

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
PROGRAM MANAGEMENT SERVICES
RFQ/P # 2022-PM**

OVERVIEW AND SUBMISSION GUIDELINES

The Culver City Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive and professional program management services to the District for new construction, expansion, modernization, and/or renovation projects relating to the District's facilities development of its public schools. ("Project(s)").

SUBMITTALS:

Each Statement of Qualifications ("SOQ") submitted in response to this Request for Qualifications/Proposal ("RFQ/P") must conform and be responsive to the requirements set forth herein.

Respondents should mail or deliver Three (3) bound copies, and One (1) unbound copy of their SOQ to the address below.

Respondents should also send by electronic mail a copy of their SOQ to **Robert Quinn, Assistant Superintendent, Business Services, robertquinn@ccusd.org**.

**ADDRESSED TO: ROBERT QUINN
ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

**MAILING ADDRESS: Culver City Unified School District
4034 Irving Place
Culver City, CA 90232**

**SOQ/P SUBMITTAL: Mark envelope:
"Statement of Qualifications for Program Management"**

**RESPONSES ARE DUE BY 2:00 P.M., ON Monday, December 5,
2022.**

FAX RESPONSES WILL NOT BE ACCEPTED.

**QUESTIONS: Must be submitted in writing to Robert Quinn, Assistant
Superintendent, Business Services,
robertquinn@ccusd.org, on or before Friday, November
18, 2022 at 4:00 PM.**

I. INTRODUCTION

The Culver City Unified School ("District") is a public K-12 school district located in the City of Culver City, in Los Angeles County, California.

The District is seeking Statements of Qualifications ("SOQ") in response to this Request for Qualifications/Proposals ("RFQ/P") from experienced entities to provide comprehensive and professional program management services for new construction, expansion, modernization, and/or renovation projects at any of the District's schools. ("Project(s)").

Please note that the Program Manager that is selected by the District via this RFQ/P process shall not be eligible to perform as a construction manager for individual construction projects that will be part of the Program.

A. LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ/P. The awarding of a services contract(s), if at all, is at the sole discretion of the District. The District reserves the right to cancel this RFQ/P at any time.

The District reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award a contract, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District. Further, the District reserves the right to reject any and all SOQs and to negotiate contract terms with one or more respondent firms for one or more of the work items.

The Respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

Please note that the District is not looking for construction management services as part of this RFQ/P. The District seeks a firm which can dedicate the financial and professional resources necessary to provide Program management services. The District, will through a separate RFQ, seek additional services for construction management. As noted above, the District shall limit any responder to one role (i.e. architect or program manager or construction manager) and the Program Manager shall not be eligible to perform as a construction manager for projects in the Program.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ/P and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity responding to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract(s) with any member of the District’s Governing Board (“Board”), selection committee members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the program management services entity submitting a SOQ.

D. TERM OF CONTRACT

The initial term of the contract will be for three (3) years with additional one-year options to renew, should the District, at its sole discretion, offer the option to renew. The contract will be subject to termination as stipulated in the form of professional services agreement distributed with this RFQ/P (“Agreement”).

II. SCOPE OF REQUIRED SERVICES

Although the full scope of work shall be negotiated in the Agreement, the Program Manager will be expected to be capable of fulfilling, at a minimum, the following:

A. PROGRAM OVERSIGHT

1. In consultation with the District and District’s consulting team, to develop, plan, coordinate, organize, and manage the Program, including the identification and administration of all tasks related to the planning, development, design, and completion of every project to ensure all public funds are maximized and all projects are completed within the allocated scope, budget, and schedule.
2. Develop and maintain a master schedule to manage all project related activities and ensure that the projects will be completed as scheduled.

3. Develop and maintain a master budget that allows for project and program budgets and accounting.
4. Assist with development of Program Design Standards. Develop a policy and procedure manual for Program implementation. Develop procedures to seek out cost efficiencies and eliminate duplication in efforts and costs.
5. Assist in administration of a financial management system compatible with the District's accounting system which would facilitate accounting of Program funds, auditing of expenditures, Program and project estimates and budgets, contract payments, a cash management system, and periodic financial reporting.
6. Assist the District in the monitoring of Architect/Engineer and Construction Management contracts.
7. Assist with the design, marketing and implementation of a contractor outreach program to maximize the pool of qualified contractors and subcontractors for District projects. Assist with the prequalification process.

B. PROGRAM REPORTING

1. In consultation with the District, coordinate internal and external communication, including, but not limited to, conducting public hearings, planning and conducting media events, issuing press releases, publishing newsletters, and contributing to the District website.
2. Prepare and present status reports to the District, and Board of Trustees as applicable.

C. PROJECT SUPPORT

1. Assist in the preparation and administration of requests for proposal, requests for qualifications, front-end documents and general conditions related to the bidding process and the implementation of a prequalification process as elected by the District.
2. Organize and maintain all records, correspondences, contracts, research analyses and other documents related to design, bidding, and construction. Such documents are subject to annual external performance and financial audits.
3. Develop a management information system ("MIS"), including, but not limited to, assembly of an as-built data base, establishment of procedures to organize existing files and provide such files in an electronic form, creation of master plans with DSA application numbers shown, assistance in closing outstanding DSA files, and creation of an interactive website that contains current photos and public reports of each project.
4. Oversee the establishment of commissioning goals and monitor the project

commissioning process.

5. Oversee, coordinate, and document regulatory compliance, including but not limited to local, state and federal permits and environmental compliance. Oversee project constructability reviews.
6. Oversee review of project cost estimates and budget reconciliation at each project phase.
7. Assist in administration of the competitively bid construction process.
8. Oversee Contract close-out and Project close-out activities.

III. STATEMENT OF QUALIFICATIONS

A. SUMMARY OF REQUIRED QUALIFICATIONS

The Scope of Services includes program management services for the relevant Project(s). Extensive experience with the Office of Public School Construction ("OPSC"), the Division of State Architect ("DSA"), and Title 24 of the California Code of Regulations is **mandatory**.

B. FORMAT REQUIREMENTS

Firms submitting SOQs in response to this RFQ/P must follow the format below. Material must be in 8-1/2 x 11 inch format. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] in Response to Culver City Unified School District's RFQ/P # 2022-PM."

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.) **Total submittal length shall not exceed 50 pages of content, divider pages excluded.**

Provide Three (3) bound copies, One (1) unbound copy, and One (1) electronic copy of the Statement of Qualifications.

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tab.
- Text printed on one side only (i.e. no back to back pages).
- Pages with proprietary information removed.
- A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.

The electronic copy will only be accepted via email only in the following programs: Microsoft Office Suite and PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent

may be disqualified from further consideration.

C. SOQ CONTENT REQUIREMENTS

Each proposal shall include a description of the type, technical experience, background, qualifications and expertise of the Respondent's firm. The description shall show that the firm possesses the demonstrated skills and professional experience to perform the general functions of the Program and fulfill the goals and vision of the District. Proposals shall demonstrate the Respondent's ability to develop and implement a creative approach to program management for the District.

1. TAB 1 - COVER LETTER (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the program management services company. If the program management services company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.

- **Must include the following statement:**

"[INSERT COMPANY'S NAME] received a copy of the District's form of Professional Services Agreement ("Agreement") attached as Appendix "A" to the RFQ/P. [INSERT COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT COMPANY'S NAME] has no objections to the use of the Agreement."

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the program management services company has ever been convicted of an ethics violation.

2. TAB 2 – BUSINESS INFORMATION

Please provide the following information:

- Company name.

- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed. Respondents must have an office within 100 miles of the Culver City Unified School District Administrative Offices.
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.

3. TAB 3 – EXECUTIVE SUMMARY: APPROACH AND FIRM QUALIFICATIONS

- Outline your general management approach, including:
 - Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District’s goal of moving projects into construction within the earliest possible timeframe.
 - Describe your firm’s approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
 - Describe your firm’s approach to quality control/assurance procedures, including coordination of DSA final certification.

- Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements.
- How does your firm approach modernization projects versus new construction projects?
- Include a brief summary of your firm's qualifications, including:
 - Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
 - Describe your firm's experience with lease/lease-back projects.
 - Describe your firm's experience with project commissioning.
 - Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a K-12 school district.
 - Describe your experience with DSA and working within the DSA processes.
 - Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

4. TAB 4 – NARRATIVE OF RELEVANT K-12 PROJECT EXPERIENCE AND REFERENCES

Provide a Comprehensive Narrative of the program management services offered by your firm in the last five (5) years on at least three (3) K-12 educational programs. The narrative should include the following:

- **Experience:** Describe your experience with public educational projects. Include for each project:
 - Project name, type, program, and location.
 - Scope of project.
 - Description of project.
 - Construction costs, including original budget, bid amount and final amount at close-out.
 - Describe your experience with DSA and OPSC.
 - Detail your experience with the various types of construction delivery systems.
 - Beginning and end dates of project.
 - Square footage.

- Date of each project Notice of Completion and DSA final certification.
 - Number of RFI's and Change Orders of each project.
 - Key individuals of the firm involved and their roles in the project.
 - Any sub-consultants that worked with the firm.
 - Provide references, including: district name with name and of contact person, title, telephone number, and email address to be contacted for a reference.
- **Staffing Resources and Key Personnel:**
 - Provide total number of professional staff employed by the firm.
 - Identify persons who will be principally responsible for working with the District. Indicate the role and responsibility of each individual, and how many years they have been with the company. One or more of these individuals will be expected to maintain a working office on District premises.
 - Provide brief resumes of individuals that will be working directly with the District. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate who would serve as the primary contact for the District. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. The District expects that the team shall remain intact through the duration of the Program. If a team member must leave, the District reserves the right to approve
 - **Change Order Data:** Provide Change Order data from your five (5) most recent public works projects upon which you served as Program Manager/Construction Manager. Include original estimates of project costs and a brief explanation of the deviations and change orders.
 - **Enforcing Contractor Performance and Limiting Claims:** Provide a detailed explanation of how your firm ensures contractors' timely performance and how your firm limits contractors' claims.
 - **Properly Licensed:** Each SOQ must include evidence that the program management services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
 - **Additional Data:** Provide additional information about the firm as it may relate to this RFQ/P, including information about, and

the significance of, any other projects not identified above but which you feel are relevant to the Project(s). Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the evaluation teams in understanding your qualifications and expertise.

5. TAB 5 – LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. FEE PROPOSAL

Respondents must submit a fee proposal in a **separate, sealed envelope**. The fee proposal shall include hourly rates for anticipated positions within the PM organization structure. The fee proposal should also include an estimate of personnel hours and cost to complete the scope of work. A form of the Agreement has been distributed with this RFQ/P. The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the District and selected firm as Exhibit D. Any proposed changes to the form of Agreement will have to be identified prior to the interview phase as will be indicated by the District as changes will not be entertained after the selection process is complete.

IV. SELECTION CRITERIA

A. EVALUATION

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ/P, including, without limitation:

- The company's experience and performance history with similar projects for California K-12 school districts, including:
 - Successful experience with DSA, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight time-frame.
 - Change Order experience.
 - Knowledge of applicable state laws and regulations, and other governmental requirements for K-12 school districts.
- Experience, results, and professional and technical expertise of proposed personnel.
- Acceptable and verifiable references from clients contacted by the District, including:
 - Firm's reputation;

- Satisfaction of previous clients (client relationships);
- Timeliness of work and ability of the firm to meet schedules; and
- Accuracy of cost estimates.
- Overall responsiveness of the SOQ.
- Location of office and accessibility to the Project(s).
- Fee requirements and cost of services.

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a company is responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly qualified firms to participate in the interview process.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

V. RFQ/P RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT
November 3, 2022	Release of RFQ/P # 2022-PM.
November 18, 2022; 4:00 PM	Deadline for submission of written questions.
December 5, 2022; 2:00 PM	Deadline for submitting SOQ/Proposals.
December 16, 2022	Interviews of qualified, short-listed firms.

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

AGREEMENT FOR PROGRAM MANAGEMENT SERVICES

CULVER CITY UNIFIED SCHOOL DISTRICT

WITH

(Date)

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AGREEMENT FOR PROGRAM MANAGEMENT SERVICES

This Agreement for Program Management Services ("Agreement") is made as of _____, 2022, between the Culver City Unified School District, a California public school district ("District"), and _____ ("PM") (both collectively "Parties"), for District's Facilities Construction Program ("Program") as follows:

The administration of the Program, including oversight and coordination of the projects comprising the Program management of projects that comprise the Program. PM will perform Program Management Services for the Program.

PM shall render services and furnish the work as described herein, including acting as District's agent for the Program, commencing upon execution of the Agreement and provision of the required insurance certificates and endorsements.

The Program may include multiple components. Any one of the components or combination thereof may be changed, including terminated, as indicated herein, without changing in any way the remaining component(s) or this Agreement. The provisions of this Agreement shall apply to each component without regard to the status of the remaining component(s). PM shall invoice for each component separately and District shall compensate PM for each component separately on a proportionate basis based on the level and scope of work completed for each component.

For and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE 1. Definitions

- 1.1 In addition to the definitions above, the following definitions for words or phrases shall apply when used in this Agreement, including all Exhibits:
 - 1.1.1 **Agreement:** The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.
 - 1.1.2 **Architect:** The architect(s) that District designates as being the architect(s) for all or a portion of the Project, including all consultants to the Architect(s).
 - 1.1.3 **As-Built Drawings ("As-Built's"):** Any document prepared and submitted by District Contractor that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by Construction Change Documents and change orders, and detailed by District's construction Contractor on a Conforming Set.
 - 1.1.4 **Board:** District's Governing Board.
 - 1.1.5 **Conforming Set:** The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase.

- 1.1.6 **Construction Budget:** The total amount indicated by District for the Project plus all other costs, including design, construction, administration, financing, and all other costs.
- 1.1.7 **Construction Change Documents ("CCD"):** The documentation of changes to the DSA-approved construction documents.
- 1.1.8 **Construction Cost Budget:** The total cost to District of all elements of a Project designed or specified by the Architect, as adjusted during and at the end of the design phase in accordance with this Agreement and the Agreement for Architectural Services. The Construction Cost Budget does not include the compensation of the Project Design Team, PM and any subconsultants, the cost of the land, rights-of-way, or financing which are the responsibility of District.
- 1.1.9 **Construction Manager:** May refer to third party providing construction management services to District.
- 1.1.10 **Consultant(s):** Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to PM.
- 1.1.11 **Contractor:** One or more licensed and registered contractors under contract with District for construction of all or a portion of the Project.
- 1.1.12 **Design Team:** The Architect(s) that District designates as being the architect(s) for all or a portion of the Project, including all consultants to the Architect(s), plus all engineer(s) or other designer(s), who have a responsibility to District to design all or a portion of the Project either directly or as a subconsultant or subcontractor. The term Design Team includes the Design Professional in General Responsible Charge on this Project.
- 1.1.13 **DIR:** California Department of Industrial Relations.
- 1.1.14 **District:** The Culver City Unified School District.
- 1.1.15 **District's Representative:** The individual identified herein that is authorized to act on District's behalf with respect to the Project. The initial District's Representative shall be Mike Reynolds, Assistant Superintendent, Business Services. District may change District's Representative by notice as set forth herein.
- 1.1.16 **DSA:** Division of the State Architect in the California Department of General Services.

- 1.1.17 **Extra Services:** District-authorized Services outside of the scope in **Exhibit A** or District-authorized reimbursables not included in PM's fee.
- 1.1.18 **Fee:** PM's Fee is defined in Article 7 and payable as set forth in **Exhibit D**.
- 1.1.19 **Program:** District's Facilities Construction Program.
- 1.1.20 **Program Budget:** The total amount available for all costs related to the Program including, but not limited to, Program design, Program administration, Program financing, the services pursuant to this Agreement, and the construction of the Program. The Program Budget is the sum of all the Construction Budgets for each Project and all other Program expenses. The Program Budget is derived from the funds designated by District for the Program, and PM shall ensure that no additional funds are necessary for the Program. The Board may, at its sole discretion, determine to expand the Program Budget based on receipt of additional funding.
- 1.1.21 **PM:** The entity listed in the first paragraph of this Agreement, including all Consultant(s) to PM.
- 1.1.22 **Project(s):** The projects identified in District's Program.
- 1.1.23 **Project Inspector, Inspector of Record, IOR:** The agent of the DSA at the project site whose primary responsibility will be to insure that the project is constructed in compliance with current codes; DSA-approved plans and specifications relating to fire life safety, structure, and accessibility; and quality controls required of a public works facility. The IOR will report to both the DSA and the Architect.
- 1.1.24 **Record Drawings:** A final set of drawings prepared by the Architect incorporating all changes from all As-Builts, sketches, details, and clarifications.
- 1.1.25 **Service(s):** All labor, materials, supervision, services, tasks, and work that PM is required to perform and that are required by, or reasonably inferred from, the Agreement, and that are necessary for the design and completion of each Project and the management and coordination of the Program.

ARTICLE 2. Term

- 2.1 **Term:** This Agreement shall become effective on _____, 2022, and, except as otherwise provided herein, will continue in effect until _____, 20__.

- 2.2 **Option to Renegotiate:** During the term of this Agreement, District shall have the option to renegotiate PM's staffing, scope and fee, on an annual basis. The first option to renegotiate vests on or about _____, 20__.

ARTICLE 3. Scope, Responsibilities and Services of PM

- 3.1 **Scope:** PM shall provide the Services described herein and under **Exhibit A** for the Project.
- 3.2 **Standard of Care:** PM, its officers, agents, employees, subcontractors, Consultants and any persons or entities for whom PM is responsible, shall provide all Services pursuant to this Agreement in accordance with the requirements of this Agreement and in a manner consistent with the standard of care under California law applicable to those who specialize in providing the same services for projects of the type, scope, and complexity of the Project. District's review, approval of, or payment for any of the Services required under this Agreement shall not be construed as assent that PM has complied, nor in any way relieve PM of compliance, with (i) the applicable standard of care, or (ii) applicable statutes, regulations, rules, guidelines and requirements.
- 3.3 **Coordination:** In the performance of PM's services under this Agreement, PM agrees that it will maintain coordination with District-designated representatives as may be requested and desirable. This shall include, without limitation, coordination with all members of District's Design Team, the Project Inspector, and the third party Construction Manager(s), if any.
- 3.4 **Other Consultants:** If PM employs sub-consultant(s), PM shall ensure that its contract(s) with its sub-consultant(s) include language incorporating the terms of this Agreement.
- 3.5 **PM's as District Representative:** PM will act as District's agent to render the Services and furnish the work as described in **Exhibit A**, commencing with the receipt of a written Notice to Proceed signed by District Representative. PM's services will be completed in accordance with the schedule attached as **Exhibit C**. During the Project's Construction Phase, District may require that the Contractors submit all notices and communication relating to the Project directly to PM.
- 3.6 **Review of Long Range Facilities Plan:** PM shall review the Long Range Facilities Plan ("LRFP") for the District and other written materials made available by the District to PM to fully understand the nature, extent and intent of the LRFP and the Projects.
- 3.7 **[RESERVED]**
- 3.8 **Conflicts of Interest Prohibited:**
- 3.8.1 PM understands that District officials and employees are prohibited from involvement in decisions in which they

may have a financial interest pursuant to Government Code sections 1090 and 87100 et seq., and certifies that it does not know of any facts indicating that any District official or employee has an ownership or other financial interest, direct or indirect, in this Agreement. Further, PM hereby certifies that no current District official or employee of District, and no one who has been a District official or employee of District within the past two years has participated in bidding, selling or promoting this Agreement. PM understands that in addition to the remedies available at law, that any failure to provide an accurate certification or any violation of this provision shall make the Agreement voidable by District.

- 3.8.2 If involved in the preparation of request for proposals or selection thereof, PM shall not be permitted to submit proposals or otherwise seek contracts for the following services to be procured by District in connection with any project covered by this Agreement: Design Professional, Construction Manager, IOR or Test/Inspection. If PM identifies potential Design Professional, Construction Manager, Project Inspector or Test/Inspection services in connection with a project, PM shall affirmatively and unequivocally represent and warrant to District that neither PM nor any person who holds equity interest in PM's organization is a former or current holder of any equity interest in the firm identified or has any financial interest in the firm identified. District reserves the sole discretion to waive this subsection's requirements on a case-by-case basis.

ARTICLE 4. PM Staff

- 4.1 District selected PM to perform the Services because of PM's skills and expertise of key personnel.
- 4.2 PM agrees that the following key personnel in PM's firm shall be associated with the Program and perform the Services in the following capacities:
- Principal In Charge: _____
- Project Director: _____
- Project Manager: _____
- Other: _____
- Other: _____
- Other: _____
- 4.3 PM shall not change any of the key personnel listed above without District's prior written approval, unless said personnel cease to be

employed by PM. Regardless of the reason for the change in key personnel, District shall be allowed to interview and retains the right to approve replacement personnel.

4.4 If any designated lead or key person fails to perform to the satisfaction of District, then upon District's written notice, PM will have seven (7) calendar days to remove that person from the Project and shall provide a replacement person acceptable to District.

4.4.1 All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions stated in this Agreement.

4.5 PM represents that it has no existing interest and will not acquire any interest, direct or indirect, that could conflict in any manner or degree with the performance of Services required under this Agreement. PM agrees further that no person having any such interest shall be employed by PM.

ARTICLE 5. Schedule of Work

PM shall commence work under this Agreement upon receipt of a Notice to Proceed and shall prosecute the work diligently as described in **Exhibit A** so as to proceed with and complete the Services in compliance with the schedule attached as **Exhibit C**. Time is of the essence and failure of PM to perform work on time as specified in this Agreement is a material breach of this Agreement. If the time to complete the scope of work under **Exhibit C** exceeds five (5) years, District may, at its sole discretion, extend the term of this Agreement pursuant to Article 2 of this Agreement.

ARTICLE 6. Construction Cost Budget

6.1 PM shall have responsibility, along with the Architect, to develop, review, and reconcile the Construction Cost Budget per Project with the Architect and District throughout the design process and construction.

6.2 The Construction Cost Budget shall be the total cost to District of all Project elements the Design Team designs or specifies.

6.3 PM shall work cooperatively with the Project Design Team throughout the Project, including but not limited to, the Schematic Design Phase, Design Development Phase, and Construction Documents Phase, as described in **Exhibit A**, so that the Project's construction cost as designed by the Project Design Team will not exceed the Construction Cost Budget, as may be adjusted subsequently with District's written approval. PM shall notify District if it believes the Project's construction cost of the work by the Project Design Team will exceed the Construction Cost Budget, and/or if it believes the construction cost as designed will exceed the Construction Cost Budget. PM, however, shall not perform or be responsible for any design or architectural services.

- 6.4 Evaluations of District's Construction Budget, and PM's preliminary and detailed cost estimates, represent PM's best judgment as a professional familiar with the construction industry.
- 6.5 If the Bidding Phase has not commenced within ninety (90) days after DSA approval of the plans and specifications, the Construction Cost Budget may be adjusted at District's request to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to District and the date on which proposals are sought.
- 6.6 District may, in its sole discretion, do one, or a combination, of the following if any of the events in Article 6.7 occur:
 - 6.6.1 Give PM written approval of an agreed adjustment to the Construction Cost Budget.
 - 6.6.2 Authorize PM to re-negotiate and/or re-bid the Project, when appropriate, within three (3) months' time of receipt of bids, at no additional cost to District (exclusive of District and other agencies' review time).
 - 6.6.3 Terminate this Agreement if the Project is abandoned by District without further obligation by either party.
 - 6.6.4 Within three (3) months of receipt of bids, instruct Design Team to revise the drawings and specifications (in scope and quality as approved by District) to bring the Project within the Construction Cost Budget for re-bidding. PM will perform cost estimation, value engineering, constructability reviews, and/or bidding support at no additional cost to District.
- 6.7 If any of the following events occur, District may exercise any one, or any combination, of the actions set forth in Article 6.6 above:
 - 6.7.1 The lowest responsive base bid received is five percent (5%) or more in excess of the Construction Cost Budget or
 - 6.7.2 The combined total of base bid and all additive alternates equal or exceed ten percent (10%) of the Construction Cost Budget; or
 - 6.7.3 The Construction Cost Budget increases in phases subsequent to the Schematic Design Phase due to reasonably foreseeable changes in the condition of the construction market in Bay Area, in so far as these have not been caused by Acts of God, earthquakes, strikes, war, or energy shortages due to uncontrollable events in the world economy.

ARTICLE 7. Fee and Method of Payment for Basic Services

- 7.1 District shall pay PM an amount not to exceed _____ Dollars (\$_____) for all services contracted for under this Agreement and based on the Fee Schedule set forth in **Exhibit D**.
- 7.2 District shall pay PM the Fee pursuant to the provisions herein and the method of payment set forth in **Exhibit D**.
- 7.3 PM shall bill its work under this Agreement on a percent of completion basis in accordance with **Exhibit D**.
- 7.4 No increase in fee will be due from change orders generated during the construction period to the extent caused by PM's error(s) or omission(s).
- 7.5 PM's fee set forth in this Agreement shall be full compensation for all of PM's Services incurred in the performance hereof as indicated in **Exhibit D**, including, without limitation, all costs for personnel, travel within two hundred (200) miles of the Project location, offices, per diem expenses, printing, providing or shipping of deliverables in the quantities set forth in **Exhibit A**.
- 7.6 Regardless of the structure of Fee, the Fee may be adjusted downward if the Scope of Services of this Agreement is reduced by the District in accordance with this Agreement.

ARTICLE 8. Payment for Extra Services

- 8.1 Any charges for Extra Services shall be paid by District as described in **Exhibit B** at the rates set forth in **Exhibit D** only upon certification of District's prior written authorization of the claimed Extra Services and the Extra Services have been satisfactorily completed.
- 8.2 PM shall submit to District a written proposal describing the proposed scope of services and listing the personnel, labor duration, rates, and cost. PM shall proceed with Extra Services only upon receiving District's prior written authorization. PM will not be entitled to any compensation for Extra Services performed prior to receiving District's written authorization.
- 8.3 If PM performs any Extra Services without District's authorized representative's prior written authorization, District will not be obligated to pay for such Extra Services. The foregoing provision notwithstanding, PM will be paid by District as described in **Exhibit B** for Extra Services District's authorized representative verbally requests, provided PM confirms such request in writing pursuant to the notice requirements of this Agreement, and proceeds with such Extra Services not earlier than two (2) business days after District receives PM's written confirmation of the request.

ARTICLE 9. Ownership of Data

- 9.1 All of PM's work product prepared or generated in connection with this Agreement is District's property.
- 9.2 Upon District's request, PM shall make available to District all work product completed or in progress at the time of such a request.
- 9.3 After Project completion or, if District exercises the right to terminate this Agreement pursuant to the Agreement terms, PM shall assemble and deliver to District within five (5) calendar days of District's written request, all of PM's work product of the generated, prepared, reviewed or compiled in connection with this Agreement and the Services and authorized Extra Services hereunder. This includes, without limitation, all PM generated documents, copies of all documents PM exchanged with or copied to or from all other Project participants, and all closeout documents. PM shall be index and organize appropriately said Project records for easy use by District personnel.
- 9.4 All Project records are District property, whether or not those records are in PM's possession. District retains all rights to all copyrights, designs, and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that PM or its Consultants prepare or cause to be prepared pursuant to this Agreement. Notwithstanding the preceding sentence, PM and its Consultants shall be entitled to reuse work product generated under this Agreement.

ARTICLE 10. Termination of Contract

- 10.1 District's Request for Assurances: If District at any time reasonably believes PM is or may be in default under this Agreement, District may in its sole discretion notify PM of this fact and request written assurances from PM of performance of Services and a written plan from PM to remedy any potential default under the terms this Agreement that District may advise PM of in writing. PM shall, within ten (10) calendar days of District's request, deliver a written cure plan that meets District's requirements in its request for assurances. PM's failure to provide such written assurances of performance and the required written plan, within ten (10) calendar days of request, will constitute a material breach of this Agreement sufficient to justify termination for cause.
- 10.2 District's Termination of PM for Cause: If PM fails to perform PM's duties to District's satisfaction, or if PM fails to fulfill in a timely and professional manner PM's material obligations under this Agreement, or if PM violates any of the material terms or provisions of this Agreement, District shall have the right to terminate this Agreement effective immediately upon District giving PM written notice thereof. In the event of a termination pursuant to this subdivision, PM may invoice District for all work performed until the notice of termination, but District shall have the right to withhold payment and deduct any

amounts equal to District's costs because of PM's actions, errors, or omissions.

- 10.3 District's Termination of PM for Convenience: District shall have the right in its sole discretion to terminate this Agreement for its own convenience. In the event of a termination for convenience, PM may invoice District and District shall pay all undisputed invoice(s) for work performed until the notice of termination. This shall be the only amount(s) potentially owing to PM if there is a termination for convenience.
- 10.4 PM's Termination of Agreement for Cause: PM has the right to terminate this Agreement if District does not fulfill its material obligations under this Agreement and fails to cure such material default within sixty (60) days of receipt of written notice of said defaults, or if the default cannot be cured within sixty (60) days, commence to cure such default, diligently pursue such cure, and complete the cure within a reasonable time following written notice and demand from PM. Such termination shall be effective after receipt of written notice from PM to District.
- 10.5 Effect on Pre-Termination Services: 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 such termination.
- 10.6 Ceasing Services upon Termination: If, at any time in the progress of performing Services under this Agreement, District determines that PM's Services should be terminated, PM, upon District's written notice of such termination, shall immediately cease providing Services, except to transfer files as directed by District. District shall pay PM only the fee associated with the Services provided and approved by District since the last paid invoice and up to the notice of termination.
- 10.7 Suspension: If PM's Services are suspended by District for more than one hundred and eighty (180) consecutive days, PM shall be compensated for services performed prior to notice of such suspension. When PM's Services are resumed, the schedule shall be adjusted and PM's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of PM's Services. PM shall make every effort to maintain the same Program personnel after suspension.

ARTICLE 11. Indemnity

- 11.1 To the furthest extent permitted by California law, PM shall indemnify and hold free and harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of PM, its officers, employees, subcontractors,

consultants, or agents, including without limitation, the payment of all consequential damages. PM shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at PM's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto with counsel approved by District where such approval is not to be unreasonably withheld.

- 11.2 PM shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. PM's obligation pursuant to Article 11.1 includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to, legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. PM's obligation to indemnify shall not be restricted to insurance proceeds.
- 11.3 District may withhold from amounts owing to PM any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of PM.

ARTICLE 12. Conduct on Project Site and Fingerprinting

- 12.1 Unacceptable and/or loud language will not be tolerated. "Cat calls" or other derogatory language toward students or public will not be allowed.
- 12.2 Drugs, alcohol, and smoking on District property are strictly prohibited. No drugs, alcohol and/or smoking are allowed at any time in any building and/or grounds on District's property. No students, staff, visitors or contractors are to use drugs on District's property.
- 12.3 Pursuant to Education Code section 45125.2, District has determined on the basis of the scope of Services in this Agreement that PM and its subcontractors and employees will have only limited contact with pupils. PM will promptly notify District in writing of any facts or circumstances which might reasonably lead District to determine that contact will be more than limited as defined by Education Code section 45125.1(d).
- 12.4 PM shall comply with the provisions of Education Code section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. PM shall not permit any employee to have any contact with District pupils until such time as PM has verified in writing to the governing board of District that the employee has not been convicted of a felony, as defined in Education Code section 45122.1. PM's responsibility shall extend to all employees, agents, and employees or agents of its Consultants regardless of whether those individuals are paid or unpaid, concurrently employed by District, or acting as PM's independent contractors. PM shall provide to District verification of compliance with this section by submitting an executed Criminal Background Investigation Certification (**Exhibit E**) prior to commencing

employment or participating on the Program and prior to permitting contact with any student.

- 12.5 For all workers on District property, PM shall comply with all applicable federal, state and local laws regarding COVID-19. Further, except to the extent the Order provides otherwise, PM and PM's personnel shall continue to comply with all other applicable terms in the CDPH's State Public Health Officer Orders. PM shall provide to District verification of compliance with this section by submitting an executed COVID-19 Vaccination/Testing Certification (**Exhibit F**) prior to commencing employment or participating on the Program.

ARTICLE 13. Responsibilities of District

- 13.1 District shall examine the documents submitted by PM and shall render decisions so as to avoid unreasonable delay in the process of PM's Services.
- 13.2 District shall provide to PM as complete information as is available to District regarding District's Project requirements.
- 13.3 District shall retain design professional(s) whose services, duties and responsibilities will be described in written agreement(s) between District and design professional(s).
- 13.4 District shall designate an officer, employee and/or other authorized representatives to act on District's behalf with respect to the Program. District's Program representative shall be available during working hours and as often as may be required to render decisions and to furnish information in a timely manner.

ARTICLE 14. Liability of District

- 14.1 Other than as provided in this Agreement, District's obligations under this Agreement shall be limited to the payment of the compensation as provided in this Agreement. Notwithstanding any other provision of this Agreement, 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 this Agreement for the services performed in connection with this Agreement.
- 14.2 PM shall pay to District any and all costs incurred by District, or for which District may become liable, to the extent caused by negligent delays, acts, or omissions of PM in its performance of its Services.
- 14.3 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 PM, or by its employees, even though such equipment be furnished or loaned to PM by District.
- 14.4 PM hereby waives any and all claim(s) for recovery from District under this Agreement, which loss or damage is covered by valid and

collectible insurance policies. PM agrees to have its required insurance policies endorsed to prevent the invalidation of insurance coverages by reason of this waiver. This waiver shall extend to claims paid, or expenses incurred, by PM's insurance company on District's behalf.

ARTICLE 15. Insurance

15.1 PM shall procure, prior to commencement of Services, and will maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by PM, their agents, representatives, employees and sub-consultant(s). PM's liabilities, including but not limited to, PM's indemnity or defense obligations under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and PM's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by District, subject to its sole discretion, as a material breach of contract.

15.2 **Minimum Scope and Limits of Insurance:** Coverage shall be at least as broad as the following scopes and limits:

15.2.1 **Commercial General Liability.** Five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, property damage, death, advertising injury, and medical payments arising from the performance of any portion of the Services. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.

15.2.2 **Commercial Automobile Liability, Any Auto.** One million dollars (\$1,000,000) per occurrence.

15.2.3 **Workers' Compensation.** Statutory limits required by the State of California. For all of PM's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, PM shall keep in full force and effect, a Workers' Compensation policy. PM 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.

15.2.4 **Employer's Liability.** One million dollars (\$1,000,000) per accident for bodily injury or disease. For all of PM's employees who are subject to this Agreement, PM shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of Two

million dollars (\$2,000,000) per occurrence. PM 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.

- 15.2.5 **Professional Liability.** This insurance shall cover PM and its sub-consultant(s), if any, for one million dollars (\$1,000,000) aggregate limit subject to no claim deductible, coverage to continue through completion of construction plus two years thereafter. The policy must contain terms or endorsements extending coverage that requires the insurer to defend and indemnify for acts which happen before the effective date of the policy provided the claim is first made during the policy period.
- 15.3 District reserves the right to modify the limits and coverages described herein, with appropriate credits or charges to be negotiated for such changes.
- 15.4 **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention exceeding Twenty-Five Thousand Dollars (\$25,000) must be declared to and approved by District. At the option of District, either:
 - 15.4.1 District can accept the higher deductible;
 - 15.4.2 PM's insurer shall reduce or eliminate such deductibles or self-insured retention as respects District, its officers, officials, employees and volunteers; or
 - 15.4.3 PM shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 15.5 **Other Insurance Provisions:** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
 - 15.5.1 All policies except for the worker's compensation, employer's liability and professional liability insurance policy shall be written on an occurrence form.
 - 15.5.2 District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of PM; Instruments of Service and completed operations of PM; premises owned, occupied or used by PM; or automobiles owned, leased, hired or borrowed by PM. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. All endorsements shall waive any

right to subrogation against any of the Additional Insureds.

- 15.5.3 Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.
- 15.5.4 PM shall pay all insurance premiums, including any charges for required waivers of subrogation or the endorsement of additional insureds. If PM fails to maintain insurance, District may take out comparable insurance, and deduct and retain amount of premium from any sums due PM under the Agreement.
- 15.5.5 PM's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 15.5.6 Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, not renewed, or material change in coverage except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.
- 15.5.7 PM's insurance coverage shall be primary and non-contributory insurance as respects the Additional Insureds with respect to any claims related to, arising out of, or connected with the Project. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of PM's insurance and shall not contribute with it.
- 15.5.8 PM 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.
- 15.5.9 PM shall require all subconsultants to maintain the level of insurance PM deems appropriate with respect to the consultant's scope of the Work unless otherwise indicated in the Agreement. PM shall cause the subconsultants to furnish proof thereof to District within ten (10) Days of District's request. Should PM not require subconsultants to provide the same level of insurance as is required of PM, as provided in this Agreement, PM is not relieved of its indemnity obligations to District or fulfilling its insurance requirements as provided in this Agreement.
- 15.5.10 If PM normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, PM hereby acknowledges and agrees that all insurance

carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

15.6 **Acceptability of Insurers:** Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. PM shall inform District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of District, District may either:

15.6.1 Accept the lower rating; or

15.6.2 Require PM to procure insurance from another insurer.

15.7 **Verification of Coverage:** Prior to commencing with its provision of Services under this Agreement, but no later than three (3) calendar after the Notice of Award, PM shall furnish District with:

15.7.1 Certificates of insurance showing maintenance of the required insurance coverage;

15.7.2 Original endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by District before work commences.

15.8 **Copy of Insurance Policy(ies):** Upon District's request, PM will furnish District with a copy of all insurance policies related to its provision of Services under this Agreement.

ARTICLE 16. Nondiscrimination

PM agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Consultant and all of its subcontractors. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

ARTICLE 17. Covenant Against Contingent Fees

PM warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for PM, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for PM, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or otherwise recover the full amount of such fee, commission, percentage fee, gift, or contingency.

ARTICLE 18. Entire Agreement/Modification

This Agreement, including the Exhibits hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. PM shall be entitled to no benefit other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. PM specifically acknowledges that in entering into this Agreement, PM relies solely upon the provisions contained in this Agreement and no others.

ARTICLE 19. Non-Assignment of Agreement

This Agreement is intended to secure PM's specialized services. PM may not assign, transfer, delegate or sublet any interest therein without District's prior written consent. Any assignment, transfer, delegation or sublease without District's prior written consent shall be considered null and void.

ARTICLE 20. Law, Venue

20.1 This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

20.2 To the fullest extent permitted by California law, Los Angeles County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

ARTICLE 21. Alternative Dispute Resolution

21.1 All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice.

21.2 If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time the Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

21.3 Notwithstanding any disputes, claims or other disagreements between PM and District, PM shall continue to provide and perform

Services hereunder pending a subsequent resolution of such disputes.

ARTICLE 22. Tolling of Claims

PM agrees to toll all statutes of limitations for District's assertion of claims against PM that arise out of, pertain to, or relate to Contractors' or subcontractors' claims against District involving PM's work, until the Contractors' or subcontractors' claims are finally resolved.

ARTICLE 23. Severability

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

ARTICLE 24. Employment Status

- 24.1 PM shall, during the entire term of Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which PM performs the Services which are the subject matter of this Agreement; provided always, however, that the Services to be provided by PM shall be provided in a manner consistent with all applicable standards and regulations governing such Services.
- 24.2 PM understands and agrees that PM's personnel are not and will not be eligible for: membership in, or to receive any benefits from, any District group plan for hospital, surgical or medical insurance; membership in any District retirement program; paid vacation, paid sick leave or other leave, with or without pay; or any other benefits which accrue to a District employee.
- 24.3 Should District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that PM or any employee of PM is an employee of District for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by PM which can be applied against this liability). District shall then forward those amounts to the relevant taxing authority.
- 24.4 Should a relevant taxing authority determine a liability for past services performed by PM for District, upon notification of such fact by District, PM shall promptly remit the amount due or arrange with District to have the amount due withheld from future payments to PM under this Agreement (again, offsetting any amounts already paid by PM which can be applied as a credit against that liability).

- 24.5 A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, PM shall not be considered an employee of District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine PM is an employee for any other purpose, then PM agrees to a reduction in District's liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined PM was not an employee.
- 24.6 Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

ARTICLE 25. Warranty of PM

- 25.1 PM warrants that PM is properly licensed and/or certified under the laws and regulations of the State of California to provide the Services that it has herein agreed to perform. PM further warrants that all of the work PM performs under this Agreement shall comply with all applicable laws, rules, regulations and codes of the United States and the State of California. PM also warrants that it shall comply with all applicable ordinances, regulations, and resolutions of Alameda County.
- 25.2 PM certifies that it is aware of the provisions of the California Labor Code of the State of California, requiring every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that, if applicable, it will comply with those provisions before commencing the performance of the work of this Agreement.
- 25.3 To the extent that the work performed under this contract is subject to labor compliance and enforcement by the DIR, PM specifically acknowledges and understands that it shall perform the Services while complying with all applicable provisions of Division 2, Part 7, Chapter 1 of the Labor Code and Title 8 of the California Code of Regulations.

ARTICLE 26. Cost Disclosure - Documents and Written Reports

PM shall be responsible for compliance with California Government Code section 7550, if the total cost of the Agreement is over five thousand dollars (\$5,000).

ARTICLE 27. Communications / Notice

Notices and communications between the Parties to this Agreement may be sent to the following addresses by registered or certified mail with postage prepaid, return receipt requested, by overnight delivery service, or by personal delivery:

District:

Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

Telephone: (310) 842-4220
Facsimile: (310) 842-4322
Email: robertquinn@ccusd.org

Attn: Robert Quinn,
Assistant Superintendent, Business Services

PM:

ATTN:

If notice is given by registered or certified mail with postage prepaid, return receipt requested, it shall be considered delivered on the day the notice is signed for. If notice is given by overnight delivery service, it shall be considered delivered on the date stated in the proof of delivery.

PM and District, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications will be sent.

ARTICLE 28. Disabled Veteran Business Enterprise Participation

Pursuant to section 17076.11 of the Education Code, District has a participation goal for disabled veteran business enterprises ("DVBE") of at least three percent (3%), per year, of funds expended each year by 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, PM, before it executes the Agreement, shall provide to District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount(s) intended to be paid to DVBEs in conjunction with the contract, and/or documentation demonstrating PM's good faith efforts to meet these goals.

ARTICLE 29. District's Right to Audit

29.1 District retains the right to review and audit, and the reasonable right of access to PM's and any Consultant's premises to review and audit PM's compliance with the provisions of this Agreement ("District's Right"). District's Right includes the right to inspect, photocopy, and to retain copies, outside of PM's premises, of any and all Project-related records and other information with appropriate safeguards, if such retention is deemed necessary by District in its sole discretion. District shall keep this information confidential, as allowed by applicable law.

29.2 District's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that District determines is necessary to discover and verify whether PM is in compliance with all requirements of this Agreement.

- 29.3 If there is a claim for additional compensation or for Extra Services, District's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that District determines is necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.
- 29.4 PM shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. PM shall make available to District for review and audit all Project-related accounting records and documents and any other financial data. Upon District's request, PM shall submit exact duplicates of originals of all requested records to District.
- 29.5 PM shall include audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all Consultants.
- 29.6 PM shall comply with these provisions within fifteen (15) days of District's written request to review and audit any or all of PM's Project-related records and information.

ARTICLE 30. Other Provisions

- 30.1 PM shall be responsible for the cost of construction change orders caused directly by PM's willful misconduct or negligent acts, errors or omissions. Without limiting PM's liability for indirect or consequential cost impacts, the direct costs for which PM shall be liable shall equal its proportionate share of the difference between the cost of the change order and the reasonable cost of the work had such work been a part of the originally prepared Construction Documents. These amounts shall be paid by PM to District or District may withhold those costs from amounts due or to become due to PM.
- 30.2 Neither District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and PM shall remain liable to District in accordance with this Agreement for all damages to District caused by PM's failure to perform any of the Services furnished under this Agreement to the standard of care of PM for its Services, which shall be, at a minimum, the standard of care of program and construction managers performing similar work for California public school districts at or around the same time and in or around the same geographic area of District.
- 30.3 PM shall share, credit, or reimburse District fifty percent (50%) of the amount of any tax deduction and/or credit PM receives for District Projects under the Commercial Buildings Energy-Efficiency Tax Deduction, 26 U.S. Code § 179D ("Section 179D"). PM shall provide District with all necessary documentation to enable District to verify the amounts of the Section 179D tax deduction. PM shall notify District in writing of the Section 179D tax deduction within 30

days of when PM receives IRS notice of the Section 179D tax deduction or receives the Section 179D tax refund, whichever occurs first.

- 30.4 Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.
- 30.5 The individual executing this Agreement on behalf of PM warrants and represents that she/he is authorized to execute this Agreement and bind PM to all terms hereof.
- 30.1 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

ARTICLE 31. Exhibits.

Exhibits A through F attached hereto are hereby incorporated by this reference and made a part of this Agreement.

SIGNATURES ON FOLLOWING PAGE.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) indicated below.

CULVER CITY UNIFIED SCHOOL DISTRICT

[PM]

Date: _____, 2022

Date: _____, 2022

By: _____

By: _____

Title: _____

Title: _____

EXHIBITS BEHIND THIS SHEET.

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF PROGRAM MANAGER

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF PROGRAM MANAGER

Program Manager ("PM") shall provide professional services necessary for completing the following:

1. BASIC SERVICES

- 1.1. Provide work which shall comply with professional standards and applicable requirements of federal, state, and local law.
- 1.2. Monitor and advise District as to all material developments in the Project. Maintain reporting systems for scope, sequencing, scheduling, budgets and communication for the Project using existing District software.
- 1.3. Be the focal point of all communication to and from construction Contractor(s).
- 1.4. Develop and implement methods to budget and track all expenditures on the Project. PM shall generate monthly reports to District reflecting this information, and shall maintain District's financial reporting systems.
- 1.5. Prepare methods to track and report on schedule status for the Program. PM shall develop master schedules and milestone schedules for the Program, and shall report on same each month to District.
- 1.6. PM will be required to attend and provide updates at each Board meeting. PM shall work cooperatively with District to anticipate and maintain a schedule of upcoming Board information and action items and shall prepare reports, background materials, and preliminary materials in District-specified format.
- 1.7. PM shall work cooperatively with the Design Team and District to:
 - 1.7.1. Define and schedule the Program.
 - 1.7.2. Provide Services that will result in the development of an overall Program strategy with regard to phases, construction schedules, timing, budget, prequalification, contactor and consultant procurement, construction materials, building systems, and equipment.
- 1.8. Organize an initial planning workshop to create baseline parameters for the Project(s), to define overall building requirements, Project(s) strategy, conceptual budget and schedule. Pursuant to understandings reached at these meetings, PM will develop an implementation plan that identifies the various phases of the Project(s), coordination among phases, and budget and time constraints for each phase of the Project(s). The plan will include a detailed strategy, Program Budget and Program schedule as well as identification of critical events and milestone activities.
- 1.9. Interface with the Contractor and all subcontractors all general and/or trade Contractors during construction to ensure that District is provided with an acceptable Project and the best value for taxpayer dollars.

- 1.10. Advise District as to the regulatory agencies that have jurisdiction over any portion or all of the Project, and as to coordination with and implementation of the requirements of the regulatory agencies, including without limitation DSA.
- 1.11. Contract for or employ, at PM's expense, sub-consultant(s) to the extent deemed necessary for PM's services. Nothing in the foregoing shall create any contractual relationship between District and any sub-consultant(s) employed by PM under terms of this Agreement.
- 1.12. Cooperate with District, Board, and other professionals employed by District for the design, coordination or management of other work related to the Program and the Project(s), including District staff and consultants, project manager(s), citizens' oversight committee, other District committees, and the community to facilitate the timely completion of the Project within Board-approved budgets and to District design standards.
- 1.13. Chair, conduct and take minutes of periodic meetings between District and its design professional(s), the Site Committee meetings, and construction meetings during the course of the Project. PM shall invite District and/or its representative and the Project Inspector to participate in these meetings. PM shall keep meeting minutes to document comments generated in these meetings.
- 1.14. Develop for District approval a Program time schedule at the start of Project development that does the following:
 - 1.14.1. Provides sufficient time for prequalification, and if necessary the resolution of any appeals, bidding, and, if necessary, rebidding, or negotiating if applicable, the Project;
 - 1.14.2. Coordinates and integrates the design professional(s)' design efforts with bidding schedules;
 - 1.14.3. Includes realistic activity sequences and durations, allocation of labor and materials and delivery of products requiring long lead-time procurement; and
 - 1.14.4. Takes into account District's occupancy requirements (showing portions of the Project having occupancy priority and ongoing operational occupancy requirements).
- 1.15. Be responsible for the professional quality and technical accuracy of all cost estimates, studies, reports, projections, opinions of the probable cost of construction, and other services furnished by PM under this Agreement as well as coordination with all Master Plans, studies, reports and other information provided by District to PM. PM shall, without additional compensation, correct or revise any errors or omissions in materials it generates.
- 1.16. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of the Program, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.

- 1.17. At the request of District, develop a Management Information System ("MIS") to assist in establishing communications between District, PM, design professional(s), consultant(s), Contractor(s), Project Inspector(s) and other parties on the various Project(s) in the Program. In developing the MIS, PM shall interview District's key personnel and others in order to determine the type of information to be managed and reported, the reporting format, the desired frequency for distribution of the various reports, the degree of accessibility by potential users, and the security protocol for the system.
- 1.18. Coordinate transmittal of documents to regulatory agencies for review and advise District of potential problems in completion of such reviews.
- 1.19. Prepare a bidders list for each bid package for approval by District.
- 1.20. PM is **NOT** responsible for:
 - 1.20.1. Ground contamination or hazardous material analysis.
 - 1.20.2. Any asbestos testing, design or abatement; however, it shall coordinate and integrate its work with any such information provided by District.
 - 1.20.3. Compliance with the California Environmental Quality Act ("CEQA"), except that PM agrees to coordinate its work with that of any CEQA consultants retained by District, and the work of Contractor and the Design Team to provide current information for use in CEQA compliance documents and to identify and carry out mitigation measures.
 - 1.20.4. Historical significance report.
 - 1.20.5. Soils investigation.
 - 1.20.6. Geotechnical hazard report.
 - 1.20.7. Topographic survey, including utility locating services.

2. GENERAL PROGRAM SERVICES

- 2.1 **General:** Monitor and advise District as to all material developments on the Program. PM shall implement with District approval reporting methods for schedules, cost and budget status, and projections for each Project in District's Program. The PM shall be the focal point of all communication to and from construction Contractor and shall be copied on all communications between District and its design professionals.
- 2.2 **Scheduling:** Track and report on schedule status for Program. PM shall develop Project master schedules and milestone schedules, and review and approve Contractor project schedules and milestone schedules for the project per specifications, and shall report on same each month to District.
- 2.3 **Cost Controls:** Implement methods to track construction expenditures on the Project using methods. PM shall generate monthly reports to District reflecting this information.

- 2.4 **Communications to Board:** PM may be required to attend Board meetings, and to provide updates at each meeting.

3. PLANNING AND ADMINISTRATION OF THE PROJECTS

- 3.1 **Cost Control.** PM shall develop and monitor an effective system of construction cost control for the Projects. PM shall identify variances between actual and budgeted or estimated costs and advise District and design professional(s) whenever a Project cost exceeds budgets or estimates. PM shall manage the construction bids and contracts in accordance with the Program Budget.
- 3.2 Develop and implement District-approved implementation procedures, forms, and reporting requirements for the Project(s) that involve all members of the Project(s) teams, including District, design professional(s), Construction Manager(s), and construction Contractor(s).
- 3.3 Develop and implement a management control system to support such functions as planning, organizing, scheduling, budgeting, reporting progress and identifying and documenting problems and solutions for the Program and the various Projects within the Program. The system will allow for monthly progress reports to District regarding the schedule for the Program and the various Projects within the Program.

4. PRECONSTRUCTION PHASE

- 4.1 Provide overall coordination of the Project; serve as the focal point of communication, transmitting information to District and Design Team on general aspects of the Project, including planning, scheduling, cost management, progress reporting, design review, dispute resolution, and documentation. Communications from the construction Contractor to District and Design Team shall be through PM. PM shall receive simultaneous copies of all written communications from District or the Design Team to the construction Contractor.
- 4.2 Organize an initial planning workshop to create baseline parameters for the Project, to define overall building requirements, Project strategy, conceptual budget and schedule. Pursuant to understandings reached at these meetings, PM will develop an implementation plan that identifies the various phases of the Project, coordination among phases, and budget and time constraints for each phase of the Project. The plan will include a detailed strategy, master budget and master schedule as well as identification of critical events and milestone activities.
- 4.3 Assist with the detailed definition of project scope, budget, and schedule, as needed. Review and reconcile cost estimates from the assigned architect and coordinate peer review estimates when requested by District. Assist in organizing and, if relevant, segregating bid packages for maximum cost effectiveness for District. Advise District regarding owner-supplied equipment and other potential cost-saving measures.
- 4.4 Assist District in the solicitation and retention of design and engineering consultants, and coordinate design consultants' activities and delivery schedules, as needed. Provide value engineering and life cycle cost analysis.

- 4.5 Provide design-phase services in conjunction with the architecture firms awarded the Project by District. Work with the Architect to conform and refine designs to correlate designs to budget and Facilities Master Plan, if applicable. Review design documents for constructability, scheduling, consistency, and coordination during schematic and design development phases of work. Perform constructability reviews at appropriate stages of design. Assist with verification of site conditions. Expedite design reviews, including modifications. Keep accurate documentation of all discussions with users regarding scope and resolution.
- 4.6 Prepare and maintain a Construction Management schedule for the Project. Prepare a procurement plan, where required.
- 4.7 Monitor and report to District on status of design and state approval in relation to the schedule for the Project. Attend meetings to coordinate design efforts for the Program. Assist in identifying and obtaining all necessary approvals.
- 4.8 Solicit proposals, evaluate, and recommend other professional consultants needed to complete the Project.
- 4.9 Implement District-approved implementation procedures, forms and reporting requirements for the Project that involve all members of the Project team, including District, design professional(s), and construction Contractor(s).
- 4.10 Work with the Design Team and District to develop the final sizes, choice of materials, services and utilities and other detailed design and performance criteria of the Project.
- 4.11 Develop master bid/award schedule(s) including construction milestones for the Project through the completion of construction, as directed by District, in coordination with design professional(s) and advise and consult with District. PM shall review and approve construction Contractor's schedules, but shall not dictate any construction Contractor's means and/or methods of performance.
- 4.12 Establish schedules for any Consultant, and for any hazardous materials or other testing, and review costs, estimates, and invoices of each.
- 4.13 Implement a management control system to support such functions as planning, organizing, scheduling, budgeting, reporting progress, and identifying and documenting problems and solutions for the Project. Prepare monthly progress reports for District regarding the schedule for the Project.
- 4.14 Provide updated cost estimates for the Project at the Schematic Design, Design Development, and Construction Documents Phases as directed by District; coordinate with design professional(s) and reconcile cost estimates with design professional(s)' estimates.
- 4.15 Advise District regarding "green building" technology and lifecycle costing, when applicable.
- 4.16 Fully coordinate all changes requested by any utility company needed to complete the Project.

- 4.17 Review and tailor District's front end documents for the Project. Recommend the number of days required for the construction phase (and any sub-phases, such as hazardous material abatement) and recommend the amount of the liquidated damages.

5. PRE-BID PHASE

- 5.1 Develop master schedules and construction schedules for the Project. Develop budget(s) for the Project based on construction cost estimates.
- 5.2 In consultation with District and according to District-approved policies, procedures, and standards, implement procedures, forms, and reporting requirements for the Project. Establish, accordingly, a communications procedure for the Project that allows for decision making at appropriate levels of responsibility and accountability.
- 5.3 Work with the design professional(s) to modify or add to standard, special, or general conditions for contract documents that might be needed for unique Project or contract conditions, for District's approval, and/or assist in the development of documents necessary for the bidding phase.
- 5.4 Make recommendations for development and implementation of procedures to comply with applicable bidding or RFP requirements for the Project as applicable and for expediting completion of the bidding process for the Project. The scope of the foregoing includes without limitation, recommendations of PM with respect to: (a) pre-qualification of potential contractors; (b) combination of two or more of the Projects for design, bidding and/or construction purposes; and (c) alternative construction delivery approaches for the Project, including consideration of a single general contractor and/or Lease Leaseback approach to construction for each Project.

6. BIDDING PHASE

- 6.1 Assist with pre-qualification process for the selection of prime and/or sub-contractors based on the detailed definition of Project scope, budget, schedule, and programming support. Develop a list of pre-qualified prime and sub-contractors, as required.
- 6.2 Develop bidders' interest in the Project. Coordinate all bid phase activities with District departments. Conduct pre-bid conferences to familiarize bidders with the bidding documents, and any special systems, materials or methods and with Project procedures. Conduct job walks and bidders' conferences, maintain and prepare minutes of job walks or bidder's conferences. Field questions from bidders, referring questions to design professional(s) and District as required. Coordinate with design professional(s) to respond to bidder questions by addenda.
- 6.3 Prepare public solicitation notices for District approval. Review, coordinate, and estimate cost of bid phase addenda.
- 6.4 Review bid proposals for responsiveness to bid requirements, evaluate bidder responsibility, and conduct reference checks. Prepare bid analyses and advise District on compliance of bidders with District requirements and bid

requirements. Report and recommend to District after review and evaluation. Make recommendations to District for prequalification of bidders and award of contracts or rejection of bids.

- 6.5 Conduct post-bid conferences as required. Assist and advise regarding bid protests.
- 6.6 If appropriate, coordinate contracting with Contractor awarded the contract, including evaluating bonds and insurance, and negotiate final terms of construction contractor's contract(s), if applicable.
- 6.7 Conduct pre-award conferences with successful bidders.
- 6.8 Schedule and conduct preconstruction meetings. Maintain, prepare, and distribute minutes.
- 6.9 Assist with the preparation of agenda items for Board approval. Coordinate submittals required by governing agencies.

7. CONSTRUCTION PHASE

- 7.1 Administer the construction Contract.
- 7.2 Develop detailed construction schedules or review Contractor's submitted schedules, as needed. Administer and coordinate the work of Contractor on a daily basis. Enforce performance, scheduling, and notice requirements. Review Contractor's schedule submittals and make recommendations to District.
- 7.3 Monitor schedule and cost information for Contractor. Document the progress and costs of the Project. Report and advise proactively on potential schedule and budget variances and impacts. Recommend potential solutions to schedule and cost problems. Work cooperatively with District, Architect, and Contractor to ensure that Project is delivered on time and within budget. Review construction progress and prepare reports.
- 7.4 Verify permits, approvals, bonds, insurances, and schedules of values. Coordinate with DSA Project inspector, and ensure compliance with all DSA reporting and closeout requirements. Submit necessary reports to state and local authorities.
- 7.5 Monitor the construction Contractor to verify that tools, equipment, and labor are furnished and work performed and completed within the time required or indicated by the plans and specifications, under the direction and to the satisfaction of District. PM expressly agrees to verify that the specifications are met, observed, performed, and followed in accordance with the professional standards of care for construction management.
- 7.6 Coordinate work of the construction Contractor and effectively manage the Project to achieve District's objectives in relation to cost, time and quality.
- 7.7 Provide continuous on-site construction management personnel, as needed. Conduct construction meetings for the Project to discuss and resolve such matters as progress, quality and scheduling. Said meetings shall be weekly unless Project conditions do not require that frequency. Prepare and promptly

distribute minutes. When required by field or other conditions, construction progress, or the quality of workmanship, conduct special construction meetings; record, prepare, and distribute minutes of these meetings to District, the affected construction Contractor, and design professional(s).

- 7.8 Establish and implement team communication procedures.
- 7.9 Ensure that construction Contractor provides construction schedules as required by the construction Contracts, including activity sequences and durations, submittal schedule, or procurement schedule for products that require long lead time. PM shall review construction Contractor's construction schedules for conformity with the requirements of the construction Contract and conformity with the overall schedule for the Project. Where construction Contractor's construction schedules do not so conform, PM will take appropriate measures to secure compliance, subject to District approval.
- 7.10 Ensure construction Contractor's compliance with the requirements of the respective construction Contract for updating, revising, and other obligations relative to their respective construction schedules.
- 7.11 Cost Control. PM shall develop and monitor an effective system of construction cost control for the Project. PM shall identify variances between actual and budgeted or estimated costs and advise District and design professional(s) whenever a Project cost exceeds budgets or estimates. PM shall manage the construction bids and contracts in accordance with the Construction Budget.
- 7.12 Continually monitor whether construction contract requirements are being fulfilled and recommend courses of action to District when Contractor fails to fulfill contractual requirements.
- 7.13 PM may authorize minor variations in the work from the requirements of the contract documents that do not involve an adjustment in the contract price or the contract time or design and which are consistent with the overall intent of the contract documents. PM shall provide to the design professional(s) and District copies of these authorizations.
- 7.14 Evaluate and process payment applications and verify progress.
- 7.15 Verify that safety programs are developed and submitted by the construction Contractor as required by the Contract. Neither PM nor District shall be responsible for or have any liability for Contractor's failure to provide, comply with, or enforce said safety programs.
- 7.16 Implement quality control program, including As-Built Drawings accuracy. Coordinate and evaluate Contractor's recovery schedules.
- 7.17 Record the progress of the Project by a log.
- 7.18 Monitor ongoing Project costs to verify that projected costs do not exceed approved budget and provide District timely notice of any potential increase in costs in excess of approved budgets provided to PM.

- 7.19 Negotiate Contractor's proposals and review change orders prepared by design professional(s), with design professional(s)' input as needed, for approval by District.
- 7.20 Evaluate and process change order requests. Make recommendations to District. Determine cost and schedule effects of change orders. Prepare change order reports and maintain a change order log for the Project and implement procedures to expedite processing of change orders.
- 7.21 Assist District in coordinating the services of special consultants and testing laboratories on the Project.
- 7.22 In conjunction with the design professional(s), monitor work of the construction Contractor to determine that the work is being performed in accordance with the requirements of the respective construction documents for the Project, including but not limited to the plans, specifications, addenda, and all other contract documents, as well as all applicable laws, regulations and directives of agencies with jurisdiction over any of the Project. As appropriate, with assistance of design professional(s), make recommendations to District regarding special inspection or testing of work that is not in accordance with the provisions of the contract documents.
- 7.23 To guard District against defects in the work of the construction Contractor, PM shall implement a quality control program to monitor the quality and workmanship of construction for conformity with:
 - 7.23.1 Accepted industry standards;
 - 7.23.2 Applicable laws, rules, or ordinances; and
 - 7.23.3 The design documents and contract documents.
 - 7.23.4 Where the work of a construction Contractor does not conform as set forth above, PM shall, with the input of design professional(s):
 - 7.23.5 Notify District of any non-conforming work observed by PM;
 - 7.23.6 Reject the non-conforming work; and
 - 7.23.7 Take any and all action(s) necessary to compel the construction Contractor to correct the work.
- 7.24 Evaluate, track, and maintain logs of requests for information ("RFI") from construction Contractor and responses, shop drawings, samples, and other submittals, based, in part, on information obtained from the design professional(s). Advise District as to status and criticality of RFIs.
- 7.25 Implement procedures, in collaboration with District and design professional(s), for expediting the processing and approval of shop drawings, product data, samples, and other submittals for each contract. Receive and transmit all submittals from the construction Contractor to the design professional(s) for review and approval. Maintain submittal and shop drawing logs.

- 7.26 Record the progress of work at the Project. When present, prepare daily reports for the Project containing a record of weather, construction Contractor(s) present and their number of workers, work accomplished, problems encountered, and other relevant data.
- 7.27 Prepare and distribute monthly project status reports for the Project including updates on project activities, progress of work, outstanding issues, potential problems, schedule, and status of RFIs, change orders, and submittals.
- 7.28 Coordinate, assist, and support Architect during construction administration phase as required.
- 7.29 PM shall maintain records of principal building layout lines, elevations of the bottom of footings, floor levels, and key site elevations as provided by the construction Contractor. At the completion of the Project, deliver all such records to District. Construction Contractor and design professional(s) share responsibility to prepare Record Drawings and As-Built Drawings.
- 7.30 Coordinate the move into the Projects.
- 7.31 Work with District team to develop lists of incomplete or unsatisfactory work ("punch lists").
- 7.32 Fully document and prepare deductive change orders for extra services of consultants that are the responsibility of a Contractor or another consultant. Present such a change order for signature by the Contractor or consultant.
- 7.33 Determine final completion and payment. Determine completion dates, final payments, and release of retention. Coordinate procurement and installation of Furniture, Fixtures, and Equipment ("FF&E").

8. PROJECT COMPLETION

- 8.1 PM shall observe the construction Contractor's check-outs of utilities, operational systems and equipment, and start-up and testing. PM shall maintain records of start-up and testing as provided by the construction Contractor and shall ensure District of compliance with applicable provisions of the Contract, that all work has been performed and accepted, and that all systems are complete and operative.
- 8.2 At the punch list phase of the Project or designated portions thereof, PM, in consultation with the Architect, shall ensure the preparation of a list of incomplete or unsatisfactory work or work which does not conform to the requirements of the contract documents ("punch list work") and a schedule for the completion of the punch list work. PM shall provide this list to the construction Contractor. PM shall coordinate construction Contractor's performance and completion of punch list work. PM shall review, with the Architect and District, the completed punch list work. PM shall ensure, with input of the Architect, that the completed punch list work complies with applicable provisions of the construction Contract.
- 8.3 PM shall determine, with the Architect and District, when the Project or designated portions thereof are complete.

- 8.4 PM shall conduct, with the Architect and District, final inspections of the Project or designated portions thereof. PM shall notify District of final completion.
- 8.5 PM shall consult with the Architect and District and shall determine when the Project and the construction Contractor's work are finally completed. PM shall assist with the issuance of a Certificate of Final Completion, and shall provide to District a written recommendation regarding payment to the Contractor.
- 8.6 PM shall coordinate close-out procedures, including personnel training. Advise District staff on systems operations, training and close-out of Projects.
- 8.7 PM shall coordinate and expedite Contractor close-out requirements, including guarantees/warranties, certificates, keys, manuals, As-Built Drawings, Record Drawings, specifications, daily logs, and verified reports. Ensure that all other project participants submit necessary close-out documentation.
- 8.8 PM shall coordinate operational safety reviews with District post occupancy and manage corrective work as necessary.
- 8.9 PM shall ensure that all building commissioning requirements have been fulfilled in a timely manner through District commissioning agents.
- 8.10 PM shall obtain occupancy permits (where required), coordinate final testing, documentation, and regulatory inspections. Prepare occupancy plan report.
- 8.11 PM shall prepare final accounting reports.

END OF EXHIBIT A.

EXHIBIT B

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to this Agreement shall be performed by PM if needed and requested by District:

1. Providing services required because of significant documented changes in the Project initiated by District, including but not limited to size, quality, complexity, or District's schedule.
2. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of such work.
3. Providing services made necessary by the default of Contractor, or by major defects or deficiencies in the work of the Contractor, or by failure of performance of District's consultants.
4. Seeking variances or changes to agency guidelines on behalf of District when so directed by District.
5. Preparing to serve or serving as a witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, other than that necessitated by the negligent acts, errors or omissions of PM or where PM is a party thereto, except for a Contractor's hearing necessitated by a bid protest or by a Contractor's request to substitute a subcontractor, or by handling of any stop payment notices.
6. Performing technical inspection and testing.
7. Providing other services not otherwise included in this Agreement and not customarily furnished in accordance with the generally accepted scope of construction management practice.

Format and Content of Invoices

PM acknowledges that District requires PM's invoices to include detailed explanations of the Services performed. For example, a six hour charge for the entire day is unacceptable and will not be payable. A more detailed explanation describing specific tasks is required.

Hourly Rates for Extra Services

1. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement. PM shall bill in quarter-hour increments for all Extra Services.

<u>Job Title</u>	<u>Hourly Rate</u>
Principal in Charge	\$____.____
Project Director	\$____.____
Project Manager(s)	\$____.____

Other: _____ \$ ____.

Other: _____ \$ ____.

Other: _____ \$ ____.

Other: _____ \$ ____.

Other: _____ \$ ____.

2. The mark-up on any approved item of Extra Services performed by sub-consultant(s) or subcontractor(s) shall not exceed five percent (5%).

END OF EXHIBIT B.

EXHIBIT C
SCHEDULE OF WORK

[To be completed/inserted]

EXHIBIT D
FEE SCHEDULE

Compensation

1. PM's fee set forth in this Agreement shall be full compensation for all of PM's Services incurred in its performance, including, without limitation, all costs for personnel, travel within two hundred (200) miles of the Project location (travel reimbursements must be approved by District prior to travel), offices, per diem expenses, office supplies, printing, providing, or shipping of deliverables in the quantities set forth in **Exhibit A**.
2. The amount of compensation shall be the amount set forth in the Agreement, including all billed expenses. No compensation will be paid or due, without advance written approval of District.

Method of Payment of Basic Services

1. PM shall submit monthly invoices for the portion of the overall fee reflecting the services performed and costs incurred for each respective month. In no event shall the total payments exceed PM's fee set forth in Article 7 this Agreement except as authorized under **Exhibit B**.
2. PM shall submit these invoices in duplicate to District via District's authorized representative.
3. PM shall submit to District on a monthly basis documentation showing proof that payments were made to his/her sub-consultants.
4. Upon receipt and approval of PM's invoices, District agrees to make payments on all undisputed amounts after the funds are available to District and approved by the County Office of Education but no later than thirty (30) days from receipt of the invoice.
5. District may withhold or deduct from amounts otherwise due PM hereunder if PM fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after PM has fully cured such failure of performance, less costs, damages or losses sustained by District resulting therefrom.

END OF EXHIBIT D.

EXHIBIT E

FINGERPRINTING CERTIFICATION / CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of PM entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of PM.

PM certifies that it has taken at least one of the following actions (check all that apply):

- The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if PM's employees or any subcontractor or supplier of any tier of the Agreement interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to PM under the Agreement.

- PM, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all PM's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When PM performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that PM's employees and any subcontractors' employees have not been convicted of a felony as defined in Government Code Section 45122.1.

A complete and accurate list of PM's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

[CONTINUES ON NEXT PAGE]

- PM is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all PM's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that PM has not been convicted of a felony as defined in Government Code Section 45122.1.

PM'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 PM.

Date: _____

Name of PM: _____

Signature: _____

Print Name: _____

Title: _____

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT

List of Employees/Subcontractors

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: _____

Name of PM: _____

Signature: _____

Print Name: _____

Title: _____

END OF EXHIBIT E.

EXHIBIT F

COVID-19 VACCINATION STATUS/TESTING CERTIFICATION

Program Manager ("PM"): _____

District requires that all public schools serving students in transitional kindergarten through grade twelve, unless exempt, are required to verify the vaccine status of all K-12 school workers. Further, all such schools are required to verify that all workers are either fully vaccinated or undergo weekly diagnostic testing.

In light of these requirements, PM certifies that the following entity: _____ has verified that PM personnel providing services at District's Project site(s):

- Have all been fully vaccinated in accordance with District policy.
- Have not all been fully vaccinated, but those who are unvaccinated or not fully vaccinated undergo weekly diagnostic testing in accordance with District policy.
- Have not been fully vaccinated and do not undergo weekly diagnostic testing in accordance with District policy.

PM understands that the District's Project site will need to comply with the District's requirements for fully vaccinated personnel or unvaccinated personnel. Personnel who are not fully vaccinated or decline to state their vaccination status will be treated as unvaccinated, and PM will comply with District policy, and all applicable state and local laws for vaccinated and unvaccinated personnel.

CERTIFICATION

I, _____,

certify that I am PM's _____ and that I have made a diligent effort to ascertain the facts with regard to the representations made herein.

Date: _____

Name of Firm: _____

Signature: _____

Print Name: _____

Title: _____

END OF EXHIBIT F.