

**PROFESSIONAL SERVICES AGREEMENT WITH SWT ENGINEERING, INC., IN THE AMOUNT OF \$66,868, FOR THE TERM BEGINNING UPON EXECUTION OF THE AGREEMENT THROUGH DECEMBER 31, 2027, FOR CONSTRUCTION ENGINEERING SUPPORT SERVICES FOR SOUTH COAST LANDFILL FINAL CLOSURE**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and SWT Engineering, Inc., a California Corporation, hereinafter referred to as the "CONTRACTOR".

**WITNESSETH**

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its engineering support services for South Coast Landfill final closure construction; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this Agreement and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit A, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

|           |  |
|-----------|--|
| Exhibit A | Definition of Services                 |
| Exhibit B | Payment Terms                          |
| Exhibit C | Insurance Requirements                 |
| Exhibit D | Mendocino County ePayables Information |

The term of this Agreement shall be from the date this Agreement becomes fully executed by all parties (the "Effective Date"), and shall continue through December 31, 2027.

The compensation payable to CONTRACTOR hereunder shall not exceed Sixty-Six Thousand Eight Hundred Sixty-Eight Dollars (\$66,868) for the term of this Agreement.

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

By: Howard N. Dashiell  
HOWARD N. DASHIELL, Director  
TRANSPORTATION

Date: 5/7/2025

Budgeted: ☒ Yes ☐ No

Budget Unit: 4511

Line Item: 862189

Org/Object Code: LC

Grant: ☐ Yes ☒ No

Grant No.: N/A

**COUNTY OF MENDOCINO**

By: John Haschak  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: 06/03/2025

**ATTEST:**

DARCIE ANTLE, Clerk of said Board

By: Antle  
Deputy 06/03/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: Antle  
Deputy 06/03/2025

**INSURANCE REVIEW:**

By: Darcie Antle  
Risk Management

Date: 05/07/2025

**CONTRACTOR/COMPANY NAME**

By: [Signature]  
SIGNATURE

Date: 05/08/2025

**NAME AND ADDRESS OF CONTRACTOR:**

SWT Engineering, Inc.

800-C South Rochester Ave.

Ontario, CA 91761

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**COUNTY COUNSEL REVIEW:**

**APPROVED AS TO FORM:**

By: [Signature]  
COUNTY COUNSEL

Date: 05/07/2025

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: [Signature]  
Deputy CEO or Designee

Date: 05/07/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed ☐  
Mendocino County Business License: Valid ☐  
Exempt Pursuant to MCC Section: \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
  - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.
  - b. **Accidents:** If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this



Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.

- c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. **PAYMENT:** For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other Agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other Agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. **TAXES:** Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.
8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports

and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit A of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

**Personal delivery:** When personally delivered to the recipient, notices are effective on delivery.

**First Class Mail:** When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

**Overnight Delivery:** When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

**Facsimile transmission:** When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on

the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: Mendocino County Department of Transportation  
340 Lake Mendocino Drive  
Ukiah, CA 95482  
Attn: Alex Straessle

To CONTRACTOR: SWT Engineering, Inc.  
800-C South Rochester Ave.  
Ontario, CA 91761  
Attn: Michael Cullinane

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
  - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.
  - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
  - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to

its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.

- d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
  - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. **DRUG-FREE WORKPLACE:** CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. **ENERGY CONSERVATION:** CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. **COMPLIANCE WITH LICENSING REQUIREMENTS:** CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in



the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its construction engineering support services shall not exceed \$66,868 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON-APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR's receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire Agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other Agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.
26. **HEADINGS:** Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. **MODIFICATION OF AGREEMENT:** This Agreement may be supplemented, amended or modified only by the mutual Agreement of the parties. No

supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.

28. **ASSURANCE OF PERFORMANCE:** If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. **SUBCONTRACTING/ASSIGNMENT:** CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
  - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any Agreement that violates this Section shall confer no rights on any party and shall be null and void.
  - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
  - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any Agreement between CONTRACTOR and its subcontractors.
30. **SURVIVAL:** The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.
31. **SEVERABILITY:** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. **INTELLECTUAL PROPERTY WARRANTY:** CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this

Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. **ELECTRONIC COPIES:** The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. **COOPERATION WITH COUNTY:** CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. **PERFORMANCE STANDARD:** CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.



36. ATTORNEYS' FEES: In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

## EXHIBIT A

### DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

#### **TASK 1.0 UPDATE EXISTING CONSTRUCTION-LEVEL ENGINEERING DESIGN PLANS SPECIFICATIONS AND BID SCHEDULE**

##### Task 1.1 Review of Existing Data and Kick-off Meeting with COUNTY

CONTRACTOR will briefly review the existing bidding Documents (Books 1 through 3) and host a project kick-off meeting with COUNTY via Microsoft Teams meeting(s) to discuss the closure construction project timeline/schedule and critical items for publishing the bid documents. Discussion items during the kick-off might include, but not be limited to:

- ◆ Biological Changes (Fish/Wildlife, nesting, etc); and
- ◆ General or Special Provision changes per current standards.

##### Deliverables

Email meeting minutes/notes with current project understanding, modifications for competitive bid process, and other previously proposed project updates.

##### Task 1.2 Update Final Closure Construction Drawings

CONTRACTOR will update the existing 2023 construction-level engineering design plans to incorporate the proposed grading plan and engineering detail modifications. CONTRACTOR will prepare the updated Final Closure Construction Drawings based on the approved cover system (consisting of the existing landfill cover soils, strip drains (gas and seeps), 60- mil LLDPE Supergrip net geomembrane, and Closure Turf), and the latest LLDPE/CT design and specification nuances. The construction drawings will be updated, and the modification will include the following sheets:

- ◆ Cover Sheet; add date and location for COUNTY to sign.
- ◆ Site Location and Map, minimum revisions, notes, if needed.
- ◆ Final Grading and Drainage Plan (two sheets), major revisions after pre-construction topographic information is provided by the construction contractor.
- ◆ Final Drainage Control System Details, minor revisions, if any.
- ◆ Landfill gas plan, check vent spacing. Minor revisions, if any.
- ◆ Detail sheets, update as needed.

Please note that this task does not include modifications to the existing foundation grading and final grading plans within the refuse footprint. These will be adjusted during construction once the pre-construction topography is completed and received by

CONTRACTOR. Due to ongoing landfill settlement and the limited availability of on-site soils, it is in COUNTY's best interest to adjust these grades later, immediately prior to foundation construction to optimize material use and site conditions.

#### Deliverables

- ◆ PDF of the updated engineering design plans shall be submitted to COUNTY for review and comment.
- ◆ One original of the finalized engineering design plans incorporating COUNTY's review comments. The final drawings will be incorporated into the Construction Drawing Bid Set.
- ◆ Electronic Submittal via email and Electronic hard copy via flash drive with copy of drawings in PDF and AutoCAD Civil 3D 2023 format.
- ◆ Update foundation and final grading based on information from COUNTY.

#### Task 1.3      Update Final Closure Construction Specifications

CONTRACTOR will update the existing 2023 final closure construction specifications to incorporate the most recent nuances of most current county-adopted technical provisions and the LLDPE/CT product. Additionally, CONTRACTOR will support COUNTY coordinating the Technical Provisions with General/front end items for the typical bidding process. The specification updates will include:

- ◆ Caltrans Style Update.
- ◆ GRI GM19 updated specification values for Geomembrane.
- ◆ Closure Turf Specification Updates.
- ◆ Attachment 1 Closure Turf Installation Guidelines Manual – Latest Version Thereof.
- ◆ Attachment 2 – Closure Turf Design Guidelines Manual - Latest Version Thereof.

Current Technical Provisions were prepared using the current Standard Specifications for Public Works Construction format (SSPWC or Greenbook) – CONTRACTOR will modify technical provisions to match the most current Caltrans Technical Provisions that COUNTY has adopted.

#### Task 1.4      Update Final Cover Construction Bid Schedule

CONTRACTOR will update the existing Bid Schedule and Engineers Cost Opinion to incorporate any modifications to bid items including items that might be affected by biological changes.

### **TASK 2.0    BID SUPPORT**

#### Task 2.1      Pre-Bid Meeting and Job Walk

CONTRACTOR will attend COUNTY's pre-bid meeting and job walk and will be available to provide verbal and written responses to questions that General Contractors may have for inclusion in addenda comment response.

#### Task 2.2 Assist with Bid Review

At COUNTY's and CM's request, the CONTRACTOR Project Engineer can assist with the bid review to assess compliance with bid requirements.

### **TASK 3.0 CONSTRUCTION ENGINEERING SUPPORT SERVICES**

#### Task 3.1 Kick-Off and Bi-Weekly Construction Meetings

CONTRACTOR staff will virtually attend the project "kick-off" pre-construction meeting to review project requirements with the selected General Contractor and to discuss how Construction Management and Construction Quality Assurance (CQA) activities will be coordinated. The CONTRACTOR Project Engineer will virtually attend bi-weekly construction meetings to review progress, technical requirements, and to provide engineering support for any clarifications, proposed alternatives, material specification deviations, or construction issues that require input throughout the project. The estimated construction duration is 120 working days.

The following topics will be discussed at the pre-construction meeting:

- ◆ Introduction of Project parties.
- ◆ Establish personnel assignments, responsibilities, and key personnel.
- ◆ Establish lines of communication.
- ◆ Review site safety procedures, site security, and establish emergency notification protocols.
- ◆ Review project construction plans, documents, and special provisions.
- ◆ Review the project schedule.
- ◆ Discuss Construction General Permit and Stormwater Compliance.
- ◆ Establish reporting and documentation procedures.
- ◆ Review testing equipment, procedures, and establish a protocol for correcting and documenting deficiencies.
- ◆ Conduct a site visit to inspect various work sites, including stockpiles, equipment storage, field offices, access and haul roads.

It is assumed the Construction Manager (CM), will record this meeting and will provide copies of the Meeting Minutes to all project parties following the Pre-Construction Meeting.

Bi-weekly progress meetings will be held at the site and will be attended by the CONTRACTOR Design Engineer (virtually), CQA Manager, the CQA Monitor, General Contractor, and COUNTY Project Manager, to discuss construction status and



schedule, the outcome of CQA tests, and to note and resolve Engineering Support-related issues.

#### Task 3.2 Consult with COUNTY

CONTRACTOR staff will be available to discuss any technical or construction issues that may come up during construction. As this project has various components, the primary objective is to construct the closure and certify construction. This project also includes a foundation grading installation of Closure Turf and erosion control outside turf limits. Therefore, engineering support will make sure these elements are executed according to CONTRACTOR's Plans and Specifications and ultimately obtain Agency approval.

#### Task 3.3 Review Contractor Submittals (variance only), Requests for Information, and Change-Order Requests

As requested by COUNTY or the CM, CONTRACTOR will review General Contractor requests for information and will provide additional clarification as needed. The CONTRACTOR Project Engineer or other appropriate staff will review General Contractor submittals (including manufacturer information) as necessary to assist the CM with verification of compliance with Technical Specifications. Change-Order requests will also be reviewed with the CM, and Engineering support recommendations will be provided to COUNTY for approval or denial of General Contractor requests.

#### Task 3.4 Project Coordination and Communication

The CONTRACTOR Project Engineer will be available to discuss project progress with COUNTY and the CM on an as-needed basis and will virtually attend meetings, as requested, to assure appropriate project coordination and communication between the General Contractor, COUNTY, CM, CQA testing, and engineering support staff.

#### Task 3.5 Final Job Walk and Punch List

The CONTRACTOR Project Engineer will attend the final job walk and assist the CM with development of a punch list that identifies additional work the General Contractor needs to complete to meet the Technical Specifications and comply with its contract with COUNTY.

#### Task 3.6 Final Construction Report

The CONTRACTOR Project Engineer will review and provide comments of the Final Construction CQA Report.

#### Deliverable(s)

- ◆ Review of the Final Construction CQA Report.

### Task 3.7      Coordinate Receipt of Contractor's Record Drawings

The CONTRACTOR Project Engineer will collect and review the General Contractor's Record Drawings to identify their adequacy and to identify any additional information that should be included.

## **TASK 4.0      FOUNDATION FILL GRADING ADJUSTMENTS**

CONTRACTOR will perform the update to construction drawings, and in particular slope/deck foundation fill grading plan(s), consistent with the Technical Specification requirements for this project.

Due to the limited on-site soil materials and design intent for a closed landfill, updating the Foundation Fill line and grades indicated on the Drawings, which conform to the design intent (to minimize import soils), will be recommended by the General Contractor or directed by the Engineer during construction. The CONTRACTOR Project Engineer or other appropriate staff will review General Contractor submitted survey(s) and adjust the foundation fill grading plan(s), as necessary to meet the project requirements. Modifications are anticipated throughout the earthwork operations for Foundation Fill effort.

When completed, the final landfill surface shall be graded such that no slope area within the landfill footprint exceeds a ratio of 2-foot horizontal to 1-foot vertical, nor shall any areas have a gradient less than 3 percent (unless specifically designated or shown on the Drawings), and the bench widths pursuant to the Construction Documents are maintained. Due to potential landfill settlement during construction, and the change in elevation based on field conditions, modifications of line and grades shall be anticipated to meet field conditions.

The intent of Task 4.0 is to refine the previously prepared line and grade designs to ensure that only the necessary amount of import soils are brought in, adjusting for the ongoing settlement currently occurring at the landfill. This approach will help optimize material usage and minimize excess import.

## **TASK 5.0      PROJECT ADMINISTRATION/COORDINATION AND MEETINGS**

CONTRACTOR will provide project administration services including project tracking and updating, budget tracking, invoicing, and activity reporting. The CONTRACTOR Project Manager will coordinate activities (as needed), as well as interface with COUNTY and the regulatory agencies, if requested. This task also includes budget for up to three meetings on site (pre-bid, punch list and one extra, if needed), and twelve one-hour, virtual bi-weekly construction meetings throughout the project.

[END OF DEFINITION OF SERVICES]

## **EXHIBIT B**

### **PAYMENT TERMS**

1. CONTRACTOR shall be compensated on a time-and-expense basis not-to-exceed sixty-six thousand eight hundred sixty-eight dollars (\$66,868), in accordance with the Fee Estimate, included as Attachment 1 to Exhibit B, to this Agreement. This fee shall not be exceeded without the prior written authorization from COUNTY. Unit rates stated in Fee Schedule, included in Attachment 1 to Exhibit B include, without limitation, salary, fringe benefits, overhead, and profit and shall not be billed separately.
2. CONTRACTOR reserves the right to increase rates on an annual basis, beginning January 1, 2026, at a maximum of 3% per year, rounded to the nearest whole dollar.
3. COUNTY shall pay CONTRACTOR for all work requested upon the satisfactory completion of said work.
4. CONTRACTOR 's statement of charges shall be submitted to COUNTY on a monthly basis.
5. Payments for work completed by CONTRACTOR will be made by COUNTY within 30 days of receipt of CONTRACTOR's invoice.

## **ATTACHMENT 1 TO EXHIBIT B**

### **FEE ESTIMATE**

The estimated fee for this scope of services is \$66,868. A detailed breakdown is provided in the fee estimate table below. This fee estimate is for budget purposes only and all work performed will be invoiced on a time-and-materials, not-to-exceed basis, based on actual staff providing the service, using the current approved rates. The overall budget will not be exceeded without prior approval from COUNTY.

CONSULTANT will bill reimbursable charges (i.e., reproduction, computer, phone, courier charges, and miscellaneous in-house expenses) at 5 percent of total labor charges. Other reimbursable charges (i.e., airfare, hotels, and other outside expenses) will be invoiced as indicated on the fee schedule.



**FEE ESTIMATE**  
**PROPOSAL TO UPDATE CLOSURE CONSTRUCTION DOCUMENTS**  
**AND PROVIDE CONSTRUCTION ENGINEERING SUPPORT SERVICES**  
**FOR THE FINAL CLOSURE CONSTRUCTION AT THE SOUTH COAST LANDFILL**

|  | Principal | Project Manager | Project Engineer | Engineer III\ Senior Designer | Engineer I | Engineering Technician | Project Coordinator | TOTAL LABOR | 5% Expenses* | ESTIMATED FEE |
|--|-----------|-----------------|------------------|-------------------------------|------------|------------------------|---------------------|-------------|--------------|---------------|
| Hourly Rate  | \$295     | \$239           | \$208            | \$192                         | \$142      | \$118                  | \$150               |             |              |               |
| TASK 1.0 UPDATE EXISTING CONSTRUCTION-LEVEL ENGINEERING DESIGN PLANS SPECIFICATIONS AND BID SCHEDULE |           |                 |                  |                               |            |                        |                     | \$0         | \$0          | \$0           |
| Task 1.1 Review of Existing Data and Design Basis Meeting with County                                | 2         | 4               |                  |                               |            |                        | 1                   | \$1,696     | \$85         | \$1,781       |
| Task 1.2 Update Final Cover Design Drawings  | 4         | 6               |                  | 20                            |            |                        | 2                   | \$6,754     | \$338        | \$7,092       |
| Task 1.3 Update Final Cover Design Specifications  | 2         |                 | 12               |                               | 8          |                        | 1                   | \$4,372     | \$219        | \$4,591       |
| Task 1.4 Update Final Cover Construction Bid Schedule  | 2         | 8               |                  |                               |            |                        | 2                   | \$2,802     | \$140        | \$2,942       |
| TASK 2.0 BID SUPPORT   | 6         | 20              |                  | 16                            |            |                        | 1                   | \$9,772     | \$489        | \$10,261      |
| TASK 3.0 CONSTRUCTION ENGINEERING SUPPORT SERVICES   | 2         | 16              | 32               | 40                            |            |                        | 2                   | \$19,050    | \$953        | \$20,003      |
| TASK 4.0 FOUNDATION FILL GRADING ADJUSTMENTS   | 4         | 8               | 40               |                               |            |                        | 2                   | \$11,712    | \$586        | \$12,298      |
| TASK 5.0 PROJECT ADMINISTRATION/COORDINATION AND MEETINGS  | 2         | 24              |                  |                               |            |                        | 8                   | \$7,526     | \$376        | \$7,902       |
| <b>TOTAL HOURS</b>   | 24        | 86              | 84               | 76                            | 8          | 0                      | 19                  |             |              |               |
| <b>ESTIMATED FEE</b>   | \$7,080   | \$20,554        | \$17,472         | \$14,592                      | \$1,136    | \$0                    | \$2,850             | \$63,684    | \$3,184      | \$66,868      |

\*Expenses will be billed at 5% of labor not requiring a specific breakdown.  
Fee estimate is for budget purposes only. All work will be invoiced and a time-and-materials basis by the staff performing the work based on our current rate schedule.

## FEE SCHEDULE 2025

| <u>Staff Classification</u>            | <u>Hourly Rate</u> |
|--|--------------------|
| Clerk.....                             | \$74               |
| Technician.....                        | \$91               |
| CADD Operator .....                    | \$115              |
| Planner I.....                         | \$115              |
| Administrative Assistant .....         | \$118              |
| Engineering Technician.....            | \$118              |
| Planner II/Staff Scientist.....        | \$136              |
| Engineer I.....                        | \$142              |
| Project Coordinator .....              | \$150              |
| Planner III.....                       | \$165              |
| Engineer II/Designer .....             | \$171              |
| Engineer III/ Scientist .....          | \$192              |
| Construction Manager (CM) .....        | \$194              |
| Senior Planner.....                    | \$194              |
| Project Engineer/Senior Scientist..... | \$208              |
| Project Manager .....                  | \$239              |
| Sr. Project Manager .....              | \$260              |
| Principal Planner .....                | \$282              |
| Principal Engineer/Sr. CM .....        | \$282              |
| Principal.....                         | \$295              |

**Overtime premium, if appropriate, will be invoiced at 1.5 times of the above rates.**

Reimbursable charges (reproduction, courier charges, miscellaneous in-house expenses.) are invoiced at 5 percent of total labor charges, not requiring a breakdown.

Other reimbursable charges are invoiced as follows:

|   |                     |
|---|---------------------|
| Mileage .....   | Federal Rate        |
| Vehicle .....   | \$8/Hour            |
| Sub consultants/Outside Services .....                        | Cost +15 percent    |
| Outside Out-of-Pocket Expenses .....                          | Cost +15 percent    |
| Per Diem for Living Expenses.....                             | Federal Rate        |
| Drone Topographic Processing by Third Party (Propeller) ..... | \$1,000/Credit Used |

Any non-recurring project-specific charges not listed above will be invoiced at Cost + 15 percent, or as negotiated in the contract.

*Fee Schedule effective through December 31, 2025*

[END OF PAYMENT TERMS]

## **EXHIBIT C**

### **INSURANCE REQUIREMENTS**

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

## EXHIBIT D

### MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please email  
[Auditorap@mendocinocounty.gov](mailto:Auditorap@mendocinocounty.gov)