify, to the District's satisfaction, any award to a subcontractor that is not the lowest bidding subcontractor for a specific scope of work.
  - 3.4. All subcontractors will be afforded the protections of State law, and all Work is subject to applicable prevailing wage laws.
  - 3.5. Subcontractors, if any, engaged by the Designer/Builder for any part of the Work under this Contract shall be subject to the approval of the District, which shall not be unreasonably withheld.
  - 3.6. Designer/Builder agrees to bind every subcontractor by the terms of the Contract as far as such terms are applicable to subcontractor's work, including, without limitation, all indemnification, insurance, bond, and warranty requirements.
  - 3.7. Designer/Builder shall be responsible for all Work performed under this Contract. All persons engaged in the Work of the Project are the responsibility and under the control of Designer/Builder. Designer/Builder shall give personal attention to fulfillment of this Contract and shall keep the Work under Designer/Builder's control. In no event shall Designer/Builder refer District to any subcontractor or consultant of Designer/Builder for response or resolution of any matters related to this Contract, the Work or any obligations of Designer/Builder hereunder. If Designer/Builder shall subcontract any part of this Contract, Designer/Builder shall be fully responsible to the District for acts and omissions of subcontractors and of persons either directly or indirectly employed by Designer/Builder.
  - 3.8. Nothing contained in the Contract shall create any contractual relations between any subcontractor and the District. Designer/Builder expressly acknowledges that its subcontractors are not third-party beneficiaries of this Contract.
4. **TERMINATION:**
  - 4.1. **Termination for Cause by District.** If Designer/Builder fails to perform Designer/Builder's duties as required by this Contract, or if Designer/Builder fails to fulfill in a timely and professional manner

Designer/Builder's material obligations under this Contract, or if Designer/Builder shall violate any of the material terms or provisions of this Contract, the District shall have the right to terminate this Contract, in whole or in part, unless such failures and violations are caused by the District, effective immediately upon the District giving fourteen (14) days prior written notice thereof to the Designer/Builder, during which time the Designer/Builder may attempt to correct such failures and violations to the District's reasonable satisfaction. In the event of a termination pursuant to this subdivision, Designer/Builder may invoice District for all Services performed from the date of the last paid invoice to the notice of termination, but District shall have the right to withhold payment and deduct any amounts equal to the District's costs because of Designer/Builder's negligent actions, errors, or omissions that caused the District to terminate the Designer/Builder. The District may, at its discretion, provide the Designer/Builder additional time to cure its default or breach.

- 4.2. **Termination for Cause by Designer/Builder.** The Designer/Builder has the right to terminate this Contract if the District does not fulfill its material obligations under this Contract. Termination shall be effective upon fourteen (14) days prior written notice to the District. Designer/Builder may invoice District and District shall pay all undisputed invoice(s) for Services performed and costs incurred until the date of termination.
- 4.3. **Termination for Convenience by District:** District shall have the right in its sole discretion to terminate the Contract for its own convenience with fourteen (14) days prior written notice. In the event of a termination for convenience, Designer/Builder may invoice District and District shall pay the Designer/Builder only the fee associated with the Services actually and satisfactorily performed from the date of the last paid invoice to the notice of termination.
- 4.4. **Obligations Remain in Effect.** Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of termination.
- 4.5. **Suspension of Project.** If the District suspends the Project for more than one hundred eighty (180) consecutive days, the Designer/Builder shall be compensated for Services performed prior to the notice of suspension plus the reasonable costs of demobilization. When the Project is resumed, the schedule shall be adjusted and Designer/Builder's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of the Services. If the District suspends the Project for more than two (2) years, the Designer/Builder may terminate this Contract by giving written notice and shall receive compensation as if District terminated the Contract for its own convenience as described, above. If the District suspends this Contract because the District does not have sufficient funds to pay for the Work resulting from the District's budget for the succeeding fiscal year being reduced, and/or the State reducing funding to the District, then Designer/Builder shall not be entitled to an adjustment in compensation and the Designer/Builder may elect to either: (1) after one hundred and twenty (120) consecutive days of suspension, terminate the Contract and invoice the District for any actual costs incurred by Designer/Builder as of the date of suspension, exclusive of any delay costs; or (2) after one hundred and twenty (120) consecutive days of suspension, elect to maintain the contract and demobilize from the School Site(s) until the District gives written notice to Designer/Builder to recommence the Work, except that Designer/Builder shall not be entitled to any delay costs, but may invoice the District for the reasonable costs of demobilization and mobilization.
5. **SAFETY AND SECURITY:** Designer/Builder is responsible for maintaining safety in its performance of this Contract. Designer/Builder shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present, as per the requirements of **Exhibit D ("District's Rules and Regulations")** to the extent applicable. Designer/Builder shall coordinate with the District regarding the applicability of the District's Rules and Regulations. In the event the District's Rules and Regulations conflict with other terms of this Contract, the terms of this Contract shall prevail.
6. **INFECTIOUS DISEASE**
  - 6.1. **Compliance with Orders.** Designer/Builder and its Subcontractors, agents and employees thereof, are responsible for complying with all applicable and existing federal, State, and/or local statutes, orders, rules, regulations, ordinances, and/or directives in any way relating to construction site safety, the Work, the Project, and Site(s), in connection with any infectious and communicable disease in any

form, whether bacterial or viral, including, without limitation, MSRA, influenza, COVID-19, and/or any similar virus or derivative strain (“**Infectious Disease**”). Designer/Builder’s obligations hereunder shall include, without limitation, providing personal protective equipment (“**PPE**”) to its employees and to ensure that its Subcontractors provide PPE to its employees to prevent the spread of an Infectious Disease at the Site(s).

6.2. **Infectious Disease and Contract Time.** Designer/Builder agrees that the Contract Time is based on Designer/Builder’s full compliance with all applicable and existing federal, State, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety, the Work, the Project, and the Site(s) in connection with an Infectious Disease. Any dispute concerning the Contract Time in connection with any delay associated with an Infectious Disease shall be resolved pursuant to the Claims procedures in these Terms and Conditions.

6.3. **Infectious Disease and Extra/Change Work.**

6.3.1. Designer/Builder agrees that the Contract Price and the Contract Time are based on Designer/Builder’s full compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety, the Work, the Project, and the Site(s) in relation with an Infectious Disease at the time the Parties entered into the Contract, or any amendment thereto. Therefore, any additional costs to Designer/Builder associated: (i) with an Infectious Disease; (ii) **and/or** any federal, state, or local order relating thereto, shall not be considered compensable unless:

6.3.1.1. It occurred after the date of the award of the Project to Designer/Builder;

6.3.1.2. It materially increases the Contract Price or the Contract Time by imposing different, additional or more stringent requirements; and

6.3.1.3. Designer/Builder notifies the District within ten (10) Days of any impact arising from an Infectious Disease and/or the issuance any public health order(s), including the anticipated increase to the Contract Price or Contract Time due to either. Designer/Builder shall substantiate those costs with detailed supporting documentation as required in these General Conditions, including, without limitation, by complying with the Proposed Change Orders and, to the extent applicable, Claims provisions.

6.3.2. If, during the Work, the applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety, the Work, the Project, and/or the Site(s) in connection with an Infectious Disease, are changed or rescinded (e.g., by the reduction of potential exposure or risk due to vaccinations), the parties agree to reduce the Designer/Builder price and the Contract Time due to the removal of the required efforts. If the parties cannot mutually agree on the appropriate reduction, the District may issue a Unilateral Change Order for an amount of time and money it determines to be both reasonable and appropriate. Any dispute concerning the application of this procedure shall be resolved pursuant to the Claims procedures in these Terms and Conditions.

6.4. **Infectious Disease Release.** Designer/Builder acknowledges that it is voluntarily and freely entering into the Contract for this Project and deciding to perform the Work which will require Designer/Builder to enter upon and into the Site and that Designer/Builder use of the Site includes the possible exposure to and illness from an Infectious Disease. Designer/Builder further acknowledges the dangers involved and with full knowledge of these dangers, voluntarily agrees to assume all risks of bodily injury, death, or property damage, whether those risks are known or unknown. Designer/Builder hereby releases the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all liabilities, causes of action, lawsuits, claims, demands, or damages of any kind whatsoever that Designer/Builder, its staff, participants, relatives, children, spouse, partner, household members, family members, employees, guests, invitees, volunteers, agents, consultants, Subcontractors, and any other person tracing exposure or illness to Designer/Builder, now have, or may have in the future, for injury, trauma, illness, loss, unwanted contact, harassment, disability, death or property damages related to being

- exposed to or contracting an Infectious Disease while using the Site for the performance of the Work. Designer/Builder shall include this paragraph in all subcontracts with Subcontractors.
- 6.5. Designer/Builder shall ensure it has supervisor employees onsite that are trained and knowledgeable of all of these requirements to ensure full compliance on Site(s).
- 6.6. Any cost to comply with these "Infectious Disease" provisions shall be at Designer/Builder's sole expense, but may be included in the Contract Price.
7. **PROJECT SCHEDULE:**
- 7.1. **General Requirements:** In addition to the Project Schedule in **Exhibit B** that sets forth the milestones for the Project, Designer/Builder shall prepare a detailed Project Schedule setting forth the critical path of the Project from the Notice to Proceed to Completion of the Project.
- 7.2. **Time for Detailed Project Schedule:** Designer/Builder shall provide the detailed Project Schedule to the District within fourteen (14) days of the execution of the Contract for review and approval.
- 7.3. **Minimum Requirements for Detailed Project Schedule:** At a minimum, the detailed Project Schedule shall:
- 7.3.1. Include all milestones in **Exhibit B**;
- 7.3.2. Be in a format accessible by the District;
- 7.3.3. Include all applicable review times by Review Agencies;
- 7.3.4. Include the then current date for Completion of the Project;
- 7.3.5. For the Construction Phase **ONLY**, include:
- 7.3.5.1. Logical ties and "fragnets" of activities setting forth the critical path of the Project;
- 7.3.5.2. For any item which Designer/Builder believes may have long lead times that may be impacted by unanticipated supply chain disruptions ("**Impacted Item(s)**"):
- 7.3.5.2.1. Identify the item(s);
- 7.3.5.2.2. The anticipated lead time for the specific item(s), including a date on which Designer/Builder shall place an order for the item(s); and
- 7.3.5.2.3. The anticipated date of delivery for the item(s).
- 7.3.5.3. One (1) week of float for **each** Impacted Item ("**Supply Float**"). Before seeking a time extension for any delay in Project arising from the late delivery of an Impacted Item, Designer/Builder shall utilize all available Supply Float for that Impacted Item.
- 7.3.5.3.1. Concurrently with the detailed Project Schedule, Designer/Builder shall provide to the District a list of Impacted Item(s).
- 7.3.5.3.2. Designer/Builder shall retain in its files evidence that supports the specific lead time(s) and anticipated delivery schedule(s) for an Impacted Item(s), which may be used to justify a request for a time extension. Designer/Builder need not submit this information with the detailed Project Schedule, but shall present the information to the District in the event it seeks a time extension whether in a PCO or Claim as substantiation that the item constitutes an Impacted Item.
- 7.3.6. **Updated detailed Project Schedule:** With each Application for Payment, Designer/Builder shall submit an updated detailed Project Schedule that complies with the requirements herein.
8. **CHANGE IN SCOPE OF WORK:**
- 8.1. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition, or deletion is approved in advance and in writing by a valid, mutually-agreed change order or amendment executed by the Parties.
- 8.2. **Uses of Contingency:** A change in the Work due to any of the following shall be payable from the contingency identified in **Exhibit C** ("**Contingency**"):

- 8.2.1. Additional scope of Work requested by the District (excluding scope of Work necessary in order to construct the Project consistent with the Design Criteria Documents which Designer/Builder has certified and acknowledged to be included in the Contract Price at the time this Contract is entered);
- 8.2.2. Changes mandated by authorities having jurisdiction over the Project and code requirements or other legal requirements, either of which could not have otherwise been anticipated;
- 8.2.3. Unforeseen Site Conditions;
- 8.2.4. Adjustments to the Contract terms;
- 8.2.5. Conflicts, ambiguities or omissions in the design documents, but **not** Unforeseen Site Conditions that could have been reasonably discovered by the Designer/Builder during Designer/Builder's Design Phase Services; and/or
- 8.2.6. Conflicts, ambiguities, errors or omissions in the Subcontractor bid packages and bids that could have been reasonably discovered by the Designer/Builder, not including Unforeseen Site Conditions.
- 8.3. **Control/Authorizing Use of Contingency:**
  - 8.3.1. The Contingency may be used upon prior written authorization by the District, in the District's sole discretion, which shall not be unreasonably withheld.
  - 8.3.2. Designer/Builder shall prepare documents for its use of any part of the Contingency through this "Changes in the Work" section, which shall include a PCO. Any PCO shall identify that Designer/Builder shall be compensated out of the Contingency. A PCO shall include a written explanation describing how the PCO includes a change authorized by the "Use of Contingency" section. Designer/Builder shall prepare an updated Schedule of Values that includes a line item for the Work approved by the District in connection with the PCO
  - 8.3.3. The District shall authorize use of the Contingency in writing by issuing a Change Order. Designer/Builder shall not be authorized to perform Work or be entitled to any compensation from the Contingency unless the District issues and both Parties sign a Change Order; provided, however, that Designer/Builder shall diligently perform all Work authorized by a Unilateral Change Order.
- 8.4. **Contingency Mark-Up:** The Designer/Builder is entitled to mark-up its pricing for Work paid for by the Contingency in the structure provided for by a Change Order (see the "Format for Proposed Change Order" section below) when it uses any part of the Contingency, but only if the Designer/Builder did **not** include mark-up for fee, bonds and insurance, overhead or profit when pricing the Contingency to establish the Contract Price. Designer/Builder shall not include mark-up for fee, bonds and insurance, overhead or profit on changes required to correct omissions or corrections to the Construction Documents that should have been identified by a reasonable constructability check and/or coordination.
- 8.5. Once the Contingency has been fully depleted, any costs for items referenced herein shall be solely at the Designer/Builder's expense. The unused portion of the Contingency shall be retained by the District at the end of the Project and returned through the issuance of a deductive, Unilateral Change Order.
- 8.6. Designer/Builder specifically understands, acknowledges, and agrees that the District shall have the right to request any reasonable alterations, deviations, reductions, or additions to the Project which are consistent with the agreed Scope of Work, and the cost thereof shall be added to or deducted from the amount of the Contract Price by fair and reasonable valuations.
- 8.7. Designer/Builder also agrees to provide the District in the form of a PCO with all information requested to substantiate the cost of the Change Order or amendment and to inform the District whether the Work will be done by the Designer/Builder or a subcontractor. In addition to any other information requested, Designer/Builder shall submit, prior to approval of the Change Order or amendment, its request for a time extension (if any), as well as all information necessary to substantiate any alleged delay in the completion of the Work.
- 8.8. Designer/Builder shall, within thirty (30) calendar days of any delay impacting the critical path in completing the Work, notify the District in writing of the causes of the delay including documentation and facts explaining the delay. The complete time impact analysis ("TIA") with all backup

documentation are required within thirty (30) days. If Designer/Builder fails to submit its request for a time extension or the necessary supporting information within thirty (30) days of Designer/Builder becoming aware of the need for the time extension, including without limitation, the complete TIA, Designer/Builder shall be deemed to have waived its right to request an extension and any compensation associated therewith. A TIA utilizing the approved Project Schedule shall be provided with requests for an extension of the Contract Time or portion thereof.

8.9. **Proposed Change Order:**

- 8.9.1. **Definition of Proposed Change Order:** A Proposed Change Order (“PCO”) is a written request prepared by the Designer/Builder requesting that the District issue a Change Order based upon a proposed change to the Work.
- 8.9.2. **Changes in Contract Price:** A PCO shall include breakdowns pursuant to the revisions herein to validate any change in Contract Price.
- 8.9.3. **Changes in Contract Time:** A PCO shall also include any changes in time required to complete the Project. Any additional time requested shall not be the number of days to make the proposed change, but must be based upon the impact to the Project Schedule as defined in the Contract Documents. If Designer/Builder fails to request a time extension in a PCO, then the Designer/Builder is thereafter precluded from requesting time and/or claiming a delay.
- 8.9.4. **Time to Submit PCO:** Designer/Builder shall submit its PCO within five (5) days of the date Designer/Builder discovers, or reasonably should discover, the circumstances giving rise to the proposed change order, unless additional time to submit a proposed change order is granted in writing by the District. Time is of the essence in Designer/Builder's written notice pursuant to the preceding sentence so that the District can promptly investigate and consider alternative measures to address the basis for the PCO. Accordingly, Designer/Builder acknowledges that its failure, for any reason, to give written notice (with Supporting Documentation to permit the District's review and evaluation) within this time frame shall be deemed Designer/Builder's waiver, release, discharge and relinquishment of any right to assert or claim any entitlement to an adjustment of the Contract Time or the Contract Price on account of the circumstances giving rise to the PCO.
- 8.9.5. **Unknown and/or Unforeseen Conditions:** If the Designer/Builder encounters conditions at the Project Sites that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents (“Unforeseen Site Conditions”), the Designer/Builder shall promptly provide notice to the District before conditions are disturbed and in no event later than three (3) working days after first observance of the conditions. The District will promptly investigate the conditions and, if the District determines that they differ materially and cause an increase or decrease in the Designer/Builder’s cost of, or time required for, performance of any part of the Work, Designer/Builder shall be entitled to an equitable adjustment in the Contract Price or Contract Time, or both. If the District determines that the conditions at the Project Sites are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the District shall promptly notify the Designer/Builder in writing, stating the reasons. If Designer/Builder disputes the District’s determination, the Designer/Builder shall perform the Work without any increase in Contract Price and/or Contract Time and may proceed under a reservation of rights.
- 8.9.6. **Format for Proposed Change Order:** The following format shall be used as applicable by the District and the Designer/Builder (e.g. Change Orders, PCO’s) to communicate proposed additions and deductions to the Contract, supported by attached documentation.

	<b>SUBCONTRACTOR PERFORMED WORK</b>	ADD	DEDUCT
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(a)	<b>Material</b> (attach itemized quantity and unit cost plus sales tax)		
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully encumbered)		
(c)	<b>Add Equipment</b> (attach suppliers' invoice)		
(d)	<b>SUBTOTAL</b>		
(e)	<b>Add Subcontractor's overhead and profit</b> , shall be the percentage in Designer/Builder's Proposal multiplied against the sum of <b>item (d)</b>		
(f)	<b>SUBTOTAL</b>		
(g)	<b>Add Designer/Builder's fee, overhead, profit &amp; general conditions</b> , shall be the percentage in Designer/Builder's Proposal multiplied against the sum of <b>item (f)</b>		
(h)	SUBTOTAL		
(i)	<b>Add Bond and Insurance</b> , shall be the percentage in Designer/Builder's Proposal multiplied against the sum of <b>Item (h)</b>		
(j)	<b>TOTAL</b>		
(k)	<b>Time</b>		_____ Days

	<b>DESIGNER/BUILDER PERFORMED WORK</b>	ADD	DEDUCT
(a)	<b>Material</b> (attach itemized quantity and unit cost plus sales tax)		
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully encumbered)		
(c)	<b>Add Equipment</b> (attach suppliers' invoice)		
(d)	<b>SUBTOTAL</b>		
(e)	<b>Add Designer/Builder's fee, overhead, profit &amp; general conditions</b> , shall be the percentage in Designer/Builder's Proposal multiplied against the sum of <b>item (d)</b>		
(f)	SUBTOTAL		
(g)	<b>Add Bond and Insurance</b> , shall be the percentage in Designer/Builder's Proposal multiplied against the sum of <b>Item (f)</b>		
(h)	TOTAL		
(i)	Time		_____ Days

8.9.7. **Requirement to Substantiate:** PCOs must include documentation reasonably necessary to substantiate all material, labor, and equipment included in Designer/Builder's request for an increase or decrease to the Contract Price. If the District believes that Designer/Builder



failed to adequately substantiate the PCO, the District may require Designer/Builder to provide additional reasonable substantiation for the PCO. Designer/Builder's failure to respond to the District's request for additional substantiation within a reasonable time shall constitute a waiver of Designer/Builder's claim for additional compensation for the work included in the PCO.

- 8.9.8. **Deleted Work:** All deductive change orders must be prepared pursuant to the provisions herein. Where a portion of the Work is deleted from the Contract, the reasonable value of the deleted work shall be considered the appropriate deduction. The value submitted on the Schedule of Values shall be used to calculate the credit. If the deleted work was to be performed by Designer/Builder, the deduction shall include a minimum of ten (10) percent for the total profit and overhead to be deducted with the value of the work. If the deleted work was to be performed by Designer/Builder's subcontractors, the deduction shall include a minimum of five (5) percent for the total profit and overhead to be deducted with the value of the work.
- 8.9.9. **Delay:** Any request for an extension to the Contract Price or Contract Time relating to any alleged delay shall be included in a PCO and conform to the following requirements:
- 8.9.9.1. **Designer/Builder's Notice of Delay:**
- 8.9.9.2. In addition to the requirements included in this subsection, Designer/Builder shall submit any request for an adjustment of the Contract Price or the Contract Time through the Change Order provisions.
- 8.9.9.3. Designer/Builder shall, within **FIVE (5)** calendar days of any delay impacting the critical path in completing the Work, notify District in writing of the causes of the delay including documentation and facts explaining the delay.
- 8.9.9.4. Any request by Designer/Builder for an adjustment of the Contract Price or the Contract Time for a delay shall be submitted in a PCO. When requesting time, requests must be submitted with full justification and documentation. Such justification must be based on the official approved Project Schedule and any applicable School Site Schedule of Work as updated and approved by the District at the time of occurrence of the delay or execution of Work related to any changes to the Work.
- 8.9.9.5. Any claim for delay must include the following information as support, without limitation:
- 8.9.9.5.1. **Duration:** The duration of the activity relating to the changes in the Work and the resources (manpower, equipment, material, etc.) required to perform the activities within the stated duration.
- 8.9.9.5.2. **Logical Ties / Fragnets:** Specific logical ties to the Project Schedule for the proposed changes and/or delay showing the activity/activities in the Project Schedule that are affected by the change and/or delay (A portion of any delay of seven (7) days or more must be provided). Include a "fragnet" analysis for the portion of the schedule and the activities the Designer/Builder contends are impacted by the delay.
- 8.9.9.5.3. **Updated Project Schedule:** A recovery or updated Project Schedule for all affected Site(s).
- 8.9.9.6. District shall review the facts and extent of any noticed delay and may grant Contract Time extension(s) of time for completing Work when, in the District's judgment, the findings of fact justify an extension.
- 8.9.9.7. Extension(s) of time shall apply only to that portion of Work affected by delay and shall not apply to other portions of Work not so affected.
- 8.9.9.8. An extension of time may only be granted if Designer/Builder has timely submitted the updated Project Schedule and applicable School Site Schedule(s) of Work as required herein.
- 8.9.9.9. Following submission of a notice of delay, the District may determine whether

the delay is to be considered:

- 8.9.9.9.1. Excusable and Compensable, Excusable and Non-Compensable, or Unexcused;
- 8.9.9.9.2. How long the delay continues; and
- 8.9.9.9.3. To what extent the prosecution and Completion of the Work might be delayed thereby.
- 8.9.9.10. Designer/Builder's failure to request adjustment(s) of the Contract Time in strict conformity with applicable provisions herein shall be deemed Designer/Builder's waiver of its right to assert a claim for a delay.
- 8.9.9.11. **Limitations Upon Adjustment of Contract Time on Account of Delays:** Any adjustment of the Contract Time on account of an Excusable Delay or a Compensable Delay shall be limited as set forth herein. No adjustment of the Contract Time shall be made on account of any Excusable Delays or Compensable Delays unless those delay(s) actually and directly impact Work or Work activities on the critical path of the then current and updated approved Project Schedule as of the date on which a delay first occurs. The District shall not be deemed in breach of, or otherwise in default of any obligation hereunder, if the District shall deny a request by the Designer/Builder for an adjustment of the Contract Time for any delay that does not actually and directly impact Work on the then current and updated approved Project Schedule. In submitting a request for an adjustment of Contract Time, and as a condition precedent to the District's review of that request, Designer/Builder shall insert into the then current and updated approved Project Schedule and a "fragnet" analysis representing the event that Designer/Builder claims to result in delay to the critical path as depicted in the updated approved Project Schedule. If an Excusable Delay and a Compensable Delay occur concurrently, the maximum extension of the Contract Time shall be the number of days from the commencement of the first delay to the cessation of the delay that ends last. If an Unexcused Delay occurs concurrently with either an Excusable Delay or a Compensable Delay, the maximum extension of the Contract Time shall be the number of days, if any, which the Excusable Delay or the Compensable Delay exceeds the period of time of the Unexcused Delay.
- 8.9.10. **Excusable and Compensable Delay(s):**
  - 8.9.10.1. Designer/Builder is **not** entitled to additional compensation for any delay, even a delay caused by an Excusable Delay, unless **all** of the following conditions are met ("**Compensable Delay(s)**"):
    - 8.9.10.1.1. The District is responsible for the delay;
    - 8.9.10.1.2. The delay is unreasonable under the circumstances involved and impacts the critical path of the Work and extends the most current Contract Completion date;
    - 8.9.10.1.3. The delay was not within the contemplation of District and Designer/Builder;
    - 8.9.10.1.4. Designer/Builder complies with the Change Order procedures, and if necessary, the Claims procedures of the Contract;
    - 8.9.10.1.5. The delay could not have been avoided or mitigated by the Designer/Builder's care, prudence, foresight, and diligence;
    - 8.9.10.1.6. The delay extends the most current Completion date (either for the Project or School Site); and
    - 8.9.10.1.7. The delay is not concurrent with a Designer/Builder -caused delay or other type of Excusable Delay.
  - 8.9.10.2. In accordance with California Public Contract Code section 7102, if the Designer/Builder's progress is delayed by the events described in the preceding subsection, Designer/Builder shall not be precluded from the recovery of

damages directly and proximately resulting therefrom. In that event, Designer/Builder's damages, if any, shall be limited to direct, actual and unavoidable additional costs of labor, materials or construction equipment directly resulting from that delay, and shall exclude special, indirect or consequential damages. In no event shall Designer/Builder seek costs or damages for delays, interruptions, hindrances or disruptions to the Work for on-Site or off-Site costs or damages based upon formulas, e.g., Eichleay or other formula. Except as expressly provided for herein, Designer/Builder shall not have any other claim, demand or right to adjustment of the Contract Price arising out of delay, interruption, hindrance or disruption to the progress of the Work. Designer/Builder shall only be entitled to the actual costs to Designer/Builder for any Compensable Delay, and Designer/Builder shall not be entitled to calculate those costs by any other formula including, without limitation, jury verdict method, total cost method, or modified total cost method.

**8.9.11. Excusable and Non-Compensable Delay(s):**

- 8.9.11.1. An "Excusable Delay" shall mean an interruption of the Work beyond the reasonable control of the Designer/Builder and that:
  - 8.9.11.1.1. Could have not been avoided by the Designer/Builder exercising care, prudence, foresight, and diligence, and
  - 8.9.11.1.2. Actually extended the most current date for Project Completion as reflected in the most current Project Schedule.
- 8.9.11.2. The Designer/Builder may be entitled to an extension of the Project Completion date if there is an Excusable Delay, but the Designer/Builder shall not be entitled to additional compensation for an Excusable Delay.
- 8.9.11.3. Excusable Delays are limited to interruptions that satisfy the above requirements and that are acts of God; acts of a public enemy; fires; floods; windstorms; tornadoes; earthquakes; wars; riots; insurrections; epidemics; pandemics; quarantine restrictions; strikes; lockouts; fuel shortages; freight embargoes; and Adverse Weather that satisfies the requirements herein.
  - 8.9.11.3.1. Supply chain disruptions may constitute an interruption that may support Excusable Delay for an Impacted Item **only**, if Designer/Builder demonstrates **all** the following conditions are satisfied:
    - 8.9.11.3.1.1. The supply chain disruption causes the procurement of an Impacted Item to exceed the amount of days for the delivery for the Impacted Item as indicated in the initial detailed Project Schedule;
    - 8.9.11.3.1.2. Designer/Builder has exhausted any Supply Float for that Impacted Item;
    - 8.9.11.3.1.3. Delay in the procurement of the Impacted Item materially impacts the critical path of the Project; and
    - 8.9.11.3.1.4. The Designer/Builder in no way causes the delay in the procurement of the Impacted Item. Without in any way limiting the generality of the foregoing, the Designer/Builder shall be deemed to "cause" a delay in the procurement of an Impacted Item if: (i) the Designer/Builder unreasonably delays ordering the Impacted Item; and/or (ii) the Designer/Builder fails to request

permission from the District to purchase the Impacted Item sufficiently in advance given then-current information regarding lead times for an Impacted Item and to store the Impacted Item on the Site(s) or off-Site(s), with such storage complying with the requirements of the Contract Documents.

8.9.11.4. Designer/Builder is aware that governmental agencies and utilities, including, without limitation, the DSA, the Department of General Services (“DGS”), gas companies, electrical utility companies, water districts, and other agencies (“Review Agencies”) may have to approve Designer/Builder -prepared drawings or approve a proposed installation. Specifically, no construction or alteration of any District facility shall commence prior to the receipt of the written approval of the plans, as to the safety of design and construction, from the DGS. Designer/Builder has included in the Contract Price and design schedule, time for possible review of its drawings and for reasonable delays and damages that may be caused by such agencies. Designer/Builder is only entitled to an extension to the Contract Time arising from delays caused by review of Designer/Builder’s drawings or other approvals of Review Agencies if any such event satisfies the conditions applicable to Review Agencies in the “Force Majeure” section below.

8.9.11.5. Neither the financial resources of the Designer/Builder or any person or entity directly or indirectly engaged by the Designer/Builder in performance of any portion of the Work shall be deemed conditions beyond the control of the Designer/Builder. If an event of Excusable Delay occurs, the Contract Time shall be subject to adjustment hereunder only if the Designer/Builder establishes: (i) full compliance with all applicable provisions of the Terms and Conditions relative to the method, manner and time for Designer/Builder’s notice and request for adjustment of the Contract Time; (ii) that the event(s) forming the basis for Designer/Builder’s request to adjust the Contract Time are outside the reasonable control and without any fault or neglect of the Designer/Builder or any person or entity directly or indirectly engaged by Designer/Builder in performance of any portion of the Work; and (iii) that the event(s) forming the basis for Designer/Builder’s request to adjust the Contract Time directly and adversely impacted the critical path of the Work as indicated in the approved Project Schedule or the most recent updated approved Project Schedule relative to the date(s) of the claimed event(s) of Excusable Delay.

8.9.12. **Unexcused Delay(s) – Liquidated Damages:**

8.9.12.1. An “Unexcused Delay(s)” shall mean any delay to the progress of the Work caused by events or factors other than those that constitute Compensable Delay(s) or Excused Delay(s) as set forth above. Neither the Contract Price nor the Contract Time shall be adjusted on account of Unexcused Delays.

8.9.12.2. Designer/Builder and District hereby agree that the exact amount of damages for failure to complete the Work within the time specified is extremely difficult or impossible to determine. If the Work is not completed within the time specified in the Contract Documents, it is understood that the District will suffer damage. It being impractical and unfeasible to determine the amount of actual damage, it is agreed the Designer/Builder shall forfeit and pay to District Liquidated Damages as set forth in the Contract, and not as a penalty, the amount set forth in the Contract for each calendar day of delay in Completion consistent with the requirement for Completion in the Contract Documents. Designer/Builder and its Surety shall be liable for the amount thereof pursuant to Government Code section 53069.85.

- 8.9.12.3. Designer/Builder shall not forfeit or pay liquidated damages for an Excusable Delay or an Excusable and Compensable Delay.
- 8.9.13. **Adverse Weather:** Designer/Builder may obtain an extension of time in the event of Adverse Weather.

8.9.13.1. **“Adverse Weather”** shall mean only weather that satisfies all of the following conditions: (1) unusually severe precipitation, sleet, snow, hail, heat, or cold conditions in excess of the norm for the location and time of year it occurred, (2) unanticipated, and (3) at the Project.

8.9.13.2. The Designer/Builder will only be allowed a time extension for Excusable Delay caused by Adverse Weather conditions if requested by Designer/Builder and only if all the following conditions are met:

8.9.13.2.1. The weather conditions constitute Adverse Weather, as defined herein;

8.9.13.2.2. Designer/Builder can verify that the Adverse Weather caused delays in excess of five hours of the indicated labor required to complete the scheduled tasks of Work on the day affected by the Adverse Weather;

8.9.13.2.3. The Designer/Builder’s crew is dismissed as a result of the Adverse Weather; and

8.9.13.2.4. The number of days of delay for the month exceed those indicated in this table:

January	<b>11</b>	July	<b>0</b>
February	<b>10</b>	August	<b>0</b>
March	<b>10</b>	September	<b>1</b>
April	<b>6</b>	October	<b>4</b>
May	<b>3</b>	November	<b>7</b>
June	<b>1</b>	December	<b>10</b>

A day-for-day extension will only be allowed for those days in excess of those indicated in this table.

8.9.13.3. The Contract Time has been determined with consideration given to the average climate weather conditions prevailing in the County in which the Project is located.

9. **TRENCH SHORING:** If this Contract is in excess of \$25,000 and is for the excavation of any trench deeper than five (5) feet, Designer/Builder must submit and obtain District acceptance, in advance of excavation, of a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If the plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

10. **EXCAVATIONS OVER FOUR FEET:**

10.1. If this Contract includes excavations over four (4) feet, Designer/Builder shall in compliance with Public Contract Code section 7104, promptly, and before the following conditions are disturbed, notify the District, in writing, of any: (1) Material that the Designer/Builder suspects may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) Subsurface or latent physical conditions at the Sites that differ from those indicated in the plans or specifications; or (3) Unknown physical conditions at the Sites of any unusual nature, or materially different from conditions ordinarily encountered and generally recognized as inherent in the character of the Work. The District shall promptly investigate the conditions, and if it finds that the conditions do materially differ, or involve hazardous waste, and cause a decrease or increase in the Designer/Builder's cost of, or the time required for, performance of any part of the Work, District shall issue a change order or amendment as provided herein.

10.2. In the event that a dispute arises between the District and the Designer/Builder regarding whether

- the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Designer/Builder's cost of, or time required for, performance of any part of the Work, if possible, the Designer/Builder shall proceed with other Work to be performed under the Contract which is not subject to the dispute. The Designer/Builder shall retain any and all rights provided either by Contract or by law which pertain to the resolution of disputes and protests between the Parties.
- 10.3. Notwithstanding the above, the Work does not include directly or indirectly performing or arranging for the detection, monitoring, handling, storage, removal, transportation, disposal or treatment of Hazardous Materials, as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, the regulations promulgated thereunder, and other applicable federal, state or local law ("**Hazardous Materials**"). The Work has been contemplated and priced based on the absence of Hazardous Materials at the Sites. Designer/Builder will notify the District immediately if it discovers or suspects the presence of any Hazardous Materials, and such discovery shall entitle Designer/Builder to suspend the Work until the District can arrange proper remediation and the Parties can negotiate mutually-agreeable terms to complete the rest of the Work, if feasible.
11. **LEAD-BASED PAINT:** Pursuant to the Lead-Safe Schools Protection Act (Education Code Section 32240 et seq.) and other applicable law, no lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall be utilized on this Project, and only trained and state-certified contractors, inspectors and workers shall undertake any action to abate existing risk factors for lead. Designer/Builder must execute the Lead-Based Paint Certification, if applicable.
12. **WORKERS:** Designer/Builder shall at all times enforce strict discipline and good order among its employees and the employees of its subcontractors and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Designer/Builder or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from the Sites and shall not again be employed at the Sites without written consent from the District.
13. **CORRECTION OF ERRORS:** Designer/Builder shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions which are caused by the Designer/Builder's failure to comply with the Contract.
14. **SUBSTITUTIONS:** No substitutions of material from those specified in the approved final design shall be made without the prior written approval of the District, which shall not be unreasonably withheld.
15. **DESIGNER/BUILDER SUPERVISION:** Designer/Builder shall provide competent supervision of personnel employed on the Sites, use of equipment, and quality of workmanship. Designer/Builder shall provide a full-time Project manager and a full-time, on-Site, non-working Project superintendent subject to acceptance of the District.
16. **CLEAN UP:** Debris from the Work shall be removed from the Sites by the Designer/Builder. The Sites shall be in order at all times when Work is not being performed and shall at all times be maintained in a reasonably clean condition.
17. **ACCESS TO WORK:** District shall provide Designer/Builder with the required Site access. District representatives shall at all times have access to the Work. Designer/Builder shall provide safe and proper facilities for District's access.
18. **PROTECTION OF WORK AND PROPERTY:** Designer/Builder shall erect and properly maintain all necessary safeguards, signs, barriers, lights, and security persons for protection of workers, the public and the Work and shall post clear and conspicuous notice warning of any hazards created by the Work. In an emergency affecting life, safety, Work, or adjoining property, Designer/Builder, without special instruction or authorization from District, is permitted to take any action Designer/Builder thinks necessary to prevent such threatened loss or injury.
19. **OTHER CONTRACTS/CONTRACTORS:** Designer/Builder acknowledges that it shall not have exclusive occupancy of the Sites or of the Project. District reserves the right to let other contracts, and/or to perform other work with its own forces at the Sites. Designer/Builder shall afford District's contractors reasonable opportunity for introduction and storage of materials and execution of contractor's work at the Sites. If applicable, Designer/Builder shall properly coordinate and connect the Work with the work of District's contractors. In addition to Designer/Builder's obligation to protect its own Work, Designer/Builder shall use its best efforts to protect the work of any other contractor that Designer/Builder encounters while working on the Project. Designer/Builder shall not cause any unnecessary hindrance or delay to the use and/or school

operation(s) of the Sites and/or to District or any other contractor working on the Project. If simultaneous execution of any contract or school operation is likely to cause interference with performance of Designer/Builder's Contract, Designer/Builder shall coordinate with those contractor(s), person(s), and/or entity(s) and shall notify the District of the resolution.

20. **ASSIGNMENT OF CONTRACT:** The Designer/Builder shall not assign or transfer in any way any or all of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the District. This provision shall not limit the Designer/Builder's right to subcontract portions of its Work to other entities and assign this Contract and all related contracts without the consent of the District (i) to direct affiliate of Designer/Builder; (ii) to an entity that is controlled by, controls, or is under common control with Designer/Builder; or (iii) pursuant to a merger, consolidation, transfer of substantially all its assets, or by operation of law. This Contract will be binding on, enforceable by, and inure to the benefit of, the Parties and their respective successors and permitted assigns. Any assignment made in contravention of this clause shall be void and unenforceable.

21. **COMPLETION:**

- 21.1. **Schematic Design Phase:** Designer/Builder shall be complete with this phase upon District's acceptance of final Schematic Design Documents, including, without limitation, the approval of any deliverables required to be provided by the Designer/Builder to the District.
- 21.2. **Design Development Documents:** Designer/Builder shall be complete with this phase upon District's acceptance of final Design Development Documents, including, without limitation, the approval of any deliverables required to be provided by the Designer/Builder to the District.
- 21.3. **50% Construction Documents:** Designer/Builder shall be complete with this phase upon District's acceptance of Construction Documents at 50% of completion, including, without limitation, the approval of any deliverables required to be provided by the Designer/Builder to the District.
- 21.4. **100% Construction Documents:** Designer/Builder shall be complete with this phase upon:
- 21.4.1. District's acceptance of final Construction Documents and Designer/Builder's submittal of those documents to DSA; and
- 21.4.2. After the Designer/Builder procures Subcontractors to perform the Construction Phase Work within the Contract Price for the Project.
- 21.5. **Construction:**
- 21.5.1. **Walk-Through as Prerequisite to Determination of Completion:**
- 21.5.1.1. Designer/Builder shall notify the District when it thinks that the Work is complete except for minor corrective items. Designer/Builder shall provide to District a preliminary list of all minor corrective items that must be corrected. District and Designer/Builder shall then schedule a final walk-through of the Project to be attended by the Designer/Builder, the District, and the Inspector to determine whether and to what extent the Work is complete. Any erroneous claims of completion by the Designer/Builder resulting in a premature walk-through shall be at the Designer/Builder's sole cost and expense, and the District shall be entitled to reduce its payments to the Designer/Builder under the Contract by an amount equal to any costs incurred by the District due to the erroneous claims by the Designer/Builder that the Project is complete.
- 21.5.1.2. Designer/Builder's preliminary list of all minor corrective items will be used by Designer/Builder to prepare a corrective items list ("**Punch-List**") that shall be identified in the final walk-through of the Project. The District shall approve the Punch-List and may add omitted or missing items and provide a copy of an updated Punch-List to Designer/Builder.
- 21.5.1.3. District may, at its sole discretion, accept as complete partial scopes or phases of Work as each is completed prior to completion of the entire Work or Project.
- 21.5.1.4. If the Designer/Builder and the District (through its District Representative) determine that the Work is eligible for Completion, then the date of that determination shall constitute the final day of the construction phase of the Project as relates to liquidated damages ("**Staff Determination**"). Additionally,

- the District shall promptly include the approval and acceptance of the Project and Notice of Completion on the District's Board's next available agenda.
- 21.5.1.5. The Designer/Builder shall attend a post-construction interview with the District and provide a narrative of lessons learned for the Project.
- 21.5.2. **District's Acceptance of Work:** District may either:
- 21.5.2.1. Accept the Work as complete notwithstanding Punch List items (as distinguished from incomplete Work), if the Work has otherwise been completed to the satisfaction of the District and the Inspector; or
- 21.5.2.2. Refrain from accepting the Work as complete until the entire Work and all portions thereof, including all Punch-List items, have been completed to the satisfaction of the District and the Inspector.
- 21.5.3. The Work shall be accepted as complete by an action of the District's Board ("**Completion**" or "**Complete**").
- 21.5.4. **Notice of Completion:** Once the District accepts the Work, District may thereafter cause a Notice of Completion to be recorded in the County Recorder's Office.
- 21.5.5. **Designer/Builder's Failure to Correct Punch-List Items:** If District elects to accept Work with incomplete Punch List items, and the Designer/Builder fails to complete the Punch List items within thirty-five (35) days of Completion, the District shall withhold from the final payment due Designer/Builder an amount equal to one hundred and fifty percent (150%) of the estimated cost, as reasonably determined by the District, of each Punch List item and all portions related thereto, until the item is complete.
- 21.5.6. **Time is of the Essence:** Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Contract.
22. **PARTIAL OCCUPANCY / BENEFICIAL USE:** The District may occupy or use any completed or partially completed portion of the Work at any stage. Neither the District's final acceptance, final payment, any provision in Contract Documents, nor the use or occupancy of the Work, in whole or in part, by District shall constitute acceptance of Work not in accordance with the Contract Documents nor relieve the Designer/Builder or the Designer/Builder's Performance Bond Surety from liability with respect to any warranties or responsibility for faulty or defective Work or materials, equipment and workmanship incorporated therein. The District and the Designer/Builder shall agree in writing to the responsibilities assigned to each of them for payments, security, maintenance, heat, utilities, damage to the Work, insurance, the period for correction of the Work, and the commencement of warranties required by the Contract Documents. Any dispute as to responsibilities shall be resolved pursuant to the Claims and Disputes provisions herein, with the added provision that during the dispute process, the District shall have the right to occupy or use any portion of the Work that it needs or desires to use.
23. **FORCE MAJEURE CLAUSE:**
- 23.1. The term "**Force Majeure**" shall mean those events caused beyond the control of the affected Party and which by the exercise of due diligence the Party could not reasonably avoid and which it has been unable to overcome, including acts of God and public enemy; fire; disease, strike; loss or shortage of transportation facilities; lock-out; commandeering of materials, product, plant, or facilities by the government; relocation or construction of transmission facilities or the shutdown of such facilities for the purpose of necessary repairs; work by local utility directly impacting the Project; flood; earthquake; tornado; severe storm; insurrections; epidemics; pandemics; quarantine restrictions; strikes; civil disobedience; sabotage; restraint by court order or public authority (whether valid or invalid); which is beyond the control of the affected Party and which by the exercise of due diligence the Party could not reasonably have been expected to avoid and which it has been unable to overcome.
- 23.2. Neither Party shall be considered to be in default in the performance of any material obligation of the Contract during the time and to the extent that the Party is prevented from obtaining delivery or performing by a Force Majeure event. Neither Party shall be relieved of its obligation to perform if its failure is due to causes arising out of the Party's negligence or due to removable or remediable causes which the Party fails to remove or remedy with the exercise of all best efforts within a reasonable time period. Either Party rendered unable to fulfill its obligations under the Contract by



reason of an event of Force Majeure shall give prompt written notice of the fact to the other Party. Notwithstanding a Force Majeure event, the Party claiming a Force Majeure event shall provide the other Party satisfactory evidence that the event caused the delay or lack of performance and was not due to the fault or neglect of the Party claiming a Force Majeure event.

23.3. Designer/Builder is aware that Review Agencies may have to approve Designer/Builder-prepared drawings, plans or approve a proposed installation. Specifically, no construction or alteration of any District facility shall commence prior to the receipt of the written approval of the plans, as to the safety of design and construction, from the DGS. Designer/Builder shall include in the Project Schedule time for possible review of its drawings, plans, and proposed installation and for reasonable delays or damages that may be caused by the Review Agencies. Designer/Builder shall be entitled to additional time in the Project Schedule for review of Designer/Builder's drawings, plans or proposed installation or other approvals from the Review Agencies, if all of the following conditions have been satisfied:

23.3.1. The time for this review is in excess of the time expressly allocated for this review in the Project Schedule; and

23.3.2. Designer/Builder has diligently pursued approval from the Review Agencies; and

23.3.3. The delay in Review Agencies' approval is not related to an uncured defect, error, or omission in Designer/Builder's drawings, plans, or proposed installation.

**24. INDEMNIFICATION / HOLD HARMLESS CLAUSE:**

24.1. To the furthest extent permitted by California law, Designer/Builder shall defend, indemnify, and hold harmless the District, its trustees, members, agents, representatives, officers, consultants, employees, and volunteers (the "**Indemnified Parties**") from any and all third party demands, losses, liabilities, claims, suits, and actions (the "**Indemnity Claims**") of any kind, nature, and description, including, but not limited to, reasonable attorneys' fees and costs, directly or indirectly arising from personal or bodily injuries, death, property damage, or otherwise arising out of, connected with, or resulting from the performance of this Contract to the extent the Indemnity Claims are caused by the negligence, recklessness, or willful misconduct of Designer/Builder. The District shall have the right to accept or reject any legal representation that Designer/Builder proposes to defend the District. However, such acceptance shall not be unreasonably withheld. This indemnification, defense, and hold harmless obligation includes any failure or alleged failure by Designer/Builder to: (1) comply with any provision of law, and (2) timely and properly fulfill all of its obligations under the Contract, including, without limitation, any stop payment notice actions or liens, including liens by the California Department of Labor Standards Enforcement.

24.2. Further, Designer/Builder shall be directly liable to the Indemnified Parties for and, to the furthest extent permitted by California law, shall defend, indemnify, and hold harmless the Indemnified Parties from any Indemnity Claims of any kind, nature, and description arising out of, connected with, or resulting from the design component of the Project.

24.3. The Designer/Builder's duty to defend under either of the above provision shall begin upon the District's notification to the Designer/Builder of an Indemnity Claim. At that time, the Designer/Builder shall pay for that defense at its sole cost. Designer/Builder's duty to indemnify and defend under this Contract shall apply during the term of this Contract and shall survive any expiration or termination of this Contract until any such Indemnity Claim(s) is barred by the applicable statute of limitations and is in addition to any other rights or remedies that the District may have under the law or under this Contract

**25. PAYMENT:**

**25.1. Design Phase Services:**

25.1.1. Invoices shall be on a form approved by the District and are to be submitted to the District via the District's authorized representative.

25.1.2. Designer/Builder shall submit to District on a monthly basis documentation showing proof that payments were made to its consultant(s).

25.1.3. Designer/Builder shall submit to the District for approval a copy of the Designer/Builder's monthly pay request format.

25.1.4. Upon receipt and approval of Designer/Builder's invoices, the District agrees to make

payments within thirty (30) days of receipt of the invoice.

25.2. **Construction Phase:**

- 25.2.1. On a monthly basis, Designer/Builder shall submit an application for payment based upon the estimated value for materials delivered or Services and Work performed under the Contract as of the date of submission (“**Application for Payment**”) and consistent with the Project Cost Values set forth in **Exhibit C**, attached hereto. Designer/Builder shall certify each Application for Payment and the Inspector shall verify that the materials, Services, or Work were delivered or performed.
- 25.2.2. **Schedule of Values:** The Designer/Builder shall provide a preliminary Schedule of Values for all of the Work, which must include quantities and prices of items aggregating the Contract Price and must subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction (“**Schedule of Values**”). This preliminary Schedule of Values shall include, at a minimum, the following information and the following structure:
- 25.2.2.1. Divided into at least the following categories:
- 25.2.2.1.1. Overhead and profit;
  - 25.2.2.1.2. Supervision;
  - 25.2.2.1.3. General conditions;
  - 25.2.2.1.4. Layout;
  - 25.2.2.1.5. Mobilization;
  - 25.2.2.1.6. Submittals;
  - 25.2.2.1.7. Bonds and insurance;
  - 25.2.2.1.8. Closeout documentation;
  - 25.2.2.1.9. Demolition;
  - 25.2.2.1.10. Installation;
  - 25.2.2.1.11. Rough-in;
  - 25.2.2.1.12. Finishes;
  - 25.2.2.1.13. Testing;
  - 25.2.2.1.14. Line item for IOR verified As-built (billed monthly, no less than ¼ of 1%);
  - 25.2.2.1.15. Commissioning for applicable scopes, no less than ¼ of 1%;
  - 25.2.2.1.16. Punchlist and acceptance.
- 25.2.2.2. Divided by each of the following areas:
- 25.2.2.2.1. Site work;
  - 25.2.2.2.2. By each building;
  - 25.2.2.2.3. By each floor.
- 25.2.2.3. The preliminary Schedule of Values shall not provide for values any greater than the following percentages of the Contract value:
- 25.2.2.3.1. Mobilization and layout combined to equal not more than 1%;
  - 25.2.2.3.2. Submittals, samples, and shop drawings combined to equal not more than 3%;
  - 25.2.2.3.3. Bonds and insurance combined to equal not more than 2%.
- 25.2.2.4. **Closeout Documentation:** Closeout Documentation shall have a value in the preliminary schedule of not less than 5%. The value for Closeout Documentation shall be in addition to and shall not be a part of the Contract retention. Closeout Documentation shall include the following, without limitation:
- 25.2.2.4.1. A full set of final As-Built Drawings, as further defined herein.
  - 25.2.2.4.2. All Operations & Maintenance Manuals and information, as further defined herein.
  - 25.2.2.4.3. All Warranties, as further defined herein.
  - 25.2.2.4.4. Verified report(s) for all scope(s) of work (DSA –6-C Verified Report, Rev 10/14, or more recent revision if available).

- 25.2.2.5. Notwithstanding any provision of the Contract Documents to the contrary, payment of the Designer/Builder's overhead, supervision, general conditions costs, and profit, as reflected in the Cost Breakdown, shall be paid by the District in equal installments, based on percentage complete, with the disbursement of progress payments and the final payment.
- 25.2.2.6. Designer/Builder shall certify that the preliminary Schedule of Values as submitted to the District is accurate and reflects the costs as developed in preparing Designer/Builder's bid. The preliminary Schedule of Values shall be subject to the District's review and approval of the form and content thereof. In the event that the District objects to any portion of the preliminary Schedule of Values, the District shall notify the Designer/Builder, in writing, of the District's objection(s) to the preliminary Schedule of Values. Within five (5) calendar days of the date of the District's written objection(s), Designer/Builder shall submit a revised preliminary Schedule of Values to the District for review and approval. The foregoing procedure for the preparation, review and approval of the preliminary Schedule of Values shall continue until the District has approved the entirety of the preliminary Schedule of Values.
- 25.2.2.7. Once the preliminary Schedule of Values is approved by the District, this shall become the Schedule of Values. The Schedule of Values shall not be thereafter modified or amended by the Designer/Builder without the prior consent and approval of the District, which may be granted or withheld in the sole discretion of the District.
- 25.2.3. Within thirty (30) days after District's receipt of the Application for Payment, Designer/Builder shall be paid a sum equal to **ninety-five percent (95%)** of the value of the Work performed (assuming the value of the Work performed is verified by Inspector and certified by Designer/Builder) up to the last day of the previous month, less the aggregate of previous payments and amounts to be withheld. District shall retain **five percent (5%)** from all amounts owing Designer/Builder as retention. Retention shall be paid pursuant to Public Contract Code sections 7107 and 7200.
- 25.2.4. With respect to any tax deduction and/or credit the Designer/Builder receives based on the Project per Internal Revenue Code section 179(d), the Designer/Builder shall issue a credit to the District as an offset to the Designer/Builder's fee equal to the amount of the credit minus any costs incurred by the Designer/Builder in establishing that the Project qualifies for the credit.
- 25.2.5. After advance written notice and thirty (30) days opportunity to cure, the District may deduct from any payment an amount reasonably necessary to protect the District from loss due to: (1) liquidated damages which have accrued as of the date of Application for Payment; (2) any sums expended by the District in performing any of Designer/Builder's obligations under the Contract which Designer/Builder has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop payment notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Contract Price or by the scheduled Project completion date; (6) unsatisfactory prosecution of the Work by Designer/Builder; (7) unauthorized material deviations from the Contract; (8) failure of the Designer/Builder to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract during the performance of the Work; (9) knowingly false estimates submitted by the Designer/Builder of the value of the Work performed; (10) any sums representing expenses, losses, or damages reasonably incurred by the District for which Designer/Builder is liable under the Contract; (11) failure to comply with skilled and trained workforce requirements; and (12) any other sums which the District is entitled to recover from Designer/Builder under the terms of the Contract or pursuant to state law, including section 1727 of the California Labor Code. The failure by District to deduct any of these sums from Designer/Builder's progress payment shall not constitute a waiver of the District's right to the sums.

- 25.2.6. Payment for materials stored on or off the Sites may be allowed at the sole discretion of the District. If allowed, proof of off-site material purchases (invoices and checks and/or bills of lading) and appropriate insurance coverage shall be required. Designer/Builder shall furnish to District written consent from Designer/ Builder's Surety approving the advanced payment for materials stored off Site. The maximum prepayment allowed by District shall be **one hundred percent (100%)** of the actual value of the material being considered, less retention. Designer/Builder shall protect stored materials from damage and shall be liable for any damage thereto. Damaged materials, even though paid for, shall not be incorporated into the Work. Designer/Builder shall be responsible to replace any damaged stored materials at its sole cost and expense.
26. **LOGISTIC PLAN:** Designer/Builder shall provide a staging and logistics plan identifying laydown areas, loading and unloading areas, crane locations, fence locations, temporary utility connections, trailer locations, and emergency evacuation meeting area. This Logistics Plan must be approved by the District prior to the Designer/Builder mobilizing on the Site(s). Designer/Builder's Logistics Plan must be updated and provided to the District at each Phase and as required by the applicable Notice to Proceed.
27. **PERMITS, APPROVALS, AND LICENSES:**
- 27.1. Designer/Builder and its employees, agents, and subcontractors shall secure and maintain in force, at Designer/Builder's sole cost and expense, all licenses and permits as are required by law, in connection with the furnishing of materials, supplies, Services or Work.
- 27.2. Designer/Builder is responsible for obtaining on behalf of the District and at Designer/Builder's expense, local and county permits and approvals (including DSA approval), required for the building, installation, and start-up of the Work which are required to complete the Project.
- 27.3. District will cooperate and assist Designer/Builder in obtaining all permits required by the Contract or to perform the Work.
- 27.4. District shall be responsible for obtaining any other permits or approvals that may be required, including annual operating permits as applicable.
28. **INDEPENDENT CONTRACTOR STATUS:** While performing the Services, Designer/Builder is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District. Designer/Builder shall be solely responsible for its Worker's Compensation insurance, taxes, and other similar charges or obligations. Designer/Builder shall be liable for its actions, including Designer/Builder's negligence or gross negligence, and shall be liable for the acts, omissions, or errors of Designer/Builder's agents or employees.
29. **ANTI-DISCRIMINATION:** It is the policy of the District that in connection with any work performed under contract with District, there be no discrimination against any employee engaged in the work because of race, national origin, ancestry, religion, age, physical or mental disability, sex, or sexual orientation of persons. Designer/Builder shall comply, and require compliance by all Designer/Builder subcontractors, with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, Government Code section 12900 et seq., and Labor Code section 1735.
30. **DISABLED VETERAN BUSINESS ENTERPRISES (DVBE):** Pursuant to section 17076.11 of the Education Code, the District has a participation goal for disabled veteran business enterprises (DVBEs) of at least three (3) percent, per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the "Act"). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to future hirings, the Designer/Builder, before it executes the Contract, shall provide to the District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount paid to DVBEs in conjunction with the Contract, and documentation demonstrating the Designer/Builder's good faith efforts to meet these DVBE goals.
31. **PAYMENT BOND AND PERFORMANCE BOND:** Designer/Builder shall not commence Construction Phase Services until it provides the District, in the form provided by District herein, a Payment (Labor and Material) Bond and a Performance Bond, each in an amount equivalent to **one hundred percent (100%)** of the Contract Price. The Payment and Performance Bonds must be issued by a surety admitted to issue bonds in the State of California and otherwise acceptable to the District.
32. **DESIGNER/BUILDER'S INSURANCE:** During the entire term of the Contract, Designer/Builder shall have and maintain in force, the minimum policy limits indicated in this Article. Designer/Builder shall not commence

Work, nor allow any subcontractor, employee, or agent to commence Work until the insurance required of the Designer/Builder, subcontractor, or agent has been obtained. Designer/Builder's policy(ies) shall be primary and any insurance carried by District shall be secondary and supplemental. All policies shall contain waivers of subrogation against the District. Excess/Umbrella policies can be used to satisfy the insurance required of Designer/Builder.

- 32.1. All of Designer/Builder's insurance shall be placed with insurers **ADMITTED** in California with a current A.M. Best's rating of no less than **A—** or **A:VII**. Designer/Builder shall provide documentation to the District demonstrating this rating.
- 32.2. The Designer/Builder shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.
  - 32.2.1. **Commercial General Liability.** One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.
  - 32.2.2. **Commercial Automobile Liability, Any Auto.** One million dollars (\$1,000,000) per accident for bodily injury and property damage.
  - 32.2.3. **Workers' Compensation Liability.** For all Designer/Builder's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Designer/Builder shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per accident for bodily injury or disease. Designer/Builder shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
  - 32.2.4. **Employment Practices Liability.** For all Designer/Builder's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Designer/Builder shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per occurrence. Designer/Builder shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
  - 32.2.5. **Sexual Molestation and Abuse Liability Insurance.** One million dollars (\$1,000,000) per incident. Designer/Builder shall procure and maintain, during the life of this Agreement, sexual molestation and abuse insurance. Designer/Builder shall require its subcontractors to procure and maintain sexual molestation and abuse insurance for all employees of subcontractors. Any class of employee or employees not covered by subcontractor's insurance shall be covered by Designer/Builder's insurance. If any class of employee or employees engaged in Services under the Agreement, on or at the Site of the Project, are not covered under the sexual molestation and abuse insurance, Designer/Builder shall provide, or shall cause a subcontractor to provide, adequate insurance coverage to cover any employee(s) not otherwise covered before any of those employee(s) commence work.
  - 32.2.6. **Professional Liability.** This insurance shall cover the prime design professional and design professional's liability arising from the services of Designer/Builder with a minimum of one million dollars (\$1,000,000) per claim limit and two million dollars (\$2,000,000) aggregate limit, and subject to no more than **twenty-five thousand dollars (\$25,000) per claim deductible**, coverage to continue through completion of construction plus "tail" coverage for two (2) years thereafter. This policy can be on a claims-made basis.
- 32.3. **Proof of Carriage of Insurance.** The Designer/Builder shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:
  - 32.3.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or

- amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice.”
- 32.3.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 32.3.3. All policies except the Professional Liability Policy shall be written on an occurrence form.
- 32.4. **Waiver of Subrogation:**
- 32.4.1. Designer/Builder waives (to the extent permitted by law) any right to recover against the District for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by Builder’s Risk insurance and only to the extent of such coverage (which shall exclude deductible amounts) by insurance actually carried by the District.
- 32.4.2. The provisions of this section are intended to restrict each Party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Designer/Builder shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies thereunder of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.
- 32.5. **Additional Insured Endorsement Requirements:** On those policies described in this section where an additional insured requirement is included, Designer/Builder shall name the District, its trustees, members, officers, and employees as additional insureds. Subcontractors shall name the Designer/Builder, the District, its trustees, members, officers, and employees as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion, and must state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Designer/Builder pursuant to this section must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer’s liability shall not be reduced by the existence of such other insurance.
33. **SUBCONTRACTOR INSURANCE REQUIREMENTS:** Designer/Builder shall require its Subcontractor(s) to procure and maintain Commercial General Liability Insurance, Automobile Liability Insurance, and Umbrella Liability Insurance with limits equal to the amounts required of the Designer/Builder, unless the District and Designer/Builder agree otherwise. Designer/Builder shall require its Subcontractor(s) to procure and maintain Commercial General Liability Insurance, Automobile Liability Insurance and Umbrella Liability Insurance.
34. **CERTIFICATES OF INSURANCE AND ENDORSEMENTS:** The Designer/Builder shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. The certificate of insurance shall provide that should any of the above-described policies be cancelled while the Work is in progress (except if cancellation is due to non-payment of premiums), before the expiration date thereof, notice will be delivered in accordance with the policy provisions, pursuant to ISO ACORD Form 25 (01/2014). Designer/Builder shall provide District at least thirty (30) days’ prior written notice of the cancellation, or non-renewal of the insurance. Furthermore, Designer/Builder shall indemnify District for any loss suffered by District to the extent that the loss is attributable to Designer/Builder’s failure to provide District with thirty (30) days’ prior written notice. Excess/Umbrella policies can be used to satisfy the insurance required of Designer/Builder.
35. **WARRANTY/QUALITY:** Except for any longer warranty called for elsewhere in the Contract Designer/Builder, manufacturer, or assigned agents shall guarantee the Work or Services performed against defective workmanship, defects or failures of materials for a minimum period of **ONE (1)** year from date that all components of the Project commissioned and verified by Designer/Builder as being fully functional and operative, or when the District accepts Beneficial Use, whichever occurs first. If the District accepts Beneficial Use, Designer/Builder shall prepare a list of exceptions for specific items or components for which the period of warranty shall not commence (“**Exception List**”). District shall approve the Exception List. The period of warranty for any item on the Exception List shall commence upon District’s acceptance of that item’s

Beneficial Use or completion of that item, whichever comes first. All workmanship and merchandise must be warranted to be in compliance with applicable California energy, conservation, environmental, and educational standards. This warranty shall not apply to (a) equipment that has been repaired or altered by other than Designer/Builder so as to affect the same adversely, or (b) equipment that has been subject to negligence, accident, or damage by circumstances beyond Designer/Builder's control, or improper operation, maintenance or storage, or other than normal use and service. The Parties agree that any implied warranties of merchantability or fitness for a particular purpose shall also expire at the same time as the express warranties stated in this section.

- 35.1. At the District's sole option, Designer/Builder shall repair or replace any and all of that Work, together with any other Work that may be displaced in so doing, that may prove defective in workmanship and/or materials within the warranty period described above, without expense whatsoever to District. In the event of failure of Designer/Builder and/or Surety to commence and pursue with diligence said replacements or repairs within **TEN (10)** days after being notified in writing, Designer/Builder and Surety hereby acknowledge and agree that District is authorized to proceed to have defects repaired and made good at expense of Designer/Builder and/or Surety who hereby agree to pay costs and charges therefore immediately on demand.
- 35.2. If, in the opinion of District, defective work creates a dangerous condition or requires immediate correction or attention to prevent further loss to District or to prevent interruption of operations of District, District will attempt to give the notice required above. If Designer/Builder or Surety cannot be contacted or neither complies with District's request for correction within a reasonable time as determined by District, District may, notwithstanding the above provision, proceed to make all corrections and/or provide attentions District believes are necessary. The costs of correction or attention shall be charged against Designer/Builder and Surety of the guarantees provided in this Section or elsewhere in the Contract Documents.
- 35.3. The above provisions do not in any way limit the guarantees on any items for which a longer guarantee is specified or on any items for which a manufacturer gives a guarantee for a longer period. Designer/Builder shall furnish to District all appropriate guarantee or warranty certificates as indicated in the Specifications or upon request by District.
- 35.4. Nothing herein shall limit any other rights or remedies available to District.
36. **CONFLICT OF INTEREST:** Designer/Builder understands that its professional responsibility is solely to the District. Designer/Builder warrants that it and its employees and/or subcontractors presently have no interest and will not acquire any direct or indirect interest that would conflict with its performance under the Contract, including, without limitation, any direct and/or indirect interest with: (a) entity(ies) performing construction in the same discipline and in competition with any contractor on a District project; (b) entity(ies) connected or related to a trade union or joint labor management committee; or (c) the District.
37. **COMPLIANCE WITH LAWS:** Designer/Builder shall give all notices and comply with all laws, ordinances, rules and regulations bearing on conduct of the Work as indicated or specified. If Designer/Builder observes that any of the Work is at variance with any laws, ordinances, rules or regulations, Designer/Builder shall notify the District, in writing, and, at District's option, any necessary changes to the scope of the Work shall be made and the Contract shall be appropriately amended in writing, or the Contract shall be terminated effective upon Designer/Builder's receipt of a written notice of termination. If Designer/Builder performs any Work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Designer/Builder shall bear all costs or expenses arising therefrom.
38. **STANDARD OF CARE:** Designer/Builder shall perform the Work and Services to the standard of care of an entity performing similar work for California school districts in or around the same geographic area of the District, as follows:
  - 38.1. For all work other than Construction Phase Services, the standard of care of architects or professional engineers; and
  - 38.2. For Construction Phase Services, the standard of care of licensed contractors.
  - 38.3. If Designer/Builder has not met this standard of care, Designer/Builder shall be held liable consistent with the "Indemnification/Hold Harmless Clause" herein.
39. **DISTRICT'S RIGHT TO AUDIT:** District retains the right to review and audit, at District's sole cost and expense, and the reasonable right of access to Designer/Builder's and any sub-consultant's non-confidential and non-

proprietary records to review and audit the Designer/Builder's compliance with the provisions of the Contract ("**District's Right**"). The District's Right includes the right to inspect, photocopy, and to retain copies of any and all non-confidential and non-proprietary Project-related records with appropriate safeguards. The District shall keep this information confidential, as allowed by applicable law.

- 39.1. The District's Right includes the right to examine any and all non-confidential and non-proprietary Project books, records, documents and any other evidence of Project-related procedures and practices that are reasonably necessary to discover and verify that the Designer/Builder is in compliance with all requirements of the Contract.
- 39.2. If there is a claim for additional compensation or for extra services or work, the District's Right includes the right to examine non-confidential and non-proprietary Project-related books, records, documents, and accounting procedures and practices that are reasonably necessary to discover and verify all Project-related direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.
- 39.3. The Designer/Builder shall maintain complete and accurate Project-related records in accordance with generally accepted accounting practices in the industry, and in no event for less than five (5) years after Completion. The Designer/Builder shall make available to the District for review and audit all Project-related accounting records and documents, and any other financial data. Upon District's request, the Designer/Builder shall submit exact duplicates of originals of all requested records to the District.
- 39.4. The Designer/Builder shall include these audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all subcontractors.
- 39.5. Designer/Builder shall comply with these provisions within fifteen (15) days of the District's written request to review and audit any or all of Designer/Builder's Project-related records and information.

#### 40. **CLAIMS RESOLUTION:**

##### 40.1. **Exclusive Remedy:**

- 40.1.1. Compliance with the claim resolution process and timelines described in this Claims Resolution section as well as the notice provisions of the Contract are express conditions precedent to Designer/Builder's right to commence litigation or arbitration, file a claim under the California Government Code, or commence any other legal action related to the Project ("**Claims Resolution Process**").
- 40.1.2. Designer/Builder acknowledges that its failure, for any reason, to provide written notice and all required supporting documentation to permit the District's review and evaluation within the time frame required by this Claims Resolution Process, shall be deemed Designer/Builder's waiver, release, discharge and relinquishment of any right to assert, request, or demand any entitlement to an adjustment of the Contract Time or the Contract Price on account of any instruction, request, drawings, specifications, action, condition, omission, default or other situation.
- 40.1.3. To the extent any provision(s) of this Claims Resolution Process conflict with or otherwise impair the timeframes and procedures of Public Contract Code section 9204, the provisions of Section 9204 shall control. If provisions of this Claims Resolution Process are supplementary and/or in addition to the requirements of Section 9204, but do not conflict with or otherwise impair the timeframes and procedures of Section 9204, the provisions of this Claims Resolution Process and the Contract shall control.

40.2. **Performance during Claim Resolution Process:** The Designer/Builder shall diligently proceed with Work on the Project at the same time that Claims are addressed under the Claims Resolution Process. It is the intent of District to resolve Claims with the Designer/Builder as close to the events giving rise to the Claims as possible, and to avoid stale or late Claims and the late documenting of Claims. Designer/Builder's failure to diligently proceed in accordance with the District's instructions or the Contract terms will be considered a material breach of the Contract and a waiver of Designer/Builder's rights under this Contract.

40.3. **Waiver:** If Designer/Builder fails to timely submit any written notices required under the terms of the Contract or in this Claims Resolution section, Designer/Builder waives and releases its rights regarding further review of its Claim, unless Designer/Builder and District mutually agree in writing to other



- time limits. Nothing herein shall modify or alter the Designer/Builder's obligation to comply with statutory notice requirements, including but not limited to, Government Code section 910 *et seq.*
- 40.4. **Intention:** The Claims Resolution Process required herein is intended to provide a concise mechanism for resolving Claims as they arise during the Project, while requiring accurate documentation related to contested issues as to those Claims that are not contemporaneously resolved.
- 40.5. **Other Provisions:** If portions of the Contract, other than this Claims Resolution Process, establish a specific process regarding a specific subject, then that process shall govern and control the resolutions of any disagreements thereunder. Otherwise, the provisions in this Claims Resolution Process shall control the resolution of all Claims.
- 40.6. **Claim Presentation:**
- 40.6.1. **Claim:** A claim is a written demand by Designer/Builder (or by Designer/Builder on behalf of Subcontractor(s)) that the Designer/Builder must submit by **registered mail or certified mail return receipt requested** for:
- 40.6.1.1. An extension to the Contract Time, including relief from damages or penalties assessed by the District for delay;
- 40.6.1.2. Payment of money or damages arising from work done by, or on behalf of, the Designer/Builder pursuant to the Contract and payment that is not otherwise expressly provided for in the Contract Documents or the Designer/Builder is not otherwise entitled; or
- 40.6.1.3. Payment that is disputed by the District.
- 40.7. **Subcontractors:**
- 40.7.1. Public Contract Code section 9204(d)(5) states that the Designer/Builder may present to the District a Claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the Designer/Builder present a claim for Work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the Claim be presented to the District shall furnish reasonable documentation to support the Claim. Within 45 days of receipt of this written request, the Designer/Builder shall notify the subcontractor in writing as to whether the Designer/Builder presented the claim to the District and, if the Designer/Builder did not present the Claim, provide the subcontractor with a statement of the reasons for not having done so.
- 40.7.2. Designer/Builder is responsible for providing this Claims Resolution Process to its subcontractors and for ensuring that all subcontractors or others who may assert Claims by and through subcontractors and/or the Designer/Builder are informed of this Claims Resolution Process. No Claim submitted by any party that fails to follow the provisions of this Claims Resolution Process will be considered. Designer/Builder shall indemnify, keep and hold harmless the District and its consultants, against all suits, claims, damages, losses, and expenses, including but not limited to attorney's fees, caused by, arising out of, resulting from, or incidental to, the failure to provide this Claims Resolution Process to its subcontractors or others who may assert Claims by and through subcontractors and/or the Designer/Builder.
- 40.8. **Designer/Builder Must Timely Identify, Present and Document Any Claim:**
- 40.8.1. Every Claim shall be stated with specificity in writing and signed by Designer/Builder under penalty of perjury and presented to the District within ten (10) calendar days from the date Designer/Builder discovers or reasonably should discover, that an act, error or omission of District, its agents or employees, or action, condition or other situation has occurred that may entitle Designer/Builder to make a Claim. This shall include the Designer/Builder's actual or constructive knowledge of any instruction, request, drawings, specifications, action, condition, omission, default or other situation for which the Designer/Builder believes there should an adjustment of the Contract Price or Contract Time. Designer/Builder shall provide this writing even if Designer/Builder has not yet been

damaged, delayed, or incurred extra cost when Designer/Builder discovers, or reasonably should discover, the act, error, omission, action, condition or situation giving rise to the incidents giving rise to the Claim. The writing shall:

- 40.8.1.1. Identify all of the issues, events, conditions, circumstances and/or causes giving rise to the Claim;
  - 40.8.1.2. Identify all pertinent dates and/or durations and all actual and/or anticipated effects on the Contract Price, milestones and/or Contract Time adjustments; and
  - 40.8.1.3. Identify in detail line-item costs if the Claim seeks money.
  - 40.8.1.4. If the Claim involves extra work, a detailed cost breakdown of the amounts the Designer/Builder is seeking, including actual cost records (including without limitation, payroll records, material and rental invoices and the like) demonstrating that those costs have actually been incurred. To the extent costs have not yet been incurred at the time the Claim is submitted, actual cost records must be submitted on a current basis not less than once a week during any periods costs are incurred. A cost record will be considered current if submitted within seven (7) days of the date the cost reflected in the record is incurred. At the request of District, extra costs may be subject to further verification procedures (such as having an inspector verify the performance of alleged extra work on a daily basis).
  - 40.8.1.5. Include an affirmative representation under penalty of perjury by Designer/Builder and any affected Subcontractor and suppliers that the error or omission was not discovered prior to submitting a proposal for the Work, and
  - 40.8.1.6. Include a detailed statement demonstrating that the error or omission reasonably should not have been discovered, by Designer/Builder, its Subcontractors and suppliers, prior to submitting a proposal for the Work.
- 40.8.2. **Escalation Costs.** If a Claim involves a request for additional compensation for escalation of materials and/or equipment costs, then this provision exclusively governs those request(s) by Designer/Builder and the following are **all** conditions precedent to Designer/Builder's submission of a Claim for escalation of materials and/or equipment costs:
- 40.8.2.1. Designer/Builder shall not be entitled to submit a request for compensation for escalation of materials unless the actual increase in the cost of the materials exceeds **ten percent (10%)** of the **total** material costs for the Construction Phase at the time of bid.
  - 40.8.2.2. The cost escalation is the result of unusual market conditions not reasonably foreseeable at the time the District issued an NTP for Construction Phase Services and was not an escalated cost resulting from any action or inaction of the Designer/Builder.
  - 40.8.2.3. Designer/Builder timely ordered and/or purchased the materials at issue, based on (1) Designer/Builder's constructive knowledge of the supply chain for required materials and (2) Designer/Builder's request to utilize the provisions in the Contract Documents related to the District's payment for materials and equipment purchased and stored on Site or offsite.
  - 40.8.2.4. Designer/Builder's material costs were reasonable at the time of Designer/Builder's submission of the proposed cost for the Construction Phase.
  - 40.8.2.5. Designer/Builder demonstrates an actual increase in the cost of materials in the cost of the Construction Phase from the time of the District issued the NTP for the Construction Phase Services compared to Designer/Builder's actual material payment cost paid either at time of purchase or delivery, whichever is earlier.
  - 40.8.2.6. An actual year-to-date price increase has occurred and can be substantiated by the E.N.R. 20-City Average Material Cost Index for the material at issue that

demonstrates the claim for an increase in price of the material at the time of delivery of the higher priced material to the Project.

- 40.8.3. The writing shall be accompanied by all documents substantiating Designer/Builder's position regarding the Claim.
- 40.8.4. A Claim that asserts an effect on any schedule milestones and/or Contract Time shall include all pertinent scheduling data demonstrating the impact(s) on the critical path(s), milestone(s) and/or Contract Time.
- 40.9. **Certification:** Each copy of the Claim Documentation shall be certified by a responsible officer of the Designer/Builder in accordance with the requirements of the Contract Documents. This certification shall be under penalty of perjury and must include the following language immediately above or before the Designer/Builder's signature: "***I declare under penalty of perjury under the laws of the State of California that the information provided and statements made in this Claim are true and correct, substantiated and of merit.***" The Designer/Builder acknowledges that this requirement is not a mere formality but is intended to ensure that the Designer/Builder only submits Claims that it believes are true and correct, substantiated and have merit. Should Designer/Builder fail to submit the foregoing written statement signed under penalty of perjury, Designer/Builder waives and releases its Claim, including all rights and remedies in connection therewith. This certification must include a certification of any portion of the Claim from Subcontractors(s) or others who are asserting Claims by and through Subcontractors and/or the Designer/Builder.
- 40.10. **District's Written Statement/Decision on Claim:** The District shall issue a written statement/decision regarding the Claim to the Designer/Builder within forty-five (45) days of receipt of the written Claim from the Designer/Builder, or three (3) days after the District's first regular Board meeting after that 45-day period if the District's Board does not meet within that first 45-day period. If the District fails to timely provide a written statement/decision regarding the Claim, the Claim shall be deemed rejected in its entirety.
- 40.11. **Designer/Builder Must Demand an Informal Meet and Confer Conference if Designer/Builder Pursues Any Claim:**
- 40.11.1. **FAILURE OF A DESIGNER/BUILDER TO TIMELY DEMAND A MEET AND CONFER CONFERENCE IS A WAIVER OF ITS RIGHT TO PURSUE ALL OR A PORTION OF ITS CLAIM.**
- 40.11.2. **Where There Is No Agreement:** If there is no agreement between Designer/Builder and the District on a Claim, then within ten (10) calendar days of the date of the District's written statement/decision in response to a Claim or PCO, if Designer/Builder pursues that Claim, then Designer/Builder must demand, by **registered mail or certified mail return receipt requested**, a meet and confer conference with District staff. A meet and confer conference with District staff shall be a condition precedent to Designer/Builder seeking any further relief, including a mediation as indicated below.
- 40.11.3. **Where There Is Partial Agreement:** If Designer/Builder and the District partially agree on a Claim but do not reach complete agreement, then the Parties shall complete a change order or amendment, if applicable, for the issues and/or amounts agreed to. For those issues not agreed to, if Designer/Builder pursues those issues from that Claim, then Designer/Builder must demand, by **registered mail or certified mail return receipt requested**, a meet and confer conference with District staff regarding those issues. A meet and confer conference with District staff shall be a condition precedent to Designer/Builder seeking any further relief, including a mediation as indicated below, in connection with the District's rejection.
- 40.11.4. **Meet and Confer Conference:** District and Designer/Builder shall schedule the meet and confer conference as soon as reasonably possible after Designer/Builder's written demand for a meet and confer conference, but in no case later than thirty (30) days after Designer/Builder's demand.
- 40.11.5. **District's Written Decision:** Within ten (10) **business** days of the meet and confer conference, the District shall issue a written decision. If the District fails to timely provide a written statement/decision after the meet and confer conference, all Claim issues that were part of the meet and confer conference shall be deemed rejected in their entirety.

- 40.11.5.1. If the District's decision completely resolves the Claim, then the Parties shall complete a change order or amendment, if applicable, for the issues and/or amounts agreed to.
- 40.11.5.2. If the District rejects the Designer/Builder's Claim in whole or in part or does not issue a timely written response, then the parties shall mediate the remaining issues of the Claim.
- 40.11.5.3. Designer/Builder's costs incurred in seeking relief for Claims are not recoverable from District.
- 40.12. **Mediation:**
- 40.12.1. At the District's sole discretion, this mediation may be a multiple-party mediation with the Architect, the Construction Manager, the Inspector, and/or other District consultants.
- 40.12.2. The District and Designer/Builder shall mutually agree to a mediator within ten (10) **business** days after the disputed portion of the Claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the Claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.
- 40.13. **Designer/Builder's Obligation to File a Government Code Claim:** Nothing in this Contract, including this Claims Resolution Process, waives, modifies or tolls the Designer/Builder's obligation to present a timely claim under Government Code section 910, et seq. Therefore, in addition to complying with this Claims Resolution Process, the Designer/Builder is required to present claims to the District pursuant to Government Code section 910, et seq. If after the requirements of this Claims Resolution Process are satisfied, and all or a portion of the Claim remains unresolved, and if the Government Code claim is rejected by the District, the Designer/Builder may proceed under the post-mediation provisions of this Claims Resolution Process.
- 40.14. **Post Mediation Provisions:**
- 40.14.1. **Claims of \$375,000 or Less:** The provisions of Public Contract Code § 20104.4 shall apply. Pursuant to Public Contract Code § 20104.4(a), within sixty (60) days, but no earlier than thirty (30) days, following the filing of responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. Pursuant to Public Contract Code § 9204(d)(2)(D), a mediation conducted pursuant to this Claims Resolution Process shall excuse the obligation under Public Contract Code § 20104.4(a) to mediate after litigation has been commenced unless otherwise agreed to by the parties in writing.
- 40.14.2. **Litigation of Claims in Excess of \$375,000:** If, after a mediation as indicated above, the Parties have not resolved the Claim, either Party may commence an action in a court of competent jurisdiction to contest that decision within ninety (90) days following the conclusion of that mediation or one (1) year following the accrual of the cause of action, whichever is later. By mutual agreement, the Parties can agree to instead resolve the Claim through arbitration.
- 40.15. The District shall be entitled to remedy any false claims, as defined in California Government Code section 12650 *et seq.*, made to the District by the Designer/Builder or any subcontractors under the standards set forth in Government Code section 12650 *et seq.* Any Designer/Builder or subcontractors who submits a false claim shall be liable to the District for three times the amount of damages that the District sustains because of the false claim. A Designer/Builder or subcontractor who submits a false claim shall also be liable to the District for (a) the costs, including attorney fees, of a civil action brought to recover any of those penalties or damages, and (b) a civil penalty of up to \$11,000 for each false claim.
- 40.16. **Documentation of Resolution:** If a Claim is resolved, the District shall determine if that resolution shall be documented in an Agreement and Release of Any and All Claims form or other document, as appropriate. If the District determines that an Agreement and Release of Any and All Claims form or other document is appropriate, Designer/Builder shall cooperate and execute that form and/or other document.

- 40.17. **Claim Resolution Process – Non-Applicability:** The procedures and provisions in this Claims Resolution section shall **not** apply to:
- 40.17.1. District’s determination of what Work is or will be constructed, or whether the Work complies with the Contract Documents for purposes of accepting the Work;
  - 40.17.2. District’s rights and obligations as a public entity, such as, but without limitation, the revocation of pre-qualified or qualified status, barring a Designer/Builder from District contracts, the imposition of penalties or forfeitures prescribed by statute or regulation; provided, however, that penalties imposed against a public entity by statutes such as Section 7107 of the Public Contract Code, shall be subject to the mandatory dispute resolution provisions of this Claims Resolution section and the Contract;
  - 40.17.3. Personal injury, wrongful death or property damage claims;
  - 40.17.4. Latent defect or breach of warranty or guarantee to repair;
  - 40.17.5. Stop notices or stop payment notices; or
  - 40.17.6. Any other District rights as set forth herein.
- 40.18. The District’s failure to respond to a Claim from the Designer/Builder within the time periods described herein or to otherwise meet the time requirements of Public Contract Code section 9204 shall automatically result in the Claim being deemed rejected in its entirety, with no admission by the District as to the merits of the Claim.
- 40.19. If District fails to timely issue payment for any Claim or portion of a Claim as required pursuant to these Claim Resolution Procedures, the Designer/Builder is permitted to assess interest indicated in Public Contract Code section 9204. Notwithstanding this provision, and in accordance with California Public Contract Code section 7107, the District is entitled to withhold up to 150% of disputed amounts and the District shall not be liable for payment of interest on such disputed amounts pending final adjudication of such disputes.
41. **LABOR CODE REQUIREMENTS:** Pursuant to sections 1770 et seq. of the California Labor Code, Designer/Builder and all subcontractors under the Designer/Builder shall pay all workers on all Work performed pursuant to the Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the State of California Department of Industrial Relations (DIR) for the type of Work performed and the locality in which the Work is to be performed within the boundaries of the District. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by the DIR, are available from the District or on the internet (<http://www.dir.ca.gov>).
- 41.1. Designer/Builder shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its Certified Payroll Records to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations. Labor Code section 1771.1(a) states the following:

*“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”*
  - 41.2. Designer/Builder acknowledges that, for purposes of Labor Code section 1725.5, this Work is a public work to which Labor Code section 1771 applies. Designer/Builder shall comply with Labor Code section 1725.5, including without limitation the registration requirements. Additionally, all “subcontractors” (as defined by Labor Code section 1722.1) shall comply with Labor Code section 1725.5 to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of the Contract. Designer/Builder represents to the District that all “subcontractors” (as defined by Labor Code section 1722.1) are registered pursuant to Labor Code section 1725.5.
  - 41.3. The Project is subject to compliance monitoring and enforcement by the Department of Industrial

Relations. Designer/Builder shall post job site notices, as prescribed by regulation. Designer/Builder shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

42. **SKILLED AND TRAINED WORKFORCE REQUIREMENT:** Designer-Builder is familiar with the hiring requirements set forth in Public Contract Code section 2601, et. seq., and as a condition of entering into this Contract, Designer/Builder understands and agrees that Designer-Builder and its Subcontractors at every tier will use a skilled and trained workforce, as defined in Public Contract Code section 2601(d) ("**Skilled and Trained Workforce**"), to perform all Work on the Project that falls within an apprenticeable occupation in the building and construction trades.
- 42.1. **Monthly Workforce Report:** Designer-Builder will provide to the District's Board on a monthly basis while the Project is being performed, a report demonstrating compliance by Designer-Builder and its Subcontractors at every tier with the skilled work force requirements described in Public Contract Code section 2602 ("**Workforce Report(s)**").
- 42.2. **Content of Workforce Report(s):** The Workforce Reports will state the following:
- 42.2.1. Each Subcontractor's name and license number, or list the Designer/Builder if the Designer/Builder is self-performing the applicable scope of Work;
- 42.2.2. That each worker is either a registered apprentice in an apprenticeship program approved by the State or a skilled journeyman;
- 42.2.3. Of the skilled journeymen for each subcontractor and the Designer/Builder, which are graduates of an approved apprenticeship program. It shall be sufficient for the Designer/Builder to state the number of workers in each applicable category. The Designer/Builder is not required to identify each individual worker who performed work on the Project in the Designer/Builder's monthly report;
- 42.2.4. The monthly and cumulative percentages that entity has achieved of those graduates. If a subcontractor (or the Designer/Builder) is meeting the percentage cumulatively, the District may utilize that information when it determines whether the report is sufficient.
- 42.3. **Time Frame:** Each monthly Workforce Report must include all work performed during the preceding month and must be submitted to the District no later than thirty (30) days after the end of the preceding month. (i.e., the monthly Workforce Report for activity during March must be submitted no later than April 30.)
- 42.4. **No Report or Incomplete Report:** If the Designer-Builder fails to provide a Workforce Report or provides a Workforce Report that is incomplete, the following shall apply:
- 42.4.1. The District shall withhold further payments until Designer-Builder provides a complete Workforce Report for that month. The District shall withhold from the Designer/Builder an amount equal to one hundred and fifty percent (150%) of the value of the monthly billing for the relevant Subcontractor(s), which the Designer/Builder shall be entitled to withhold from the Subcontractor(s).
- 42.4.2. **Plan:** If the Designer/Builder submits to the District a plan to achieve substantial compliance with Public Contract Code section 2601, et seq., the District shall resume making payments to the Designer/Builder, including all previously withheld payments, unless, within a reasonable time, the District rejects the plan as insufficient. In the event that the District rejects the Designer/Builder's plan as insufficient, the District shall provide an explanation in writing of the basis of for the District's rejection of the Designer/Builder's plan.
- 42.4.3. If the Workforce Report is incomplete due to the failure of a Subcontractor to timely submit to Designer-Builder information demonstrating compliance at every tier with the skilled workforce requirements, the District shall only withhold from Designer-Builder an amount equal to one hundred and fifty percent (150%) of the value of the monthly billing for the Subcontractor that failed to submit the required information to Designer-Builder.
- 42.4.4. The District shall forward to the Labor Commissioner a copy of a Workforce Report submitted to the District that fails to comply with Public Contract Code section 2602, et seq. In the event that the Designer/Builder submits a plan to the District to achieve substantial compliance with Public Contract Code 2601 et. seq., the District shall forward a copy of that plan to the Labor Commissioner, and the response to that plan, if any, by the District.

- 42.5. **End-of-Project Reconciliation:**
- 42.5.1. At the end of the Project, if the Designer/Builder cannot demonstrate that it has met the applicable participation level for all work that falls within an apprenticeable occupation as defined in Public Contract Code section 2600, et seq., Designer/Builder may remedy its failure by paying to the appropriate trade apprenticeship fund(s), an amount equal to the number of additional hours required to meet the percentage, multiplied by the "Training" amount for that trade, at the Basic Hourly Rate. The Designer/Builder must provide documentation to the District reasonably sufficient to demonstrate this payment and the trade apprenticeship funds' acceptance of payment(s).
- 42.5.2. If payment(s) to the applicable trade apprenticeship fund(s) are not made or accepted, then the District shall have the right to permanently retain ten percent (10%) of the price for the out of compliance apprenticeable occupation's Work, per month, as reflected in the Project's current Schedule of Values, not to exceed the monthly amounts for first-time violations indicated in Public Contract Code 2603(a). The District shall withhold those funds until the Labor Commissioner makes its determination of violations pursuant to Public Contract Code section 2603. At that time, the District will distribute those funds as directed by the Labor Commissioner or, if the Labor Commissioner determines that no violation was made or the penalty(ies) are less than the amount the District is withholding, the District shall pay the applicable withheld amounts to the Designer/Builder, with no interest or penalty.
- 42.5.3. The Parties agree that these end-of-Project remedies are reasonable and sufficient, subject to a determination made by Department of Industrial Relations or a court of competent jurisdiction that one or both of these remedies is insufficient.
- 42.5.4. Any payments the District withholds from the Designer/Builder for noncompliance will be reflective only of the trade(s) or Subcontractor(s) out of compliance and will be paid once the subcontractor(s) and/or trade(s) are cumulatively compliant, subject to the End-of-Project Reconciliation process indicated herein above.
43. **ANTI-TRUST CLAIM:** Designer/Builder and its subcontractor(s) agree to assign to the District all rights, title, and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract or a subcontract. This assignment shall be made and become effective at the time District tenders final payment to the Designer/Builder, without further acknowledgment by the Parties.
44. **GOVERNING LAW:** The Contract shall be governed by and construed in accordance with the laws of the State of California with venue of any action in a County in which the District administration office is located.
45. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
46. **BINDING CONTRACT:** This Contract shall be binding upon the Parties and upon their successors and assigns, and shall inure to the benefit of said parties and their successors and assigns.
47. **WAIVER:** Waiver by either Party of any term, condition, covenant or waiver of a breach of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant or the waiver of a breach of any other term, condition or covenant.
48. **INVALID TERM:** If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.
49. **ENTIRE CONTRACT:** The Contract sets forth the entire Contract between the Parties and fully supersedes any and all prior agreements, understanding, written or oral, between the Parties pertaining to the subject matter herein. The Contract may be modified only by a writing evidencing mutual consent of the Parties.
50. **OWNERSHIP OF DATA:**
- 50.1. District shall not, by virtue of the Contract, acquire any interest in any formulas, patterns, devices, secret inventions or processes, copyrights, patents, other intellectual or proprietary rights, or similar

- items of property which are or may be used in connection with the Project.
- 50.2. The Designer/Builder retains all rights to all copyrights, designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that the Designer/Builder or its consultants prepare or cause to be prepared pursuant to this Contract.
- 50.3. Pursuant to Education Code section 17316, the Contract creates a non-exclusive and perpetual, irrevocable and royalty-free license for District to use, at its discretion:
- 50.3.1. all software or other intellectual property rights necessary for District to continue to operate, maintain, and repair all equipment that is part of the Project in a manner consistent with its continued use.
- 50.3.2. all record drawings, specifications, and estimates that the Designer/Builder or its consultants, prepare or cause to be prepared pursuant to this Contract, limited to this Work.
- 50.4. In the event the District changes or uses any fully or partially completed documents without the Designer/Builder's knowledge and participation, the District agrees to release Designer/Builder of responsibility for such changes, and shall indemnify, defend and hold the Designer/Builder harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees, on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of that change or use except to the extent the Designer/Builder is found to be liable in a forum of competent jurisdiction. In the event District uses any fully or partially completed documents without the Designer/Builder's full involvement, the District shall remove all title blocks and other information that might identify the Designer/Builder and the Designer/Builder's consultants.
51. **OWNERSHIP OF ANY EXISTING EQUIPMENT:** Ownership of any equipment and materials existing at the Sites at the time the Contract is executed, shall remain the property of the District even if it is replaced or its operation made unnecessary by Work performed by Designer/Builder. If applicable, Designer/Builder shall advise District in writing of all equipment and materials that will be replaced at the Sites and District shall, within five (5) business days of Designer/Builder' notice, designate in writing to Designer/Builder which replaced equipment and materials should not be disposed of off-Site by Designer/Builder (the "Retained Items"). It is understood and agreed to by both Parties that District shall be responsible for and designate the location and storage for the Retained Items. Designer/Builder shall be responsible for the disposal of replaced equipment and materials, except for the Retained Items. Designer/Builder shall use commercially reasonable efforts to remove the Retained Items in such a manner as to avoid damage thereto, or if it is unreasonable to avoid damage altogether, to minimize any damage.
52. **RESPONSIBILITIES OF THE DISTRICT:**
- 52.1. District shall examine the documents submitted by the Designer/Builder and shall render decisions so as to avoid unreasonable delay in the performance of Work.
- 52.2. District shall verbally and in writing promptly advise the Designer/Builder if the District becomes aware of any fault or defect in the Project, including any errors, omissions, or inconsistencies in the Designer/Builder's documents. Failure to provide such notice shall not relieve Designer/Builder of its responsibility therefore, if any.
- 52.3. In the event Hazardous Materials are present at the Site, and unless the District and the Designer/Builder agree that a Hazardous Materials consultant shall be a consultant of the Designer/Builder, the District shall furnish the services of a Hazardous Materials consultant or other consultants when the services are requested in writing by Designer/Builder and deemed necessary by the District or are requested by the District. These services shall include: asbestos and lead paint survey; abatement documentation; and specifications related to said matters which are to be incorporated into documents prepared by Designer/Builder. If the hazardous materials consultant is furnished by the District and not a consultant of the Designer/Builder, the specifications shall include a note to the effect that they are included in the Designer/Builder's documents for the District's convenience and have not been prepared or reviewed by the Designer/Builder. The note shall also direct questions about the specifications to its preparer. District shall be responsible for the abatement and certification of identified hazardous materials, as applicable.
- 52.4. District personnel and/or its designated representatives shall coordinate with Designer/Builder as may be requested and desirable for the coordination or management of work related to the Project.



- 52.5. District shall provide Designer/Builder all relevant information in District's possession regarding the Project that Designer/Builder needs to perform its Services. District shall provide this information in a timely manner.
  - 52.6. Review the Designer/Builder's proposed schedule throughout the Project.
  - 52.7. Oversee the Designer/Builder's quality assurance/control program.
  - 52.8. Select Project Inspector with approval by the Designer/Builder.
  - 52.9. Review and approve payment applications from the Designer/Builder.
  - 52.10. Review construction progress and adherence to the schedule (and any recovery schedules).
  - 52.11. Assist with the resolution of any disagreements.
  - 52.12. Periodically report Project status to Facilities Subcommittee and Board of Education.
  - 52.13. Assist with preparation of report to Legislative Analyst Office, 60 days after completion of Project.
  - 52.14. Facilitate Project Post-Construction Interview (Lessons Learned/Best Practices).
53. **LIABILITY OF DISTRICT:**
- 53.1. Other than as provided in the Contract, District's financial obligations under the Contract shall be limited to the payment of the Contract Price. In no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with the Contract for the Services or Work.
  - 53.2. District shall not be responsible for any damage to persons or property as a result of the use, misuse, or failure of any equipment used by Designer/Builder, or by its employees, even though such equipment be furnished or loaned to Designer/Builder by District.

**CERTIFICATIONS TO BE COMPLETED BY DESIGNER/BUILDER**

**THE UNDERSIGNED MUST CHECK EACH BOX AND EXECUTE THIS FORM AND HEREBY CERTIFIES TO THE GOVERNING BOARD OF THE DISTRICT THAT:**

- The undersigned is a representative of the Designer/Builder,
- The undersigned is familiar with the facts herein certified and acknowledged,
- The undersigned is authorized and qualified to execute this Agreement and these certifications on behalf of Designer/Builder and that by executing this Agreement he/she is certifying the following items.

**Labor Code Sections 1860-1861 (Workers' Compensation).** In accordance with Labor Code section 3700, every contractor will be required to secure the payment of compensation to his or her employees. I acknowledge and certify under penalty of perjury that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

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**Government Code Sections 8355-8357 (Drug-Free Workplace).** I acknowledge and certify under penalty of perjury that I will provide a drug-free workplace by doing all of the following:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- (2) Establishing a drug-free awareness program to inform employees about all of the following:
  - (A) The dangers of drug abuse in the workplace.
  - (B) The person's or organization's policy of maintaining a drug-free workplace.
  - (C) Any available drug counseling, rehabilitation, and employee assistance programs.
  - (D) The penalties that may be imposed upon employees for drug abuse violations.
- (3) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I also acknowledge that this Contract may be subject to suspension of payments under the contract or grant or termination of the contract or grant, or both, and the contractor or grantee thereunder may be subject to debarment, in accordance with the requirements of the above-referenced statute, if the contracting or granting agency determines that any of the following has occurred:

- (1) The contractor or grantee has made a false certification under Section 8355.
- (2) The contractor or grantee violates the certification by failing to carry out the requirements of subdivisions (a) to (c), inclusive, of Section 8355.

I also acknowledge that the Department of General Services shall establish and maintain a list of individuals and organizations whose contracts or grants have been canceled due to failure to comply with the above-referenced statute. This list shall be updated monthly and published each month. No state agency shall award a contract or grant to a person or organization on the published list until that person or organization has complied with the above-referenced statute.

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**Tobacco-Free Environment.** Pursuant to, without limitation, 20 U.S.C. section 6083, Labor Code section 6400

et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge and certify under penalty of perjury that I am aware of the District's policy regarding tobacco-free environments at District sites, including the Project site and acknowledge and certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Project site. The District also prohibits electronic cigarettes, "vaping" or similar product uses on District sites.

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**No Hazardous Materials.** I acknowledge and certify under penalty of perjury that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations ("New Hazardous Material"), shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of Designer/Builder's work on the Project for District. I have instructed our employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

- (i) Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos-containing material. Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the District's determination. The costs of any such tests shall be paid by Designer/Builder if the material is found to be New Hazardous Material.
- (ii) All Work or materials found to be New Hazardous Material or Work or material installed with equipment containing "New Hazardous Material," will be immediately rejected and this Work will be removed at Designer/Builder's expense at no additional cost to the District.

**The Designer/Builder must immediately notify the District within two (2) Business Days, if the Designer/Builder finds and before it disturbs, any material that the Designer/Builder believes may be hazardous waste, as defined in section 25117 of the Health and Safety Code, and requires removal to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.**

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**Lead as a Health Hazard.** Lead poisoning is recognized as a serious environmental health hazard facing children today. Even at low levels of exposure, much lower than previously believed, lead can impair the development of a child's central nervous system, causing learning disabilities, and leading to serious behavioral problems. Lead enters the environment as tiny lead particles and lead dust disbursts when paint chips, chinks, peels, wears away over time, or is otherwise disturbed. Ingestion of lead dust is the most common pathway of childhood poisoning; lead dust gets on a child's hands and toys and then into a child's mouth through common hand-to-mouth activity. Exposures may result from construction or remodeling activities that disturb lead paint, from ordinary wear and tear of windows and doors, or from friction on other surfaces.

Ordinary construction and renovation or repainting activities carried out without lead-safe work practices can disturb lead-based paint and create significant hazards. Improper removal practices, such as dry scraping, sanding, or water blasting painted surfaces, are likely to generate high volumes of lead dust.

Because the Designer/Builder and its employees will be providing services for the District, and because the Designer/Builder's work may disturb lead-containing building materials, **Designer/Builder is hereby notified** of the potential presence of lead-containing materials located within certain buildings utilized by the District. All school

buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

(i) **Overview of California Law**

Education Code section 32240 et seq. is known as the Lead Safe Schools Protection Act. Under this act, the Department of Health Services ("DHS") is to conduct a sample survey of schools in the State of California for the purpose of developing risk factors to predict lead contamination in public schools. (Ed. Code, § 32241.)

Any school that undertakes any action to abate existing risk factors for lead is required to utilize trained and state-certified contractors, inspectors, and workers. (Ed. Code, § 32243, subd. (b).) Moreover, lead-based paint, lead plumbing, and solders, or other potential sources of lead contamination, shall not be utilized in the construction of any new school facility or the modernization or renovation of any existing school facility. (Ed. Code, § 32244.)

Both the Federal Occupational Safety and Health Administration ("Fed/OSHA") and the California Division of Occupational Safety and Health ("Cal/OSHA") have implemented safety orders applicable to all construction work where a contractor's employee may be occupationally exposed to lead.

The OSHA Regulations apply to all construction work where a contractor's employee may be occupationally exposed to lead. The OSHA Regulations contain specific and detailed requirements imposed on contractors subject to that regulation. The OSHA Regulations define construction work as work for construction, alteration, and/or repair, including painting and decorating. It includes, but is not limited to, the following:

- a. Demolition or salvage of structures where lead or materials containing lead are present;
- b. Removal or encapsulation of materials containing lead;
- c. New construction, alteration, repair, or renovation of structures, substrates, or portions thereof, that contain lead, or materials containing lead;
- d. Installation of products containing lead;
- e. Lead contamination/emergency cleanup;
- f. Transportation, disposal, storage, or containment of lead or materials containing lead on the site or location at which construction activities are performed; and
- g. Maintenance operations associated with the construction activities described in the subsection.

Because it is assumed by the District that all painted surfaces (interior as well as exterior) within the District contain some level of lead, it is imperative that the Designer/Builder, its workers and subcontractors fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials (including title 8, California Code of Regulations, section 1532. 1).

**The Designer/Builder must notify the District if any Work may result in the disturbance of lead-containing building materials. Any and all Work that may result in the disturbance of lead-containing building materials must be coordinated through the District. A signed copy of this Certification must be on file prior to beginning Work on the Project, along with all current insurance certificates.**

(ii) **Renovation, Repair and Painting Rule, Section 402(c)(3) of the Toxic Substances Control Act**

In 2008, the U.S. Environmental Protection Agency, issued a rule pursuant to the authority of Section 402(c)(3) of the Toxic Substances Control Act, requiring lead safe work practices to reduce exposure to lead hazards created by renovation, repair and painting activities that disturb lead-based paint (Renovation, Repair and Painting Rule). Renovations in homes, childcare facilities, and schools built prior to 1978 must be conducted by certified renovations firms, using renovators with accredited training, and following the work practice requirements to reduce human exposures to lead.

Designer/Builder, its workers and subcontractors must fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials, including those rules and regulations appearing within title 40 of the Code of Federal Regulations as part 745 (40 CFR 745).

The requirements apply to all contractors who disturb lead-based paint in a six-square-foot area or greater indoors or a 20-square-foot area outdoors. If a DPH-certified inspector or risk assessor determines that a home constructed before 1978 is lead-free, the federal certification is not required for anyone working on that particular building.

(iii) **Designer/Builder's Liability**

If the Designer/Builder fails to comply with any applicable laws, rules, or regulations, and that failure results in a site or worker contamination, the Designer/Builder will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify, and hold harmless the District, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom.

If lead disturbance is anticipated in the Work, only persons with appropriate accreditation, registrations, licenses, and training shall conduct this Work.

It shall be the responsibility of the Designer/Builder to properly dispose of any and all waste products, including, but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It will be the responsibility of the Designer/Builder to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This company shall be registered with the Department of Transportation (DOT) and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within the District.

The Designer/Builder shall provide the District with any sample results prior to beginning Work, during the Work, and after the completion of the Work. The District may request to examine, prior to the commencement of the Work, the lead training records of each employee of the Designer/Builder.

I acknowledge and certify under penalty of perjury, that:

1. I have received notification of potential lead-based materials on the District's property;
2. I am knowledgeable regarding and will comply with all applicable laws, rules, and regulations governing work with, and disposal of, lead.

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**Imported Materials.** All soils, aggregate, or related materials ("Fill") that Designer/Builder, a Subcontractor, agent or supplier, in any way, provides or delivers and/or supplies to the Project Site shall be free of any and all hazardous material as defined in section 25260 of the Health and Safety Code, shall satisfy the requirements of any environmental review of the Project performed pursuant to the statutes and guidelines of the California Environmental Quality Act, sections 21000 et seq. of the Public Resources Code ("CEQA"), and shall comply with the requirements of sections 17210 et seq. of the Education Code, including requirements for a Phase I environmental assessment acceptable to the State of California Department of Education and Department of Toxic Substances Control. I acknowledge that, to the furthest extent permitted by California law, the indemnification provisions in the Contract Documents apply to, without limitation, any claim(s) connected with providing, delivering, and/or supplying Fill.

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**Roofing Contract Financial Interest Certification (Public Contract Code § 3006)**

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with a roof project contract or subcontract on the Project. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
certify that I do not have, and throughout the duration of the Contract, I will not have, any financial relationship in connection with the performance of the Contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roof project contract:

Name of firm ("Firm"): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Address of branch office used for this Project: \_\_\_\_\_  
If subsidiary, name and address of parent company: \_\_\_\_\_

**For Projects without substantive roofing components, check the following box and execute this certification:**

- The Work on the Contract (1) does not include the replacement or repair of a roof or (2) is a repair of twenty five percent (25%) or less of the roof, (3) or is a repair project that has a total cost of twenty-one thousand dollars (\$21,000) or less.

**Iran Contracting Act Certification (Public Contract Code § 2204)**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Designer/Builder shall complete **ONLY ONE** of the following three paragraphs.

1. Designer/Builder's Proposal is less than one million dollars (\$1,000,000).

**OR**

2. Designer/Builder's Proposal is one million dollars (\$1,000,000) or more, but Designer/Builder is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code § 2203(b), and Designer/Builder is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

**OR**

3. Designer/Builder's Proposal is one million dollars (\$1,000,000) or more, but the

District has given prior written permission to Designer/Builder to submit a proposal pursuant to PCC 2203(c) or (d). **A copy of the written permission from the District is included with Proposal.**

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**Russian Sanctions Certification**

On February 21, 2022, President Biden issued Executive Order 14065 (<https://www.whitehouse.gov/briefing-room/presidential-actions/2022/02/21/executive-order-on-blocking-property-of-certain-persons-and-prohibiting-certain-transactions-with-respect-to-continued-russian-efforts-to-undermine-the-sovereignty-and-territorial-integrity-of-ukraine/>; “**Federal Order**”) imposing economic sanctions and prohibiting many activities including, but not limited to, investing in, importing to, exporting from, and contracting with, areas of Ukraine and in Russia. On March 4, 2022, California Governor Newsom issued Executive Order N-6-22 requiring state agencies to take steps to ensure any agency and entity under contract with state agencies comply with the Federal Order (<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>; (“**State Order**”).

The District requires the Designer/Builder, as a vendor with the District, to comply with the economic sanctions imposed in response to Russia’s actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>).

If your Firm’s contract with the District has a cumulative value of \$5 million or more, your certification here constitutes your written response to the District, indicating:

- (1) that your Firm is in compliance with the required economic sanctions of the Federal and State Orders;
- (2) the steps your Firm has taken in response to Russia's actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, not transferring technology to Russia or Russian entities, and directly providing support to the government and people of Ukraine.

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**I ACKNOWLEDGE AND CERTIFY UNDER PENALTY OF PERJURY THAT I AM DULY AUTHORIZED TO LEGALLY BIND THE DESIGNER/BUILDER TO ALL PROVISIONS AND ITEMS INCLUDED IN THESE CERTIFICATIONS, THAT THE CONTENTS OF THESE CERTIFICATIONS ARE TRUE, AND THAT THESE CERTIFICATIONS ARE MADE UNDER THE LAWS OF THE STATE OF CALIFORNIA.**

Date: \_\_\_\_\_

Proper Name of Designer/Builder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION CERTIFICATION**

Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program ("Program") for the construction and/or modernization of school buildings to have a participation goal for disabled veteran business enterprises ("DVBE(s)") of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district on projects that receive state funding.

Section 2001 of the Public Contract Code requires school districts to require each Bidder to provide in its bid certain information about its Subcontractors. In addition to completing this certification as indicated herein, each Bidder must provide the information related to DVBEs as required in the Designated Subcontractors List.

- 1. Disabled Veteran Business Enterprise.** A DVBE is a business enterprise certified by the California Office of Small Business as a DVBE.
- 2. DVBE Participation Policy.** The District is committed to achieving this DVBE participation goal. The District encourages Designer/Builder to ensure maximum opportunities for the participation of DVBEs in the Work of the Contract.
- 3. DVBE Participation Goal.** The three percent (3%) participation goal is not a quota, set-aside or rigid proportion.
- 4. Certification of Participation.** At the time of execution of the Contract, the Designer/Builder will provide a statement to the District of anticipated participation of DVBEs in the contract.
- 5. Submission of Report.** During performance of the Contract, Designer/Builder shall monitor the Work of the Contract, award of subcontracts and contracts for materials, equipment and supplies for the purpose of determining DVBE participation in the Work of the Contract.
  - a) Designer/Builder shall report on a monthly basis all DVBEs utilized in the performance of the Work, the type or classification of the Work performed by each DVBE, and the dollar value of the Work performed by each DVBE.
  - b) Upon completion of the Work of the Contract, Designer/Builder shall submit a report to the District in the form attached hereto identifying all DVBEs utilized in the performance of the Work, the type or classification of the Work performed by each DVBE, and the dollar value of the Work performed by each DVBE.
    - i) The submission to the District of this report is a condition precedent to the District's obligation to make payment of the Final Payment under the Contract Documents. The submission of this report shall be in addition to, and not in lieu of, any other conditions precedent set forth in the Contract Documents for the District's obligation to make payment of the Final Payment.
    - ii) The District reserves the right to request additional information or documentation from the Designer/Builder evidencing efforts to comply with the three percent (3%) DVBE participation goal.





**CRIMINAL BACKGROUND INVESTIGATION / FINGERPRINTING CERTIFICATION**

The undersigned does hereby certify to the governing board of the District that he/she is a representative of the Designer/Builder, is familiar with the facts herein certified, is authorized and qualified to execute this certificate on behalf of Designer/Builder; and that the information in this Criminal Background Investigation / Fingerprinting Certification is true and correct.

1. **Education Code.** Designer/Builder has taken at least one of the following actions (check all that apply):

**All Workers Fingerprinted.** The Designer/Builder has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Designer/Builder’s employees and all of its subcontractors’ employees who interact with pupils, outside of the immediate supervision and control of the pupil’s parent or guardian or a school employee, has a valid criminal records summary as described in Education Code Section 44237 (Designer/Builder shall “require each applicant for employment in a position requiring contact with minor pupils to submit two sets of fingerprints prepared for submittal by the employer to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and the Federal Bureau of Investigation.”). A complete and accurate list of Designer/Builder’s employees and of all of its subcontractors’ employees who may interact with District pupils during the course and scope of the Contract is attached hereto; and/or

**Physical Barrier.** Pursuant to Education Code section 45125.2, Designer/Builder has installed or will install, prior to commencement of work, a physical barrier at the Project site, that will limit contact between Designer/Builder’s employees and District pupils at all times; and/or

**Continual Supervision by Fingerprinted Employee.** Pursuant to Education Code section 45125.2, Designer/Builder certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Designer/Builder who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Designer/Builder’s employees and its subcontractors’ employees is:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Unoccupied Site.** The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

2. **Megan’s Law (Sex Offenders).** I have verified and will continue to verify that the employees of Designer/Builder that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California’s “Megan’s Law” Website (<http://www.meganslaw.ca.gov/>).

Designer/Builder’s responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Designer/Builder.

Date: \_\_\_\_\_

Proper Name of Designer/Builder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PERFORMANCE BOND (100% of Contract Price)**

**(Note: Designer/Builders must use this form, NOT a surety company form.)**

**WHEREAS**, the governing board ("Board") of the **Colton Joint Unified School District**, ("District") and

\_\_\_\_\_, ("Principal")

have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient, and proper to perform the following project:

\_\_\_\_\_ Project ("Project" or "Contract")

which Contract dated \_\_\_\_\_, 2023, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part hereof, and

**WHEREAS**, the Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract;

**NOW, THEREFORE**, the Principal and \_\_\_\_\_ ("Surety") are held and firmly bound unto the District in the penal sum of:

\$ \_\_\_\_\_ **DOLLARS,**

lawful money of the United States, for payment to the District and will and truly be made pursuant to the provisions herein. Principal and Surety, each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally to:

- Perform all the work required to complete the Project; and
- Pay to the District all damages the District incurs as a result of the Principal's failure to perform all the Work required to complete the Project.

In the event the Principal is declared by the District to be in breach or default in the performance of the Contract, then, after written notice from the District to the Surety, as provided for herein, the Surety shall either remedy the default or breach of the Principal or shall take charge of the Work of the Contract and complete the Contract with a Designer/Builder other than the Principal at its own expense; provided, however, that the procedure by which the Surety undertakes to discharge its obligations under this Bond shall be subject to the advance written approval of the District.

The condition of the obligation is such that, if the above bounden Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in the Contract and any alteration thereof made as therein provided, on his or its part to be kept and performed at the time and in the intent and meaning, including all contractual guarantees and warranties of materials and workmanship, and shall indemnify and save harmless the District, its trustees, officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period equal to the warranty and/or guarantee period of the Contract, during which time Surety's obligation shall continue if Designer/Builder shall fail to make full, complete, and satisfactory repair, replace, and totally protect the District from loss or damage resulting from or caused by defective materials or faulty workmanship. The obligations of Surety hereunder shall continue so long as any obligation of Designer/Builder remains. Nothing herein shall limit the District's rights or the Designer/Builder's or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the Contract Documents or to the Work.

**Any claims under this bond may be addressed to the Surety at the following address. This cannot be the Designer/Builder's broker for this bond, but must be an employee of the Surety or the Surety's legal counsel:**

\_\_\_\_\_

\_\_\_\_\_

**Attention:** \_\_\_\_\_

**Telephone No.:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Fax No.:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Principal**

**Surety**

\_\_\_\_\_  
(Name of Principal)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Signature of Person with Authority)

\_\_\_\_\_  
(Signature of Person with Authority)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Name of California Agent of Surety)

\_\_\_\_\_  
(Address of California Agent of Surety)

\_\_\_\_\_  
(Telephone Number of California Agent of Surety)

**Designer/Builder must attach a Notarial Acknowledgment for all Surety's signatures and a Power of Attorney and Certificate of Authority for Surety. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.**

**PAYMENT BOND -- Designer/Builder's Labor & Material Bond (100% of Contract Price)**  
**(Note: Designer/Builders must use this form, NOT a surety company form.)**

**WHEREAS**, the governing board ("Board") of the **Colton Joint Unified School District**, ("District") and

\_\_\_\_\_, ("Principal")

have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient, and proper to perform the following project:

\_\_\_\_\_ Project ("Project" or "Contract")

which Contract dated \_\_\_\_\_, 2023, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part hereof, and

**WHEREAS**, pursuant to law and the Contract, the Principal is required, before entering upon the performance of the work, to file a good and sufficient bond with the body by which the Contract is awarded in an amount equal to 100 percent (100%) of the Contract price, to secure the claims to which reference is made in the Civil Code of California, including section 9100, and the Labor Code of California, including section 1741.

**NOW, THEREFORE**, the Principal and \_\_\_\_\_ ("Surety") are held and firmly bound unto all laborers, material men, and other persons referred to in said statutes in the penal sum of:

\$ \_\_\_\_\_ **DOLLARS,**

lawful money of the United States, being a sum not less than the total amount payable by the terms of Contract, for the payment of which sum well and truly to be made pursuant to all applicable statutes and laws applicable to the provisions herein. Principal and Surety, each of us, bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, to those applicable statutes and laws, and to the provisions herein.

The condition of this obligation is that if the Principal or any of his or its subcontractors, of the heirs, executors, administrators, successors, or assigns of any, all, or either of them shall fail to pay for any labor, materials, provisions, equipment, or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to that work or labor, that the Surety will pay the same in an amount not exceeding the amount herein above set forth, and also in case suit is brought upon this bond, will pay a reasonable attorney's fee to be awarded and fixed by the Court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under sections 9000 through 9566 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void; otherwise it shall be and remain in full force and affect.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the Contract Documents or to the Work.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be

deemed an original thereof, have been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Principal**

**Surety**

\_\_\_\_\_  
(Name of Principal)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Signature of Person with Authority)

\_\_\_\_\_  
(Signature of Person with Authority)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Name of California Agent of Surety)

\_\_\_\_\_  
(Address of California Agent of Surety)

\_\_\_\_\_  
(Telephone Number of California Agent of Surety)

**Designer/Builder must attach a Notarial Acknowledgment for all Surety's signatures and a Power of Attorney and Certificate of Authority for Surety. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.**

District's Form of Design-Build Contract

Exhibit A

SCOPE OF WORK

**THE FOLLOWING SCOPE REPRESENTS THE DISTRICT'S CURRENT UNDERSTANDING OF THE PROJECT AND CONTAINS GENERAL REQUIREMENTS THAT CAN BE REVISED IF REQUIRED.**

The Parties acknowledge and agree that the Designer/Builder's Proposal for this Project is not incorporated into this Contract.

**Article 1. DESIGN SERVICES**

- 1.1. During the course of all Work, Designer/Builder will meet with District to review Project specifications, the Project Schedule, conceptual documents, design documents, the Quality Assurance Plan and basis of design.
- 1.2. During course of all Work, Designer/Builder will meet with District to review equipment, scope of work, and installation plans that relate to the design and construction of the Project.
- 1.3. During the course of all Work, and at least weekly, Designer/Builder will meet with the District so that Designer/Builder may provide reports to the District of the general status and progress of the Work, and to review the general status and progress of the Work.
- 1.4. Although the Parties acknowledge that the Designer/Builder's Services are not completely severable between design, procurement, installation, construction, commissioning, programming, field testing, and training, the following scope of services will be generally referred to as the Services that the Designer/Builder shall perform during the Design Phase Services and during the Construction Phase of the Project, for the scope of work for which Designer/Builder is designing the Project, which shall be as indicated in the Construction Documents.
- 1.5. **Scope, Responsibilities, and Services of Designer/Builder**
  - 1.5.1. Designer/Builder shall provide Services that shall comply with professional engineering standards, recognized industry standards professional skill and judgment, and applicable requirements of federal, state, and local law.
  - 1.5.2. Designer/Builder agrees to design and construct the Project in consideration for the District's payment up to the Contract Price, which may only be adjusted pursuant to the provisions of this Contract.
  - 1.5.3. At all stages in the Design Phase Services, Designer/Builder shall conduct value engineering analysis on building components to determine the best value based on initial cost, life expectancy, cost of operation and maintenance.
  - 1.5.4. Designer/Builder shall prepare and update at each document submittal milestone, detailed estimates of cost of construction to substantiate that the Project will not exceed the Contract Price.
  - 1.5.5. Prepare and update monthly the detailed construction schedule to confirm the Project delivery within the milestones as set forth in **Exhibit B**.
  - 1.5.6. Designer/Builder acknowledges that all California school districts are now obligated to develop and implement storm water requirements.
  - 1.5.7. Designer/Builder is responsible to include in its schedule District quality assurance reviews of

deliverables prepared during Design Phase Services.

- 1.5.8. During the course of the Work, and at least weekly, Designer/Builder shall provide reports to the District of the general status and progress of the Work appropriate for dissemination to community and end-users. Report shall include Budget, Schedule, Scope, Quality and Communication.
- 1.5.9. Designer/Builder shall receive written approval by the District before proceeding with each phase of the Design Phase Services and before commencing the Construction Phase.
- 1.5.10. At the conclusion of each phase of the Design Phase, Designer/Builder shall prepare and submit to the District an estimate for the cost of the Construction Phase Services ("**Cost Estimate(s)**"). Designer/Builder acknowledges that the purpose of the Cost Estimate(s) is to ensure that the cost of the applicable Construction Phase Services shall not exceed the Contract Price associated with Construction Phase Services. If there is a Contingency, Contingency preparation and use shall comply with the Contract Documents. If at any time during Design Phase Services, Designer/Builder believes that the cost of Construction Phase Services shall exceed the cost indicated in the Contract Price, Designer/Builder shall immediately notify the District.
- 1.5.11. Designer/Builder shall submit with each phase an estimate of the cost of construction. Any and all contingencies shall be reviewed and approved by the District.
- 1.5.12. Designer/Builder shall maintain consistency of formatting all documents during the Design Phase Services and during the Construction Phase throughout for all engineering disciplines and subcontractors.
- 1.5.13. Designer/Builder will conduct an economic analysis by evaluating the relative cost effectiveness of alternative building-related systems or components at each phase in the Design Phase Services.
- 1.5.14. Designer/Builder shall contract for or employ at Designer/Builder's expense, consultant(s) to the extent deemed necessary for completion of its Services on the Project including, but not limited to, architects, mechanical, electrical (to include a lighting consultant), structural, civil engineers, landscape architects, low voltage, acoustical, data, energy, and telephone consultants as necessary, licensed as required by the State of California. Nothing in the foregoing procedure shall create any contractual relationship between the District and any consultant employed by the Designer/Builder under terms of the Contract.
- 1.5.15. Designer/Builder is responsible for all areas of contract administration, including but not limited to Document Controls, Project Cost Controls, Project Scope control, Schedules, Communication, Quality Assurance and Control, and Value-Engineering Studies. All documents shall be available to the District in PDF digital format. The Designer/Builder shall review on-going contract administration and deliverables during the Construction Phase with the District prior to commencement of the Construction Phase Services. The Designer/Builder shall provide the District with any and all software required to review its documentation and/or submittals.
- 1.5.16. The District shall provide to Designer/Builder information and documentation that the District currently has related to the Sites including geotechnical reports, topographic surveys, and related items. If Designer/Builder believes that the information or documentation the District provides is insufficient for purposes of design or if the Designer/Builder believes it needs additional information, including a topographical survey; geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; determinations of the location of all subsurface utilities; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other tests



reasonably related to performance of the Project, the Designer/Builder shall inform the District of that fact and the Parties shall mutually agree on the items required and the process and responsibility to procure those items.

- 1.5.17. Designer/Builder shall coordinate with District personnel and/or its designated representatives as may be requested and desirable, including with other professionals employed by the District for the design, coordination, or management of other work on the Site.
- 1.5.18. Where applicable, Designer/Builder shall identify the authorities having jurisdiction over essential building and design elements and coordinate with and implement the requirements of the regulatory agencies or their authorized agents, including, without limitation, California Department of Education (“CDE”), the Office of Public School Construction (“OPSC”), the DGS, DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety, State and local Fire Marshal, County and City Health Inspectors and any regulatory office or authority having jurisdiction or supervision of school district construction projects.
- 1.5.19. If applicable, Designer/Builder shall provide Services required to obtain the approval of any authorities having jurisdiction (e.g., City, County, etc.) for off-Site work related to the Project including review by regulatory agencies having jurisdiction over the Project.
- 1.5.20. Designer/Builder shall coordinate with the District’s DSA Project Inspector(s).
- 1.5.21. Designer/Builder shall coordinate with the District’s other consultants on the Project, including, but not limited to the construction manager, building enclosure commissioning consultant, systems commissioning consultant, and cost estimator.
- 1.5.22. Designer/Builder shall use its best efforts to provide pictures downloaded to computer files, updated as requested by the District, that the District may use on its website. Pictures shall be limited to Designer/Builder’s Project scope.
- 1.5.23. Designer/Builder Deliverables shall include but are not limited to (for applicable phases):
  - 1.5.23.1. Design Phase Deliverables.
    - 1.5.23.1.1. Monthly Project Status Report.
    - 1.5.23.1.2. Issues Log.
    - 1.5.23.1.3. Schematic Design Documents with Basis of Design Documents.
      - 1.5.23.1.3.1. Estimates with subcontractor bids.
    - 1.5.23.1.4. Design Documents at 50% and 100% based on approved schedule.
      - 1.5.23.1.4.1. Estimates with subcontractor bids.
    - 1.5.23.1.5. Construction Documents at 50%, 90%, at time of DSA submittal based on approved schedule.
      - 1.5.23.1.5.1. Estimates with subcontractor bids.
    - 1.5.23.1.6. DSA Stamped Construction Documents.
      - 1.5.23.1.6.1. Review and approved by the District.
      - 1.5.23.1.6.2. Estimate with subcontractor bids.
    - 1.5.23.1.7. Schedule updates at each phase of design submittal.
    - 1.5.23.1.8. All documents evidencing Designer/Builder’s compliance with the Subcontractor Procurement Process attached hereto in **Exhibit F**.

- 1.5.23.1.9. At 100% Construction Documents, Designer/Builder shall provide an updated final Cost Estimate to perform Construction Phase Services within the Contract Price with documentation supporting that cost, broken down by scope of work (Subcontractor and self-performed), line-item cost for Designer/Builder's General Conditions, and mark-ups.
- 1.5.23.1.10. Final Project Schedule and, if applicable, Phasing Plan for Construction.
- 1.5.23.1.11. Schedule of Values.
- 1.5.23.2. Construction Deliverables.
  - 1.5.23.2.1. Project Management Plan.
    - 1.5.23.2.1.1. Update as required.
  - 1.5.23.2.2. Safety Plan
    - 1.5.23.2.2.1. Safety Site Inspections.
    - 1.5.23.2.2.2. Site Inspections.
  - 1.5.23.2.3. Monthly Project status report with progress photos.
  - 1.5.23.2.4. Monthly Community Newsletter.
- 1.5.24. As part of the Services, Designer/Builder is **NOT** responsible for the following, however, it shall coordinate and integrate its Work with any of the following information and/or services provided by District:
  - 1.5.24.1. Ground contamination or hazardous material analysis.
  - 1.5.24.2. Any asbestos and/or lead testing, design, or abatement.
  - 1.5.24.3. Compliance with CEQA.

**1.6. Designer/Builder Staff**

- 1.6.1. The Designer/Builder has been selected to perform the Services herein because of its skills and expertise and because of the AOR.
- 1.6.2. The Designer/Builder shall not change any of the key personnel without prior written approval by District, unless said personnel cease to be employed by Designer/Builder. In either case, District shall be allowed to interview and approve replacement personnel. For key personnel, except for Architect Personnel, such approval shall not be unreasonably withheld or delayed. For the AOR and the AOR's Personnel, such approval shall be within the District's sole discretion.
- 1.6.3. If any designated lead or key person fails to perform to the reasonable satisfaction of the District, then upon written notice the Designer/Builder shall have five (5) days to remove that person from the Project and replace that person with one reasonably acceptable to the District.
- 1.6.4. Designer/Builder shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in "responsible charge" of persons who observe the construction.

**1.7. Design Document Management**

- 1.7.1. The Designer/Builder shall perform the Services and prepare design documents under the Contract with the assistance of Computer Aided Design Drafting ("CADD") (e.g., AutoCAD)

Technology. The Designer/Builder shall deliver the design documents to the District, on request, in a “thumb” drive, and/or compact disc format, and compatible with AutoCAD 2020 (not .pdf), or a more recent version if available. As to any drawings that Designer/Builder provides in a CADD file format, the District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that the District should rely on hard copies of all documents.

- 1.7.2. Only if directed in writing by the District, Designer/Builder will use BIM for managing the coordination/conflicts with major building and structural systems. The Designer/Builder will include Revit® to optimize building performance early in the design process, run cost estimate and monitor performance changes over the Project’s and building’s lifetime.
  - 1.7.3. In order to document exactly what CADD information was given to the District, Designer/Builder and District shall each sign a “hard” copy of reproducible documents that depict the information at the time Designer/Builder produces the CADD information. District agrees to release Designer/Builder from all liability, damages, and/or claims that arise due to any changes made to this information by anyone other than the Designer/Builder or Consultant(s) subsequent to it being given to the District.
  - 1.7.4. Following the termination of the Contract, for any reason whatsoever, the Designer/Builder shall promptly deliver to the District upon written request the following items (hereinafter “Instruments of Service”) in electronic format (Microsoft Word), assuming the District has made all payments to Designer/Builder as required by the termination provisions in this Contract.
    - 1.7.4.1. One set of the Contract, including the bidding requirements, specifications, and all existing cost estimates for the Project, in hard copy, reproducible format.
    - 1.7.4.2. Where applicable, one set of fixed image CADD files in DXF format of the drawings that are part of the Contract.
    - 1.7.4.3. Where applicable, one set of non-fixed image CADD drawing files in DXF and/or DWG format of the site plan, floor plans (architectural, plumbing, structural mechanical and electrical), roof plan, sections and exterior elevations of the Project.
    - 1.7.4.4. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, and reports prepared by the Designer/Builder under the Contract.
- 1.8. **Certificate of Designer/Builder.** Designer/Builder certifies that the Designer/Builder is properly licensed under the laws and regulations of the State of California to provide the professional Services that it has herein agreed to perform.

**Article 2. DESIGN SERVICES BY PHASE**

- 2.1. **Schematic Design Phase.** Designer/Builder agrees to provide the services for the Schematic Design Phase as described below:
- 2.1.1. Designer/Builder shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other Services furnished by Designer/Builder under the Contract, as well as coordination with all Master plans, studies, reports and other information provided by District. Designer/Builder shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.
  - 2.1.2. The District shall provide all information available to it to the extent the information relates to Designer/Builder’s scope of work. This information shall include, if available,

- 2.1.2.1. Physical characteristics;
- 2.1.2.2. Legal limitations and utility locations for the Project site(s);
- 2.1.2.3. Written legal description(s) of the Project site(s);
- 2.1.2.4. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
- 2.1.2.5. Adjacent drainage;
- 2.1.2.6. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
- 2.1.2.7. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
- 2.1.2.8. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
- 2.1.2.9. Surveys, reports, as-built drawings;
- 2.1.2.10. Subsoil data, chemical data, and other data logs of borings;
- 2.1.2.11. DSA Numbers for all buildings, as necessary to obtain DSA approval of plans to be submitted by Designer/Builder under the contracted scope of Work.
- 2.1.3. Designer/Builder shall Visually Verify this information and all existing utilities and systems related to the Project, including capacity, and document the location of existing utility lines, vents, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by the District. "Visually Verify" means to verify to the fullest extent possible by physical inspection and reasonable investigation and without any destructive action.
- 2.1.4. **Technology Backbone.** Designer/Builder shall be responsible for the coordination of the design and the layout of the technology backbone system of the Work with the District's Information Technology Department and/or the District's technology consultant, and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring as well as any necessary temporary or permanent relocation of the technology backbone system for or during the performance of the Work. Designer/Builder and consultant(s) shall prepare and be responsible for documents prepared by the Designer/Builder based on the information provided by the District's technology consultant as appropriate to the level of design completion.
- 2.1.5. Prepare and review with District staff a scope of Work list and Work plan identifying specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, demolition, concepts and schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities of the Designer/Builder, required completion times necessary for the review and approval by the District and by pertinent regulatory agencies and additional definition of deliverables.
- 2.1.6. Designer/Builder to provide furnishing and fixture design.
- 2.1.7. Review the developed Work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
- 2.1.8. Quality Management Plan.

2.1.9. Risk Management and Issues Log.

2.1.10. **Architectural**

2.1.10.1. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.

2.1.10.2. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.

2.1.10.3. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.

2.1.10.4. Identify on the floor plans all door sizes and swings, interior and exterior window locations and sizes, and the use of movable partitions or other unique openings.

2.1.10.5. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

2.1.10.6. Identify code requirements, include occupancy classification(s) and type of construction.

2.1.11. **Structural**

2.1.11.1. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists, post and beams, and sheer walls); with preliminary sizing identified.

2.1.11.2. Identify foundation systems (including fill requirements, piles, caissons, spread footings); with preliminary sizing identified.

2.1.12. **Mechanical**

2.1.12.1. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.

2.1.12.2. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.

2.1.12.3. Show selected system on drawings as follows:

2.1.12.4. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.

2.1.12.5. Location and preliminary sizing of all major equipment and duct work in allocated spaces.

2.1.12.6. Schematic piping.

2.1.12.7. Temperature control zoning.

2.1.12.8. Provide design criteria to include the intent base of design for the Project.

2.1.12.9. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

2.1.13. **Electrical**

2.1.13.1. Calculate overall approximate electrical loads.

- 2.1.13.2. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
- 2.1.13.3. Show system(s) selected on drawings as follows:
- 2.1.13.4. Single line drawing(s) showing major distribution system.
- 2.1.13.5. Location and preliminary sizing of all major electrical systems and components including:
- 2.1.13.5.1. Load centers.
  - 2.1.13.5.2. Main panels.
  - 2.1.13.5.3. Switch gear.
- 2.1.13.6. Provide design criteria to include the intent base of design for the Project.
- 2.1.13.7. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
- 2.1.14. **Civil**
- 2.1.14.1. Develop on and off-site utility systems such as sewer, water, storm drain, firewater lines, and fire hydrants.
- 2.1.14.2. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades, and drainage.
- 2.1.14.3. Coordinate finish floor elevations with architectural site plan.
- 2.1.15. **Landscape.** Develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements, and visual barriers.
- 2.1.16. **Specifications.** Prepare proposed revisions to the specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Designer/Builder is to use District's standardized equipment/material list for new construction and modernization in development of the Project design and specifications.
- 2.1.17. **Meetings.** During this Phase, Designer/Builder shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as required for the Work and as requested by the District. There will be a Project cost reconciliation meeting with the District's cost estimator at the end of this Phase.
- 2.1.18. **Deliverables and Numbers of Copies.** Designer/Builder shall provide to the District one hard copy of the above noted items produced in this phase, together with one copy of each item in electronic format:
- 2.1.18.1. Two copies of meeting Reports/Minutes;
  - 2.1.18.2. Two copies of Schematic Design Package with alternatives;
  - 2.1.18.3. Two copies of a statement indicating changes made to the Architectural Program and Schedule;
  - 2.1.18.4. Two copies of DSA file, including all correspondence and meeting notes to date, or notification in writing that Designer/Builder has not met or corresponded with DSA;
  - 2.1.18.5. Two copies of Schedule;
  - 2.1.18.6. Two copies of Commissioning Plan;

- 2.1.18.7. Two copies of Preliminary Cost Estimate;
- 2.1.18.8. Two copies of Risk Management and Issues Log.

**2.1.19. Presentation**

- 2.1.19.1. Designer/Builder shall present and review with the District the detailed Schematic Design.
- 2.1.19.2. The Schematic Design shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.
- 2.1.19.3. Designer/Builder to include in its schedule a Quality Assurance Review by the District.
- 2.1.19.4. Designer/Builder to present its Issues Log. All issues shall be identified and reviewed by the District.

**2.2. Design Development Phase**

Upon District's acceptance of Designer/Builder's Work in the Schematic Design Phase and assuming District has not delayed or terminated the Contract, the Designer/Builder shall prepare from the accepted deliverables from the Schematic Design Phase the Design Development documents (the "**Design Development Phase**") consisting of the following for each proposed system within Designer/Builder's scope of Work:

**2.2.1. Architectural**

- 2.2.1.1. Scaled, dimensioned floor plans with final room locations including all openings.
- 2.2.1.2. 1/8" scale building sections showing dimensional relationships, materials, and component relationships.
- 2.2.1.3. Identification of all fixed equipment to be installed in contract.
- 2.2.1.4. Site plan completely drawn with beginning notes and dimensions including grading and paving.
- 2.2.1.5. Preliminary development of details and large-scale blow-ups.
- 2.2.1.6. Layout plans for all spaces.
- 2.2.1.7. ¼" scale of Restrooms.
- 2.2.1.8. ¼" scale of Wall Types and classroom acoustical requirements.
- 2.2.1.9. Elevation drawings of exterior and interior where equipment, material or fixtures are wall mounted.
- 2.2.1.10. Abbreviations that are specific to the Project.
- 2.2.1.11. Plans that are consistently formatted, including title block, for all disciplines.
- 2.2.1.12. Legend showing all symbols used on drawings.
- 2.2.1.13. Floor plans identifying all fixed and major movable equipment and furniture.
- 2.2.1.14. Further refinement of Outline Specification for architectural, structural, mechanical, electrical, low voltage, controls, civil and landscape manuals, systems and equipment.
- 2.2.1.15. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:

- 2.2.1.16. Light fixtures.
- 2.2.1.17. Ceiling registers or diffusers.
- 2.2.1.18. Access Panels.
- 2.2.2. **Structural**
  - 2.2.2.1. Structural drawing with all major members located and sized.
  - 2.2.2.2. Establish final building and floor elevations.
  - 2.2.2.3. Preliminary specifications.
  - 2.2.2.4. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center requirements.
- 2.2.3. **Mechanical**
  - 2.2.3.1. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
  - 2.2.3.2. Major mechanical equipment should be scheduled indicating size and capacity.
  - 2.2.3.3. Ductwork and piping should be substantially located and sized.
  - 2.2.3.4. Devices in ceiling should be located.
  - 2.2.3.5. Legend showing all symbols used on drawings.
  - 2.2.3.6. More developed Outline Specifications indicating quality level and manufacture.
  - 2.2.3.7. Riser diagram should be substantially complete.
  - 2.2.3.8. Control Systems to be identified.
  - 2.2.3.9. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
- 2.2.4. **Electrical**
  - 2.2.4.1. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
  - 2.2.4.2. All major electrical equipment should be scheduled indicating size and capacity.
  - 2.2.4.3. Complete electrical distribution including a single line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers, and emergency generators, if required. Low voltage system includes fire alarm system, security system, clock and public address system, voice data system, and telecom/technology system.
  - 2.2.4.4. Legend showing all symbols used on drawings.
  - 2.2.4.5. More developed and detailed Outline Specifications indicating quality level and manufacture.
  - 2.2.4.6. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
- 2.2.5. **Civil**



- 2.2.5.1. Further refinement of Schematic Design Phase development of on and off-site utility systems for gas, sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
- 2.2.5.2. Further refinement of Schematic Design Phase roadways, walkways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
- 2.2.6. **Landscape.** Further refinement of Schematic Design concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.
- 2.2.7. **Deliverables and Numbers of Copies**
  - 2.2.7.1. Two copies of Design Development drawing set from all professional disciplines necessary to deliver the Project;
  - 2.2.7.2. Two copies of continued proposed revision to Specifications;
  - 2.2.7.3. Two copies of DSA file, including all correspondence and meeting notes to date, or notification in writing that Designer/Builder has not met or corresponded with DSA;
  - 2.2.7.4. Two copies of Cost Estimate;
  - 2.2.7.5. Two copies of Schedule;
  - 2.2.7.6. The Design Development deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget.
  - 2.2.7.7. The Design Development Phase will be reviewed and approved after Quality Assurance review by the District. Designer/Builder to include Quality Assurance Review in its schedule.
  - 2.2.7.8. Designer/Builder to maintain both a Risk Management Plan and Issues Log. All risks shall be reviewed by the District. Both perceived risks and issues shall be reviewed and approved by the District before proceeding to the Construction Documents Phase.
  - 2.2.7.9. Narrative resolving any/all outstanding quality issues from the Schematic Design Quality Assurance review.
- 2.2.8. **Meetings.** During this Phase, Designer/Builder shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops required for the Work and as requested by the District. There will be a Project cost reconciliation meeting with the District's cost estimator at the end of this Phase.

### 2.3. Construction Documents Phase (50% and 100%)

Upon District's acceptance of Designer/Builder's Work in the Design Development Phase and assuming District has not delayed or terminated the Contract, Designer/Builder shall prepare a set of 90% complete construction documents for review by the District. Upon approval by District, those construction documents shall be completed and then submitted to, as required, local planning or inspection office, DSA, or other agency with approval jurisdiction over the Project. Designer/Builder shall then incorporate any comments or requested revisions from the DSA, or other agency with approval jurisdiction, over the Project and prepare a set of 100% construction documents for the Project. The Designer/Builder shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Designer/Builder's scope of Work:

- 2.3.1. **General.** Verify lead times and availability of all Project equipment, materials, supplies, and furnishings and ensure that all of these will be available to the contractor(s) in a timely

fashion so as to not delay the Project and/or delay the District's Beneficial Use of the Project. The Designer/Builder shall also provide other options to the District regarding other possible and more available equipment, materials, supplies, or furnishings.

**2.3.2. Architectural**

- 2.3.2.1. Completed site plan.
- 2.3.2.2. Completed floor plans, elevations, and sections.
- 2.3.2.3. Architectural details and large blow-ups completed.
- 2.3.2.4. Layout plans for all spaces.
- 2.3.2.5. Finish, door, and hardware schedules completed, including all details.
- 2.3.2.6. Fixed equipment details and identification completed.
- 2.3.2.7. Reflected ceiling plans completed.
- 2.3.2.8. Completed inter and intra disciplinary coordination between civil, landscape, structural, mechanical, electrical and specialties such as Elevator and Food Service, Fire Alarm and Fire Sprinkler Systems.

**2.3.3. Structural**

- 2.3.3.1. Structural floor plans and sections with detailing completed.
- 2.3.3.2. Structural calculations completed.
- 2.3.3.3. Completed cover sheet with general notes, symbols, and legends.

**2.3.4. Mechanical**

- 2.3.4.1. Large scale mechanical details complete.
- 2.3.4.2. Mechanical schedules for equipment completed.
- 2.3.4.3. Completed electrical schematic for environmental cooling and exhaust equipment.
- 2.3.4.4. Complete design of Emergency Management System ("EMS").
- 2.3.4.5. Complete energy conservation calculations and report.

**2.3.5. Electrical**

- 2.3.5.1. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
- 2.3.5.2. Distribution information on all power consuming equipment, including lighting, power, signal, and communication device(s) branch wiring completed.
- 2.3.5.3. All electrical equipment schedules completed.
- 2.3.5.4. Special system components plans completed.
- 2.3.5.5. Electrical load calculations completed.
- 2.3.5.6. Complete design of low voltage system. Low voltage system includes fire alarm system, security system, clock and public address system, voice data system, and telecom/technology system.

**2.3.6. Civil. All site plans, site utilities, parking and roadway systems completed.**

- 2.3.6.1. Completed Demolition plan.

- 2.3.7. **Landscape.** All landscape, hardscape, and irrigation plans completed and reflecting updated revisions from Design Development Phase Documents.
- 2.3.8. **Specifications**
- 2.3.8.1. Complete proposed revisions to the technical specifications describing materials, systems and equipment, workmanship, quality, and performance criteria required for the construction of the Project.
- 2.3.8.2. No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless the District has given prior approval.
- 2.3.9. **Quality Assurance Review.** The District and/or its designee shall conduct a construction review of the Construction Documents ("**Quality Assurance Review**"). The Quality Assurance review will include program scope, space checklist validation of spacing, materials and product verification of sole source materials/equipment along with inter and intra-disciplinary coordination. A report shall be given to the Designer/Builder who shall make necessary changes along with providing written comments for each item listed in the report.
- 2.3.10. The Designer/Builder is responsible to conduct its own Quality Assurance prior to submission to the District.
- 2.3.11. **Deliverables and Numbers of Copies.** Designer/Builder shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:
- 2.3.11.1. Two copies of reproducible copies of working drawings;
- 2.3.11.2. Two copies of proposed revisions to specifications;
- 2.3.11.3. Two copies of engineering calculations;
- 2.3.11.4. Two copies of statement of requirements for testing and inspection of service for compliance with Contract Documents and applicable codes;
- 2.3.11.5. Two copies of DSA file including all correspondence, meeting, back check comments, checklists to date;
- 2.3.11.6. Two copies of a statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change. If no design changes occur but shifts of costs occur between disciplines, identify for District review;
- 2.3.11.7. Two copies of Cost Estimate;
- 2.3.11.8. Two copies of Schedule; and
- 2.3.11.9. Narrative resolving any/all outstanding quality issues from the Design Development Quality Assurance review.
- 2.3.12. The deliverables submitted during this portion of the Construction Document Phase will be reviewed and approved after Quality Assurance Review by the District. Designer/Builder is responsible for code compliance quality assurance review.
- 2.3.13. Designer/Builder shall maintain both a Risk Management Plan and Issues Log. All risks shall be reviewed by the District. Both perceived risks and issues shall be reviewed and approved by the District before proceeding to the Bidding Documents phase.
- 2.3.14. **Construction Documents (CD) Final Back-Check / 100% Construction Documents (where applicable)**
- 2.3.14.1. The Construction Documents final back-check phase ("**100% Construction Documents Phase Services**") shall be for the purpose of Designer/Builder

incorporating all regulatory agencies' comments into the drawings, specifications, and schedules. All changes made by the Designer/Builder during this stage shall be at no additional cost to the District.

2.3.14.2. The final Construction Documents delivered to the District upon completion of the Designer/Builder's Work shall be the final set and shall consist of the original drawings with designers' and engineers' State license stamp.

2.3.14.3. **Meetings.** Designer/Builder shall attend, take part in, and, conduct meetings and site visits as required for the Work and Services at no additional cost to the District. There will be a Project cost reconciliation meeting with the District's cost estimator after preparation of the 100% Construction Documents.

2.3.15. **Early Procurement and Storage of Materials, Supplies, and Equipment.**

2.3.15.1. **Early Purchase Item(s).** The term "Early Purchase Item(s)" means material(s), supply(ies) and equipment for the Project identified in Designer/Builder's Early Purchase Proposal to be purchased early based on the terms set forth hereunder, and in the quantities and at the price indicated in the Early Purchase Proposal, except that, if applicable, the Early Purchase Allowance (as defined below) is an amount set aside for Potential Purchase Item(s) (as defined below) and is not a cost to which Designer/Builder is entitled unless otherwise provided.

2.3.15.2. **Early Purchase Proposal.** The term "Early Purchase Proposal" means the proposal that Designer/Builder will submit to the District identifying Early Purchase Item(s) and the associate quantities and price for each Early Purchase Item as well as the Total Early Purchase Price (as defined below).

2.3.15.3. **Early Purchase Price & Total Purchase Price.** The term "Early Purchase Price" means the individual price per item for one (1) Early Purchase Item as indicated in the Early Purchase Proposal. The term "Total Early Purchase Price" is the total cost of Early Purchase Items in the Early Purchase Proposal inclusive any additional costs, including, without limitation, delivery, tax, and freight.

2.3.15.4. **Option for Early Purchase of Materials, Supplies, and Equipment.** In the District's sole discretion, prior to the District's issuance of an NTP for Construction Phase Services, the District may direct Designer/Builder to purchase the Early Purchase Item(s) consistent with the requirements hereunder. Designer/Builder shall submit to the District an Early Purchase Proposal setting for the Early Purchase Items, the associated Early Purchase Price, and the Total Early Purchase Price. The District will review the Early Purchase Proposal and provide Designer/Builder authorization in writing to commence the purchase of the Early Purchase Items.

2.3.15.5. **Authorization & Evidence of Order.** Within **three (3)** calendar days of Designer/Builder's receipt of the District's authorization to purchase the Early Purchase Item(s), Designer/Builder shall provide the District with a purchase order, bill of sale, invoice, or any other document demonstrating that Designer/Builder has ordered the Early Purchase Item(s).

2.3.15.6. **Payment.** District shall pay Designer/Builder **Ninety-Five Percent (95%)** of the Early Purchase Price for each Early Purchase Item within thirty (30) days of delivery of the Early Purchase Item(s) to (1) a Site or (2) off-site as permitted and approved by the District pursuant to the Terms and Conditions to the Contract. When any Early Purchase Payment becomes due as set forth above, Designer/Builder shall submit an invoice to the District requesting that the District make any applicable Early Purchase Payment.

2.3.15.7. **Retention.** District shall retain **Five Percent (5%)** of the amount owed to Designer/Builder from each Early Purchase Payment. Upon issuance of a Notice to Proceed for Construction Phase Services, Designer/Builder agrees that all retained amounts held from any Early Purchase Payment shall become part of the “Retention” for the Project pursuant to the Terms and Conditions of the Contract. Retention shall be released when the Designer/Builder achieves Completion of the Project consistent with the Terms and Conditions of the Contract.

2.3.15.8. **[IF APPLICABLE] Early Purchase Item Allowance.** This Agreement includes an allowance for the early purchase of additional material(s), supply(ies) and equipment (“**Potential Purchase Item(s)**”) in an amount **not to exceed** \$ **[REDACTED]** Dollars (“**Early Purchase Allowance**”) that the District may use in its sole discretion, subject to the requirements below. The Parties agree and acknowledge that no portion of the Early Purchase Allowance is due and payable to the Designer/Builder unless the conditions below for Early Purchase Allowance use and all other requirements related to Early Purchase Item(s) are satisfied. Any unused portion of the Early Purchase Allowance shall be retained by the District.

2.3.15.9. **Deduction from Contract Price.** Designer/Builder agrees and acknowledges that Total Early Purchase Price for the Early Purchase Item(s) is a component of the cost of Construction Phase Services. If District makes payment of any portion of the Total Early Purchase Price prior to the District issuing the NTP for Construction Phase Services, the District shall direct Designer/Builder to:

2.3.15.9.1. Deduct any portion of the Total Early Purchase Price paid to Designer/Builder from the cost for Construction Phase Services; **or**

2.3.15.9.2. Include any paid portion of the Total Early Purchase Price in the cost for Construction Phase Services and Designer/Builder will prepare a Schedule of Values consistent with the “Schedule of Values” section below that indicates that the District has paid for the Early Purchase Items.

2.3.15.10. **Schedule of Values.** If Designer/Builder prepares a Schedule of Values for construction of the Project that includes the Early Purchase Item(s), Designer/Builder shall include a line item(s) for each Early Purchase Item consistent with the requirements of the Terms and Conditions of the Contract.

2.3.15.11. **Storage and Related Requirements.**

2.3.15.11.1. Designer/Builder shall comply with all requirements in Terms and Conditions of the Contract related to the storage of equipment and materials when Designer/Builder stores the Early Purchase Item(s).

2.3.15.11.2. If Designer/Builder intends to store off-site any Early Purchase Item(s), Designer/Builder shall comply with all requirements Terms and Conditions of the Contract related to off-site storage.

2.3.15.11.3. In addition to the insurance requirements of this Agreement, Designer/Builder shall ensure that its policies of insurance comply with all requirements set in Terms and Conditions of the Contract related to procuring insurance coverage to protect District property.

2.3.15.12. **No Adjustment to the Contract Price and/or Contract Time.** Designer/Builder agrees and acknowledges that this process for the early purchase of equipment and materials is a contractual mitigation measure so the Parties can avoid

increased costs and delay(s) to the construction of the Project that may arise from factors including supply chain challenges. The District's direction to Designer/Builder to comply with this process hereunder shall in no way entitle the Designer/Builder to an increase in the Contract Price or an extension of the Contract Time after the issuance of the Notice to Proceed for the construction Work of the Project, unless otherwise permitted by, and consistent with the requirements of, Terms and Conditions of the Contract.

2.3.15.13. Upon the District's receipt and approval of the above-referenced items, the District shall review and shall determine whether to approve of final pricing. Any approval by the District shall be made in writing in its sole and absolute discretion.

2.4. **Record Drawings.** During the Construction Phase Services, Designer/Builder shall incorporate all information on As-Builts, sketches, details, and clarifications, and prepare one set of final Record Drawings for the District. **As-Builts to be verified on a monthly basis by the IOR and included in the Schedule of Values.** The Record Drawings shall incorporate onto one set of electronic drawings, changes from As-Builts, sketches, details, and clarifications. The Designer/Builder shall deliver the Record Drawings to the District at completion of the construction and it shall be a condition precedent to the District's approval of the Designer/Builder's final payment.

2.5. **O&M Manuals / Warranties.** Designer/Builder shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed materials and systems, to ensure that they meet the requirements of the plans and specifications. The Designer/Builder shall deliver one hard copy sets and electronic PDF set of the O&M Manuals / Warranties to the District at completion of the construction and it shall be a condition precedent to the District's approval of the Designer/Builder's final payment.

2.5.1. Training and videos shall be provided for all major equipment installation.

2.5.2. All products and equipment will include manufacturer's warranty and labor installation guarantee.

2.5.3. O&M Manuals and Warranties will be in PDF digital format packaged for the Project with an outline of information included in the package and a schedule of warranty periods for each product or equipment determined at beneficial occupancy or filing of Notice of Completion.

2.6. **Design Errors.** Designer/Builder shall be solely responsible for all design errors and for the correction of same at no additional cost to District, including, but not limited to, errors, inconsistencies or omissions in the Construction Documents, and errors, omissions and inconsistencies that do not conform to the standards established Contract Documents.

### **Article 3. CONSTRUCTION PHASE SERVICES**

#### **3.1. General**

3.1.1. Designer/Builder shall design, install, construct, field test, commission, and program the Work at the Site. The Work shall be installed and constructed to conform to Division of the State Architect ("DSA") requirements and all applicable building codes. Designer/Builder's Work shall include meetings and discussions as needed with DSA and others as needed to achieve Project approval.

3.1.2. Construction Services shall commence only upon the District's issuance of a Notice to Proceed for Construction Phase services. The District may issue more than one Notice to Proceed for Construction Phase Services depending on the phasing of those services.

3.1.3. Designer Builder's performance of Work for Construction Phase Services shall comply with all requirements of the Contract, including, without limitation, the Terms and Conditions of this Contract.

- 3.1.4. In addition to all other requirement herein, the Designer/Builder shall comply with all requirements of the Plans and Specifications referenced herein in **Exhibit E**.
- 3.1.5. Upon Designer/Builder's completion of Construction Phase Services, the Designer/Builder shall provide the District with all required deliverables.

### **3.2. DSA Approvals & Permits**

- 3.2.1. Designer/Builder, its designers, contractors, and inspectors shall provide documentation required for all approvals by DSA.
- 3.2.2. Designer/Builder shall notify the District and the District's Project Inspector(s) of required inspections and shall provide reasonable access and accommodations for inspections.

### **3.3. Protection of Existing Structures and Utilities**

- 3.3.1. The Sites have above-grade and below-grade structures, utility lines, and other installations that are known or believed to exist in the area of the Work. Designer/Builder shall locate these existing installations before proceeding with demolition and other operations that could damage same; maintain them in service, where appropriate; and repair damage to them caused by the performance of the Work. Should damage occur to these existing installations, then the costs of repair shall be at the Designer/Builder's expense and made to the District's satisfaction.
- 3.3.2. Designer/Builder shall be alert to the possibility of the existence of additional structures and utilities. If Designer/Builder encounters additional structures and utilities, Designer/Builder will immediately report to the District for disposition of same as indicated in the Terms and Conditions to Contract.
- 3.3.3. Designer/Builder shall conduct an engineering evaluation to determine whether any undergrounding power lines will create the potential for electrolytic corrosion of any other underground utilities near such power lines. Where the potential for electrolytic corrosion exists, Designer/Builder shall also design and install a cathodic protection system to protect such utilities.

### **3.4. Specific measures include:**

- 3.4.1. Written Designer/Builder Safety Plans, signs and temporary fencing as needed.
- 3.4.2. Written Designer/Builder Quality Management Plan.
- 3.4.3. Engineering and stamped drawings for District and DSA approval.
- 3.4.4. Layout drawings for Fire Department review.
- 3.4.5. Single line and electrical drawings for Pacific Gas & Electric.
- 3.4.6. Layout drawings for District Technology Department review.

### **3.5. Commissioning**

#### **3.5.1. Summary**

- 3.5.1.1. Commissioning is a process for validating and documenting that the facility and its systems are constructed and perform in conformity with the Contract.
- 3.5.1.2. The objective of the commissioning process is to verify that the performance of the facility and its systems meet or exceed the design intent.
- 3.5.1.3. Commissioning includes special facility start-up processes used to bring the facility to a fully operational state, free of deficiencies in an efficient and timely manner.
- 3.5.1.4. Training on related systems and equipment operation and maintenance shall be

scheduled to commence only after start-up is complete and systems are verified to be 100% complete and functional.

**3.5.2. Description**

3.5.2.1. Designer/Builder Startup: prior to District's acceptance of Work, Designer/Builder shall perform a program of activities including starting, testing, inspecting, adjusting balancing, correcting deficiencies and other similar activities.

3.5.2.1.1. The District and if applicable, the DSA Project Inspector (IOR) shall be present to observe, inspect, and identify deficiencies in Building Systems Operations.

3.5.2.2. The completion of startup means the entire Project including startup and fine tuning has been performed to the requirements of the Contract and is verified in writing by the District and the IOR.

3.5.2.3. Fine Tuning: Fine tuning is the responsibility of Designer/Builder after District occupancy and ending one year after District occupancy. During this time, the Designer/Builder is responsible for optimizing systems and correcting deficiencies arising under normal operating conditions.

3.5.2.3.1. Includes a period after occupancy where systems are optimized under "live" operating conditions and any outstanding construction deficiencies are corrected.

3.5.2.3.2. Fine Tuning shall extend from date of District occupancy to one year after occupancy.

3.5.2.3.3. The Designer/Builder is to include in its Building Life Cycle Cost Analysis the Commissioning scope of work.

**3.5.3. Definition of Terms**

3.5.3.1. Designer/Builder's Pre-Commissioning Checklists: Includes installation and start-up items as specified to be completed by the appropriate contractors prior to operational verification through the functional testing process.

3.5.3.2. Installation Verification Process: Includes the on-site inspection and review of related system components for conformance to the Contract. The Designer/Builder shall verify systems readiness for functional testing procedures prior to the start of functional testing. Deficiencies will be documented by the District and the IOR for future resolution.

3.5.3.3. Functional Performance Testing Process: Includes the documented testing of system parameters, under actual or simulated operating conditions. Final performance commissioning of systems will begin only after the appropriate Designer/Builder certifies that systems are 100% complete and ready for functional testing. The contractors will be required to schedule, coordinate and perform device tests, calibration and functional performance test procedures.

3.5.3.4. Deficiencies and Resolutions List: Includes a list of noted deficiencies discovered as a result of the commissioning process. This list also includes the current disposition of issues, and the date of final resolution as confirmed by the District and the IOR. Deficiencies are defined as those issues where products execution or performance does not satisfy the Contract and/or the design intent.

**3.5.4. Commissioning Duties and Responsibilities**

3.5.4.1. Designer/Builder Duties and Responsibilities:



- 3.5.4.1.1. Assure the participation and cooperation of subcontractors and suppliers under their jurisdictions as required to complete the commissioning process.
- 3.5.4.1.2. Complete Commissioning Report Forms. Reports are to be completed in a neat easily readable condition.
- 3.5.4.1.3. Complete the respective start-up and check out procedures and insure readiness of equipment and systems prior to the start of the functional performance testing. Written confirmation of system readiness for performance testing is required.
- 3.5.4.1.4. Provide qualified representatives for the functional performance commissioning process.
- 3.5.4.2. Assure that all subcontractors and suppliers include in their respective contracts cost necessary to participate in and complete the commissioning process.
- 3.5.4.3. Duties and responsibilities of others for Commissioning: The commissioning process requires the active participation of the District and the IOR, and any other related Consultants on the Project.

**Article 4. PROJECT DESCRIPTION**

See Section 1 of the Contract.

**Article 5. ADDITIONAL CLARIFICATIONS TO THE SUMMARY OF WORK**

**[INSERT ADDITIONAL CLARIFICATIONS TO THE SUMMARY OF WORK, IF ANY, AS APPLICABLE AND NECESSARY]**

**Exhibit B**

**PROJECT SCHEDULE  
(MILESTONE SCHEDULE)**

The days indicated below will begin once the District issues a Notice to Proceed for the Project. The Parties acknowledge the following:

- The District intends to issue a Notice to Proceed for the Project on or before \_\_\_\_\_, 20\_\_\_\_.
- Except for the Project Completion milestone date indicated herein, the other milestone dates are for reference only. Any delay in achieving the milestone dates indicated herein shall not be a basis upon which Designer/Builder can request an extension of the last milestone – Project Completion.
- Designer/Builder shall have no right to request additional time to perform the Work unless the condition(s) constitute a Force Majeure event as defined in the Contract or Adverse Weather as indicated in this Exhibit.

Milestone	Date to Complete	Liquidated Damages per Site, per Calendar Day
District Issues a Notice to Proceed for Design Phase Services	_____, 20__	n/a
Designer/Builder Completes Final Engineering, Construction Documents and Permitting	_____, 20__	[\$[RESTATE AMOUNT FROM § 5 OF THE CONTRACT]
District Issues a Notice(s) to Proceed for Construction Phase Services	_____, 20__	n/a
Construction Mobilization	_____, 20__	n/a
Commissioning	_____, 20__	n/a
Project Completion	_____, 20__	[\$[RESTATE AMOUNT FROM § 5 OF THE CONTRACT]

- The Designer/Builder shall work seven (7) days per week, if necessary, irrespective of inclement weather, to maintain access and the Project Schedule, and to protect the Work under construction from the effects of weather, all at no further cost to the District.
- The Contract Time has been determined with consideration given to the average climate weather conditions prevailing in the County in which the Project is located.

**Exhibit C**

**DETAILED PROJECT COST VALUES  
AND  
OTHER PRICING COMPONENTS**

Colton Joint Unified School District _____ Project Design-Build Project Cost Breakdown	
<b>DESIGNER/BUILDER SHALL PREPARE THIS PRICING DOCUMENT FOR EACH SITE.</b>	
[Designer/Builder may add and/or revise subdivisions or components as outlined in this sample form and format as applicable to the Project.]	
Design through Design Development	\$ _____
Design from Construction Documents to Submittal to DSA	\$ _____
DSA Approval & Bidding to the final cost for Construction Phase Services	\$ _____
General Requirements / General Conditions	\$ _____
Project Manager	\$ _____
Project Superintendent	\$ _____
Foreman	\$ _____
Clerical	\$ _____
Safety Officer / Coordinator	\$ _____
Vehicles	\$ _____
Trailer	\$ _____
Communications	\$ _____
Office Equipment / Supplies	\$ _____
Security	\$ _____
Temporary Utilities	\$ _____
Site Cleaning	\$ _____
Toilets	\$ _____
Mobilization / Layout (no more than 1%)	\$ _____
Layout	\$ _____
Fencing / Barricades	\$ _____
Dust Control	\$ _____
Waste Disposal	\$ _____
Count/City/Etc. Fees	\$ _____
Submittals, shop drawings (no more than 3%)	\$ _____
Close-out Documentation (not less than 5%)	\$ _____
Testing	\$ _____
Punch-List	\$ _____
Clean Up	\$ _____
DSA Closeout	\$ _____
Commissioning	\$ _____
District Closeout	\$ _____
Clean Up	\$ _____
Miscellaneous	\$ _____

<b>Subtotal</b>	\$ _____
<b>(Add all subdivisions as required for detailed pricing)</b>	
[2] [SITE WORK]	\$ _____
[3] [CONCRETE]	\$ _____
[4] [MASONRY]	\$ _____
[5] [METALS]	\$ _____
[6] [WOOD AND PLASTICS]	\$ _____
[7] [THERMAL AND MOISTURE PROTECTION]	\$ _____
[8] [DOORS AND WINDOWS]	\$ _____
[9] [FINISHES]	\$ _____
[10] [SPECIALTIES]	\$ _____
[11] [EQUIPMENT]	\$ _____
[12] [FURNISHINGS]	\$ _____
[13] [SPECIAL CONSTRUCTION]	\$ _____
[14] [CONVEYING SYSTEMS]	\$ _____
[15] [MECHANICAL]	\$ _____
[16] [ELECTRICAL]	\$ _____
[17] [COMMUNICATIONS]	\$ _____
<b>Subtotal</b>	\$ _____
Bonds	\$ _____
Insurance	\$ _____
Overhead & Profit	\$ _____
Contingency	\$ _____
Allowances	\$ _____
<b>(Preliminary) Project Cost</b>	\$ _____

**Other Contract Price Components**


## Exhibit D

### DISTRICT'S RULES AND REGULATIONS

**[DISTRICT TO CONFIRM THESE ARE APPLICABLE OR IF THERE ARE OTHER RULES TO PROVIDE TO DBE.]**

1. **Access.** Access to the school buildings and entry to buildings, classrooms, restrooms, mechanical rooms, electrical rooms, or other rooms, for construction purposes, must be coordinated with District and onsite District personnel before Work is to start. Unless agreed to otherwise in writing, only a school custodian will be allowed to unlock and lock doors in existing building(s). The custodian will be available only while school is in session. If a custodian is required to arrive before 7:00 a.m. or leave after 3:30 p.m. to accommodate Designer/Builder's Work, the overtime wages for the custodian will be paid by the Designer/Builder, unless, at the discretion of the District, other arrangements are made in advance.
2. **Maintaining Services.** The Designer/Builder is advised that Work is to be performed in spaces regularly scheduled for instruction. Interruption and/or periods of shutdown of public access, electrical service, water service, lighting, or other utilities may be required in connection with the Project. These shall be only as arranged in advance with the District. Designer/Builder shall provide temporary services to all facilities interrupted by Designer/Builder's Work.
3. **Maintaining Utilities.** The Designer/Builder shall maintain in operation during duration of Contract, drainage lines, storm drains, sewers, water, gas, electrical, steam, and other utility service lines within working area.
4. **Alcohol & Firearms.** Designer/Builder shall ensure that no alcohol, firearms, weapons, or controlled substances enter or are used at the Site. Designer/Builder shall immediately remove from the Sites and terminate the employment of any employee(s) found in violation of this provision.
5. **Work during Instructional Time.** Designer/Builder affirms that Work may be performed during ongoing instruction in existing facilities. If so, Designer/Builder agrees to cooperate to the best of its ability to minimize any disruption to the school up to, and including, rescheduling specific work activities, at no additional cost to District.
6. **No Work during Student Testing.** Designer/Builder shall, at no additional cost to the District and at the District's request, coordinate its Work to not disturb District students including, without limitation, not performing any Work when students at the Sites are taking State-required tests.
7. **Badge Policy For Designer/Builders.** All Designer/Builders doing Work for the District will provide their workers with identification badges. These badges will be worn by all members of the Designer/Builder's staff who are working in a District facility.
  - 7.1. Badges must be filled out in full and contain the following information:
    - 7.1.1. Name of Designer/Builder
    - 7.1.2. Name of Employee
    - 7.1.3. Designer/Builder's address and phone number
  - 7.2. Badges are to be worn when the Designer/Builder or his/her employees are on site and must be visible at all times. Designer/Builders must inform their employees that they are required to allow District employees or the Project Inspector to review the information on the badges upon request.
  - 7.3. Failure to display identification badges as required by this policy may result in the assessment of fines against the Designer/Builder.

8. **Language.** Unacceptable and/or loud language will not be tolerated, "cat calls" or other derogatory language toward students or public will not be allowed.

9. **Disturbing the Peace (Noise and Lighting).**

- 9.1. Designer/Builder shall observe the noise ordinance of the Sites at all times including, without limitation, all applicable local, city, and/or state laws, ordinances, and/or regulations regarding noise and allowable noise levels.
- 9.2. The use of radios, etc., shall be controlled to keep all sound at a level that cannot be heard beyond the immediate area of use. The District reserves the right to prohibit the use of radios at the Site, except for handheld communication radios (e.g., Nextel phones or radios).
- 9.3. If portable lights are used after dark, all light must be located so as not to direct light into neighboring property.
- 9.4. Equipment and impact tools shall have intake and exhaust mufflers.
- 9.5. Designer/Builder shall cooperate with District to minimize and/or seize the use of noisy and vibratory equipment if that equipment becomes objectionable by its longevity.
- 9.6. Designer/Builder acknowledges that adjacent facilities may remain in operation during all or a portion of the Work period, and it shall take all reasonable precautions to minimize noise as required by applicable laws and the Contract Documents.
- 9.7. Notice of proposed noisy operations, including without limitation, operation of pneumatic demolition tools, concrete saws, and other equipment, shall be submitted to the District a minimum of forty-eight (48) hours in advance of their performance.

10. **Utility Shutdowns And Interruptions.**

- 10.1. Designer/Builder shall give the District a minimum of three (3) days written notice in advance of any need to shut off existing utility services or to effect equipment interruptions. The District will set exact time and duration for shutdown, and will assist Designer/Builder with shutdown. Work required to re-establish utility services shall be performed by the Designer/Builder.

11. **Traffic.**

- 11.1. Driving on the Premises shall be limited to periods when students and public are not present. If driving or deliveries must be made during the school hours, two (2) or more ground guides shall lead the vehicle across the area of travel. In no case shall driving take place across playgrounds or other pedestrian paths during recess, lunch, and/or class period changes. The speed limit on-the Premises shall be five (5) miles per hour (maximum) or less if conditions require.
- 11.2. All paths of travel for deliveries, including without limitation, material, equipment, and supply deliveries, shall be reviewed and approved by District in advance. Any damage will be repaired to the pre-damaged condition by the Designer/Builder.
- 11.3. The District shall designate a construction entry to the Site. If Designer/Builder requests, the District determines it is required, and to the extent possible, the District shall designate a staging area so as not to interfere with the normal functioning of school facilities. Location of gates and fencing shall be approved in advance with the District and at Designer/Builder's expense.

- 11.4. Parking areas shall be reviewed and approved by District in advance. No parking is to occur under the drip line of trees or in areas that could otherwise be damaged.

**12. Barriers and Enclosures.**

- 12.1. Designer/Builder shall obtain the District's written permission for locations and types of temporary barriers and enclosures, including fire-rated materials proposed for use, prior to their installation.
- 12.2. Designer/Builder shall provide and maintain temporary enclosures to prevent public entry and to protect persons using other buildings and portions of the Sites and/or Premises, the public, and workers. Designer/Builder shall also protect the Work and existing facilities from the elements, and adjacent construction and improvements, persons, and trees and plants from damage and injury from demolition and construction operations.
- 12.3. Designer/Builder shall provide site access to existing facilities for persons using other buildings and portions of the Site, the public, and for deliveries and other services and activities.

**13. Tree and Plant Protection.**

- 13.1. Designer/Builder shall preserve and protect existing trees and plants on the Premises that are not designated or required to be removed, and those adjacent to the Premises.
- 13.2. Designer/Builder shall provide barriers to a minimum height of 4'-0" around drip line of each tree and plant, around each group of trees and plants, as applicable, in the proximity of demolition and construction operations.
- 13.3. Designer/Builder shall not park trucks, store materials, perform Work or cross over landscaped areas. Designer/Builder shall not dispose of paint thinners, water from cleaning, plastering or concrete operations, or other deleterious materials in landscaped areas, storm drain systems, or sewers. Plant materials damaged as a result of the performance of the Work shall, at the option of the District and at Designer/Builder's expense, either be replaced with new plant materials equal in size to those damaged or by payment of an amount representing the value of the damaged materials as determined by the District.
- 13.4. Designer/Builder shall remove soil that has been contaminated during the performance of the Work by oil, solvents, and other materials which could be harmful to trees and plants, and replace with good soil, at Designer/Builder's expense.

**14. Excavation around Trees.**

- 14.1. Excavation within drip lines of trees shall be done only where absolutely necessary and with written permission from the District.
- 14.2. Where trenching for utilities is required within drip lines, tunneling under and around roots shall be by hand digging and shall be approved by the District. Main lateral roots and taproots shall not be cut. All roots 2 inches in diameter and larger shall be tunneled under and heavily wrapped with wet burlap so as to prevent scarring or excessive drying. Smaller roots that interfere with installation of new work may be cut with prior approval by the District. Roots must first be cut with a Vermeer, or equivalent, root cutter prior to any trenching.
- 14.3. Where excavation for new construction is required within drip line of trees, hand excavation shall be employed to minimize damage to root system. Roots shall be relocated in backfill areas wherever

possible. If encountered immediately adjacent to location of new construction, roots shall be cut approximately 6 inches back from new construction.

- 14.4. Approved excavations shall be carefully backfilled with the excavated materials approved for backfilling. Backfill shall conform to adjacent grades without dips, sunken areas, humps, or other surface irregularities. Do not use mechanical equipment to compact backfill. Tamp carefully using hand tools, refilling and tamping until Final Acceptance as necessary to offset settlement.
- 14.5. Exposed roots shall not be allowed to dry out before permanent backfill is placed. Temporary earth cover shall be provided, or roots shall be wrapped with four layers of wet, untreated burlap and temporarily supported and protected from damage until permanently relocated and covered with backfill.
- 14.6. Accidentally broken roots should be sawed cleanly 3 inches behind ragged end.

**15. Security.**

- 15.1. The Designer/Builder shall be responsible for Project security for materials, tools, equipment, supplies, and completed and partially completed Work.

**16. Dust and Dirt.**

- 16.1. Designer/Builder shall conduct demolition and construction operations to minimize the generation of dust and dirt, and prevent dust and dirt from interfering with the progress of the Work and from accumulating in the Work and adjacent areas including, without limitation, occupied facilities.
- 16.2. Designer/Builder shall periodically water exterior demolition and construction areas to minimize the generation of dust and dirt.
- 16.3. Designer/Builder shall ensure that all hauling equipment and trucks carrying loads of soil and debris shall have their loads sprayed with water or covered with tarpaulins, and as otherwise required by local and state ordinance.
- 16.4. Designer/Builder shall prevent dust and dirt from accumulating on walks, roadways, parking areas, and planting, and from washing into sewer and storm drain lines.

17. **Job Sign(s):** Signs other than a District-approved Project sign and/or signs required by law, for safety, or for egress, shall not be permitted, unless otherwise approved in advance by the District.

18. **Publicity Releases.** Designer/Builder shall not release any information, story, photograph, plan, or drawing relating information about the Project to anyone, including press and other public communications medium, including, without limitation, on website(s).

19. **Infectious Disease.** Designer/Builder shall comply with all of the "Infectious Disease" provisions in the Contract Documents related to the Designer/Builder's staffing requirements and its compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with any Infectious Disease.



**Exhibit E**

**LIST OF PLANS AND SPECIFICATIONS**

**[INSERT/REVISE PERTINENT PLANS AND SPECIFICATIONS AS APPROPRIATE]**

The Parties agree to amend the Contract and replace this **Exhibit E** after execution of the Contract to include those technical plans, drawings, or specifications relevant to Designer/Builder's Scope of Work and required for plan check and permitting.

**Plans:**

**Specifications:**

<b>DIVISION 1</b>	<b>GENERAL REQUIREMENTS</b>
<b>Section No.</b>	<b>Section Title</b>
01 11 00	Summary of Work
01 33 00	Submittals
01 40 00	Quality Control
01 41 00	Regulatory Requirements
01 42 00	General Definitions and References
01 42 13	Abbreviations
01 52 10	Site Standards
01 60 00	Materials and Equipment
01 66 10	Delivery, Storage and Handling
01 71 10	Field Engineering
01 72 23	Operation and Maintenance Data
01 73 10	Cutting and Patching
01 77 00	Contract Closeout
01 78 36	Warranties
01 78 39	Record Documents
<b>DIVISION 2</b>	<b>EXISTING CONDITIONS</b>
<b>DIVISION 3</b>	<b>CONCRETE</b>
<b>DIVISION 4</b>	<b>MASONRY</b>
<b>DIVISION 5</b>	<b>METALS</b>
<b>DIVISION 6</b>	<b>WOOD AND PLASTICS</b>
<b>DIVISION 7</b>	<b>THERMAL AND MOISTURE PROTECTION</b>
<b>DIVISION 8</b>	<b>OPENINGS</b>
<b>DIVISION 9</b>	<b>FINISHES</b>
<b>DIVISION 10</b>	<b>SPECIALTIES</b>
<b>DIVISION 11</b>	<b>EQUIPMENT</b>
<b>DIVISION 12</b>	<b>FURNISHINGS</b>
<b>DIVISION 13</b>	<b>SPECIAL CONSTRUCTION (NOT USED)</b>
<b>DIVISION 14</b>	<b>CONVEYING SYSTEMS</b>
<b>DIVISION 21</b>	<b>FIRE SUPPRESSION</b>
<b>DIVISION 22</b>	<b>PLUMBING</b>
<b>DIVISION 23</b>	<b>HEATING, VENTILATING AND AIR CONDITIONING</b>
<b>DIVISION 26</b>	<b>ELECTRICAL</b>
<b>DIVISION 27</b>	<b>COMMUNICATIONS</b>
<b>DIVISION 28</b>	<b>ELECTRONIC SAFETY AND SECURITY</b>

DIVISION 31	EARTHWORK
DIVISION 32	EXTERIOR IMPROVEMENTS
DIVISION 33	UTILITIES

District's Form of Design-Build Contract

Exhibit F

SUBCONTRACTOR PROCUREMENT PROCESS

**If the Designer/Builder submitted a final price in its Proposal for this Project at the time it is competing against other Designer/Builders, the Designer/Builder must comply with the applicable subcontractor procurement requirements of Education Code section 17250.35, but may otherwise select subcontractors based on its own non-discriminatory process.**

**If the District issues an RFQ/P and selects one Designer/Builder who will later provide a final price for this Project, that Designer/Builder shall, in addition to all legal requirements, including without limitation Education Code section 17250.35, take the following steps when the District directs the Designer/Builder to procure Subcontractors so that Designer/Builder can provide a final Contract Price for construction of the Project.**

**Bidding for Subcontractor Work.** Designer/Builder's procurement/bidding for its Subcontractors shall comply with the requirements set forth in Education Code section 17250.35 and as required by the District. The subcontractor procurement process for all Designer/Builder's subcontractors performing work valued in excess of ½ of 1% of the Contract Price shall be the following:

1. **Public Notice.** Designer/Builder shall "provide public notice of availability of work to be subcontracted" and provide "a fixed date and time on which qualifications statements, bids, or proposals will be due" to solicit Subcontractors in compliance with statutory requirements and the District's process. (Ed. Code §, 17250.35(b)(1).) **The District intends to work with the Designer/Builder to issue an advertisement to solicit Subcontractors in compliance with statutory requirements and the District's process. Designer/Builder's Subcontractor advertisement must be approved by the District prior to publication.**
2. **District Review of Bid Packages and Notice.** At least fourteen (14) days prior to the bidding of subcontractor bid packages, Designer/Builder shall provide the District with a copy of the written notice it will publish (including newspaper advertising) to solicit subcontractors, and the subcontractor bid packages for each scope of work. The District reserves the right to request that Designer/Builder reasonably revise its published notice and adjust bid packages.
3. **Three Bona Fide Bids.** Designer/Builder is required to receive **at least** three (3) bona fide bids from subcontractors for all scopes of Work on the Project that constitute more than five percent (5%) of the total Project scope of Work. Prior to the Designer/Builder seeking bids, the District may, in its sole discretion, and upon Designer/Builder's written request, authorize Designer/Builder to utilize a different minimum number of bona fide bids from subcontractors.
4. **Prequalification or Qualification.** Designer/Builder's subcontractors performing work valued in excess of ½ of 1% of the Contract Price must comply with the following:
  - a. **MEP Prequalification.** If the Project has electrical, mechanical, and plumbing components that will be performed by subcontractors performing under the following license classification(s) (C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46; "**MEP Subcontractor(s)**"), and those MEP Subcontractors will be first-tier subcontractors to the Designer/Builder, those MEP Subcontractors must be prequalified with the District to be eligible to be included in a Designer/Builder's proposal. MEP Subcontractors shall prequalify with the District utilizing the District's Prequalification Questionnaire. **The District highly recommends that the Designer/Builder informs all of its potential**

**MEP Subcontractors that must be prequalified to immediately complete the prequalification process to ensure their eligibility to be included as MEP Subcontractors for the Project.**

- b. **Non-MEP Subcontractor Prequalification Criteria and Standard.** Designer/Builder may **not** prequalify non-MEP subcontractors solicited for work on this Project, unless the Designer/Builder provides any prequalification or qualification criteria, process or questionnaire to the District for approval at least fourteen (14) days prior to the bidding of subcontractor bid packages. Designer/Builder acknowledges that this process – the prequalification or any associated qualification process – is the only “best value” selection process as identified in Education Code Section 17250.35 that the District has approved for this Project.
5. **Open-Book / Bid Opening.** Designer/Builder shall invite the District to attend all bid opening(s) for the Project and shall within 48 hours of the bid opening(s) provide copies or access to all bid documents provided by all Subcontractors.
  6. **Missing Scopes of Work in Subcontractor Bids (“Bid Leveling”).** When Designer/Builder has received all Subcontractor bids, Designer/Builder shall identify all scope(s) of construction Work for which Designer/Builder did not receive a bid and provide a written justification as to why the scope(s) of construction Work was either not included in a subcontractor bid or was not bid on (“Unbid Work”). The District expects very little if any Unbid Work, far less than 1% of the Contract Price. After the District reviews the Designer/Builder’s justification, the Parties shall meet and confer and the District shall reasonably determine, in its sole discretion, whether to:
    - a. Direct the Designer/Builder to rebid the Unbid Work; or
    - b. If Designer/Builder requests, allow the Designer/Builder to self-perform the Unbid Work. If Designer/Builder self-performs the Unbid Work, Designer/Builder shall provide substantiation for the pricing for the Unbid Work that Designer/Builder intends to self-perform. The Parties shall negotiate in good faith to determine a reasonable price for the Unbid Work that Designer/Builder intends to self-perform. The District reserves the right to seek its own pricing of that Work to verify the value of Designer/Builder proposed pricing.
  7. **Low Bid.** Because the “best value” process was implemented as part of the subcontractor procurement process, once the Designer/Builder receives Subcontractor bids, the Designer/Builder shall award subcontracts to subcontractors with the **lowest responsive, responsible bid** that have satisfied the above prequalification and/or qualification steps, as applicable.
  8. **Self-Performing Construction Work.** If Designer/Builder intends to propose to self-perform portion(s) of the construction Work, it must:
    - a. Receive the District’s prior written approval.
    - b. Provide its pricing (its bid) to the District 48 hours prior to Designer/Builder receipt of subcontractor bids for those portion(s) of the Work.
    - c. Receive a minimum number of two (2) bona fide bids from subcontractors for scope(s) of Work that the Designer/Builder is bidding to self-perform, not including the Designer/Builder pricing/bid.