



June 22, 2026

Sonoma County Water Agency Request for Statements of Qualifications

Deadline for Submission

2:00 p.m., Wednesday, July 8, 2026

**RE: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR REGIONAL WATER SUPPLY
ENGINEERING AND RELATED SERVICES**

1. INTRODUCTION

1.1. Sonoma County Water Agency (Sonoma Water) invites Statements of Qualifications (SOQs) from firms interested in providing regional water infrastructure engineering and related services. A list of qualified firms will be developed and used over the next five years for future projects related to the planning and design of large reservoir infrastructure projects.

1.2. Sonoma Water does not guarantee work to any qualified firm.

1.3. This is not a bid process.

2. PASS/FAIL REQUIREMENTS

2.1. SOQs that do not meet requirements and show evidence thereof under Section 4, Minimum Qualifications, will not be evaluated under Section 10, Evaluation.

3. BACKGROUND

3.1. Sonoma Water manages and maintains a water transmission system that provides naturally filtered Russian River water to City of Cotati, Marin Municipal Water District, North Marin Water District, City of Petaluma, City of Rohnert Park, City of

Santa Rosa, City of Sonoma, Valley of the Moon Water District, and Town of Windsor. These entities, in turn, deliver drinking water to more than 600,000 residents in portions of Sonoma and Marin counties.

- 3.2. Since 1908, Potter Valley and the East Fork Russian River has received imported water from the Eel River watershed through the Potter Valley Project (PVP) operated by the Pacific Gas & Electric Company (PG&E), for the primary purpose of power generation. Scott Dam, which forms Lake Pillsbury in the Upper Eel River watershed, was completed in 1922, which allowed for an increase in transfers through the PVP. Between 1922 and 2006, on average approximately 150,000 acre-feet would pass through PVP into the Russian River watershed. In 2007, annual diversions through the PVP decreased to approximately 60,000 acre-feet per year due to changes made in the operating license issued by the Federal Energy Regulatory Commission. Since 2021, diversions declined even further due to failing infrastructure, resulting in approximately 35,000 acre-feet of water passing through PVP annually.
- 3.3. Since 2021, PG&E has not repaired failing equipment, has ceased power generation through the PVP, and has submitted a license surrender application with the Federal Energy Regulatory Commission. With the discontinuation of the PVP, the suspension of supplemental water transfers to the Russian River watershed poses significant water supply challenges to the upper Russian River watershed. In order to increase water supply reliability for Sonoma Water and the upper Russian River, Sonoma Water seeks to pursue the feasibility of constructing a secondary outlet for Lake Sonoma, which would enhance forecast-informed reservoir operations and provide flood and water supply releases into the Alexander Valley. Additionally, Sonoma Water may evaluate alternative improvements to water resource management at Coyote Valley Dam/Lake Mendocino.
- 3.4. Sonoma Water reserves the right to amend an existing agreement or enter into subsequent agreement(s) with the firm selected, relying upon this competitive selection process, after the preliminary or initial work is completed for a project. This may include, but is not limited to, preliminary or initial design, feasibility study, and final design.

4. MINIMUM QUALIFICATIONS

- 4.1. Minimum licensing requirements include requisite licenses for the various engineering disciplines, as appropriate.
- 4.2. Firms that do not meet the minimum qualifications will not have their SOQs evaluated under Section 10, Evaluation, below.

5. **EXPERIENCE**

- 5.1. The following experience is desired. Firms may submit description of experience for all or only some of the desired experience listed below.
- a. Experience in hydrological and hydraulic engineering analyses, including:
 - i. Planning and design of new outlet works for an existing reservoir.
 - ii. Planning and design for the modification of existing reservoir spillways.
 - iii. Experience with federal, state, and local water resource agencies, including the United States Army Corps of Engineers (USACE).
 - iv. Proficiency with HEC-HMS (hydrologic modeling), HEC-Ras (hydraulic modeling), HEC-ResSim (simulated reservoir operations), and HEC-WAT (watershed modeling).
 - v. Experience in flood risk management and design and construction of reservoirs and dams for water supply.
 - b. Experience in geotechnical and structural engineering, including:
 - i. Planning and design of pump stations and penstocks, and outlets and intake structures.
 - ii. Expertise in tunnel construction and excavation methods.
 - iii. Planning and design of large-diameter water conveyance pipelines.
 - iv. Planning and design of the construction or modification of hydroelectric facilities, including hydraulic optimization.
 - v. Expertise in geotechnical, structural, and civil engineering in dam construction and modification, including the raising of existing dams and dam safety.
 - c. Experience in strategic planning and permitting requirements for USACE reservoir infrastructure projects, including:
 - Familiarity with modifying existing USACE infrastructure, including: (1) USACE engineering feasibility studies and (2) Section 203 of Flood Control Act, including the Tribal Partnership Program.
 - FERC permitting of new or existing hydroelectric facilities.
 - Environmental regulations and permitting requirements for the construction or modification of reservoir intake structures and dams.

6. **PREVAILING WAGES**

- 6.1. Pursuant to Labor Code sections 1720 and 1771, work performed under agreements developed from the list of qualified firms, if any, may be subject to prevailing wage obligations and compliance monitoring and enforcement by the California Department of Industrial Relations (DIR). To be eligible for an agreement subject to prevailing wage requirements, a firm submitting an SOQ must be a DIR-registered contractor pursuant to Labor Code section 1725.5 at the time of SOQ submittal and at the time of any agreement execution.

- 6.2. DIR registration is not a requirement to submit an SOQ or for inclusion on the list of qualified consultants. An SOQ from any firm that is not a DIR-registered contractor at the time of SOQ submittal may be considered by Sonoma Water; however, any such firm will be deemed unqualified to receive an agreement for work subject to prevailing wages. To the extent a firm proposes use of any subcontractors, all such subcontractors shall similarly be DIR-registered contractors at the time of consultant's SOQ submittal in order for that consultant to qualify for consideration for agreements subject to prevailing wages.

7. LOCAL SERVICE PROVIDER PREFERENCE

- 7.1. A 5 percent weighting will be provided in the total SOQ rating score for local firms. A Local Service Provider (local firm) is defined as a business or consultant who has a valid physical address located within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day-basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County. A business shall affirm it qualifies as a local business on the provided Attachment 1 (Declaration of Local Business for Services).

8. LIVING WAGE

- 8.1. If selected for an agreement, the firm must comply with any and all federal, state, and local laws – including, but not limited to, the County of Sonoma Living Wage Ordinance – affecting the services provided under the contract to be awarded pursuant to this Request for Statements of Qualifications (RFQ). Without limiting the generality of the foregoing, the firms submitting SOQs expressly acknowledge and agree that any agreement developed from the list of qualified firms pursuant to this RFQ is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the agreement will be considered a material breach and may result in termination of the agreement.
- 8.2. The Living Wage Ordinance can be found at: [Living Wage Ordinance](#).

9. SUBMITTAL OF SOQS

- 9.1. Two sample agreements are enclosed; one for engineering design services and one for non-engineering design services. Please review the sample agreements carefully before submitting an SOQ. If any significant omissions or ambiguities in this RFQ come to Sonoma Water's attention while under review by interested firms, Sonoma Water will make a uniform written response to all parties.
- 9.2. SOQs shall include the following:
- a. A table of contents and page numbers.
 - b. Legal name of company, how organized (non-profit, LLC, etc.), and where company is incorporated. Not required for individuals.

- c. Evidence of minimum qualifications (see Section 4 above).
 - d. Provide specific information concerning firm's experience, as outlined in Section 5 above, and as follows:
 - i. A statement of similar work previously performed, including at least three references with name of organization, contact person, and telephone number.
 - ii. A statement of qualifications and a list of personnel to be assigned to the work, including a resume for each, listing education, experience, and expertise in this type of work.
 - iii. A statement of experience preparing specifications in CSI MasterFormat utilizing SectionFormat and PageFormat.
 - e. Screenshot of registration with the Department of Industrial Relations showing effective date and expiration date, if applicable (see Section 6 above).
 - f. A rate schedule that lists hourly rates of personnel to be assigned to the work and expense costs.
 - g. Any proposed exceptions to the indemnification, insurance, or other standard terms of the sample agreements. Please provide specific proposed edits for each sample agreement separately; reference to exceptions or negotiated terms included in prior agreements is not acceptable. Exceptions not explicitly stated in the SOQ using the exact language requested will not be considered during negotiations. Please note that proposing significant changes to standard terms may result in a lower evaluation score. If standard terms are acceptable, include the statement "No exception to standard terms."
 - h. Completed Declaration of Local Business for Services, if applicable.
- 9.3. Submit electronic copy of SOQ to Sonoma Water at Submissions@scwa.ca.gov by 2:00 p.m., Wednesday, July 8, 2026. Please reference TW 25/26-003 in the subject line of the email. A confirmation email will be generated in response to each submission to this email address. If a confirmation email is not received, please check spam and junk mail folders.
- 9.4. SOQs received after the electronic submittal deadline will not be accepted.
- 9.5. Confidentiality
- a. Upon submission, SOQs shall be treated as confidential documents until the selection process is completed. The selection process is deemed completed after the creation of a list of qualified consultants, or completion of negotiations for an agreement, but before agreement execution. Once the selection process is completed, SOQs shall be deemed public record. In the event that a submitter desires to claim portions of its SOQ exempt from disclosure, it is incumbent upon the submitter to clearly identify those portions with the word "Confidential" printed on the top right hand corner of

each page for which such privilege is claimed and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing the subject information. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the SOQ in order to facilitate public inspection of the non-confidential portion of the SOQ. Sonoma Water will consider a submitter's request for exemptions from disclosure; however, Sonoma Water will make its decision based upon applicable laws. An assertion by a submitter that the entire SOQ, large portions of the SOQ, or a significant element of the SOQ, are exempt from disclosure will not be honored. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

- b. Sonoma Water will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the SOQs. Submitters are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Submitters are advised that Sonoma Water does not wish to receive confidential or proprietary information and those submitters are not to supply such information except when it is absolutely necessary. If any information or materials in any SOQ submitted are labeled confidential or proprietary, the SOQ shall include the following clause:
 - i. [Legal name of submitter] shall indemnify, defend and hold harmless the Sonoma County Water Agency, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) arising out of, concerning, or in any way involving any materials or information in this SOQ that [legal name of submitter] has labeled as confidential, proprietary, or otherwise not subject to disclosure as a public record.

10. **EVALUATION**

- 10.1. SOQs that do not include all of the information requested cannot be adequately evaluated. Evaluation will be based on:
 - a. Thoroughness of SOQ.
 - b. Experience, professional qualifications, and demonstrated ability to perform the work (Submittal Item 9.2.d).
 - c. Exceptions to standard terms in the sample non-engineering design service agreement (Submittal Item 9.2.g).
 - d. Exceptions to standard terms in the sample engineering design agreement (Submittal Item 9.2.g).
 - e. Local Service Provider Preference (Submittal Item 9.2.h).

- 10.2. Rates and costs requested in Submittal Item 9.2.f are not part of the qualification evaluation. Rates and costs will be considered only for purposes of selecting firms placed on the list of qualified firms.
- 10.3. Evaluation of SOQs may be followed by interviews of some firms.
- 10.4. Final agreement(s) will be offered to qualified firms at a later date for specific scopes of work to be determined at Sonoma Water's discretion. If a selected firm is not willing to accept Sonoma Water's offer, other qualified firms may be contacted.

11. CONTACTS

- 11.1. Please send questions about the content of this RFQ to Sonoma Water at Submissions@scwa.ca.gov. Please reference TW 25/26-003 in the subject line of the email. If Sonoma Water considers interpretations or clarifications necessary, Sonoma Water will provide a written supplement to this RFQ.

Sincerely,

Don Seymour, P.E.
Deputy Director of Engineering

Encs.

c: Nathan Baskett
Chris Delaney
Rochelle Mueller

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Attachment 1

DECLARATION OF LOCAL BUSINESS FOR SERVICES



COUNTY OF SONOMA

GENERAL SERVICES PURCHASING DIVISION

2300 COUNTY CENTER DRIVE, SUITE A208
SANTA ROSA, CALIFORNIA 95403
(707) 565-2433 Fax: (707) 565-6107

DECLARATION OF LOCAL BUSINESS FOR SERVICES

Sonoma County gives local businesses a preference in formal solicitations of services as set forth in the County of Sonoma Local Preference Policy for Services. Sonoma County's Local Preference Policy for Services can be reviewed at <http://sonomacounty.ca.gov/General-Services/Purchasing/Doing-Business-with-the-County/Local-Preference-Policy-for-Services/>

In order to qualify for this preference, a business must meet *all* of the following criteria:

1. For businesses with a location in a city within Sonoma County, a valid business license if required by the city; and
2. A valid physical address located within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day basis.

By completing and signing this form, the undersigned states that, under penalty of perjury, the statements provided herein are true and correct and that the business meets the definition of a local business as set forth in the County of Sonoma Local Preference Policy for Services.

All information submitted is subject to investigation as well as disclosure to third parties under the California Public Records Act. Incomplete, unclear, or incomprehensible responses to the following will result in the bid not being considered for application of the County's local preference policy. False or dishonest responses will cause the rejection of the bid and curtail the declarant's ability to conduct business with the County in the future. It may also result in legal action.

1. Legal name of business: _____

2. Physical address of the principal place of business:

3. Business license issued by incorporated city within the County:

License Number _____ Issued by: _____

Authorized Signature: _____ Date: _____

Printed Name & Title: _____

SAMPLE **Agreement for Engineering and Design Services for** **_____ Project**

This agreement ("Agreement") is by and between **Sonoma County Water Agency**, a body corporate and politic of the State of California ("Sonoma Water") and [**Other Party: business or person's name**], **type of entity** _____ ("Consultant"). The Effective Date of this Agreement is the date the Agreement is last signed by the parties to the Agreement, unless otherwise specified in Paragraph 5.1.

RECITALS

- A. Consultant represents that it is a duly qualified and licensed engineering firm, experienced in engineering and design of _____ and related services.
- B. The _____ Project is described in Exhibit A and is hereinafter referred to as "Project."
- C. _____
- D. Under this Agreement, Consultant will _____.

In consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. RECITALS

- 1.1. The above recitals are true and correct and are incorporated herein.

2. LIST OF EXHIBITS

- 2.1. The following exhibits are attached hereto and incorporated herein:
 - a. Exhibit A: Project Description.
 - b. Exhibit B: Scope of Work.
 - c. Exhibit C: Sonoma Water Design Standards.
 - d. Exhibit D: Schedule of Costs.
 - e. Exhibit E: Estimated Budget for Scope of Work.
 - f. Exhibit F: Insurance Requirements.

3. **SCOPE OF SERVICES**

- 3.1. *Consultant's Specified Services:* Consultant shall perform the services outlined and provide deliverables within the times or by the dates provided for in Exhibit B (Scope of Work) and pursuant to Exhibit C (Sonoma Water Design Standards) and Article 9 (Prosecution of Work). In the event of a conflict between the body of this Agreement and Exhibit B (Scope of Work) or Exhibit C (Sonoma Water Design Standards), the provisions in the body of this Agreement shall control. In the event of a conflict between Exhibit B (Scope of Work) and Exhibit C (Sonoma Water Design Standards), the provisions in Exhibit C (Sonoma Water Design Standards) shall govern.
- 3.2. *Cooperation with Sonoma Water:*
- a. Consultant shall cooperate with Sonoma Water in the performance of all work hereunder. Include "Project XXXX" in the subject line of email correspondence.
 - b. Consultant shall coordinate the work, except assistance during construction, with Sonoma Water's Project Manager. Consultant shall coordinate assistance during construction with Sonoma Water's Construction Management Principal Engineer. Contact information and mailing addresses: **To be determined**
- 3.3. *Performance Standard and Standard of Care:* Consultant hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with the standards of a reasonable professional having specialized knowledge and expertise in the services provided under this Agreement and in accordance with all applicable federal, state and local laws, it being understood that acceptance of Consultant's work by Sonoma Water shall not operate as a waiver or release. Sonoma Water has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. If Sonoma Water determines that any of Consultant's work is not in accordance with such level of competency and standard of care, Sonoma Water, in its sole discretion, shall have the right to do any or all of the following: (a) require Consultant to meet with Sonoma Water to review the quality of the work and resolve matters of concern; (b) require Consultant to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 6 (Termination); or (d) pursue any and all other remedies at law or in equity.
- 3.4. *Assigned Personnel:*
- a. Consultant shall assign only competent personnel to perform work hereunder. In the event that at any time Sonoma Water, in its sole discretion, desires the removal of any person or persons assigned by Consultant to perform work hereunder, Consultant shall remove such person or persons immediately upon receiving written notice from Sonoma Water.

- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by Sonoma Water to be key personnel whose services were a material inducement to Sonoma Water to enter into this Agreement, and without whose services Sonoma Water would not have entered into this Agreement. Consultant shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of Sonoma Water.
- c. With respect to performance under this Agreement, Consultant shall employ the following key personnel: **To be determined**
- d. In the event that any of Consultant's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness, or other factors outside of Consultant's control, Consultant shall be responsible for timely provision of adequately qualified replacements.

4. PAYMENT

- 4.1. *Total Costs:* **To be determined**
- 4.2. *Method of Payment:* **To be determined**
- 4.3. *Invoices:* **To be determined**
- 4.4. *Timing of Payments:* Unless otherwise noted in this Agreement, payments shall be made within the normal course of Sonoma Water business after presentation of an invoice in a form approved by Sonoma Water for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by Sonoma Water.
- 4.5. *Taxes Withheld by Sonoma Water:*
 - a. Pursuant to California Revenue and Taxation Code (R&TC) section 18662, Sonoma Water shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this Agreement, for payment and reporting to the California Franchise Tax Board, if Consultant does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.
 - b. If Consultant does not qualify, as described in Paragraph a, Sonoma Water requires that a completed and signed Form 587 be provided by Consultant in order for payments to be made. If Consultant is qualified, as described in Paragraph a, then Sonoma Water requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, Consultant agrees to promptly notify Sonoma Water of any changes in the facts. Forms should be

sent to Sonoma Water pursuant to Article 16 (Method and Place of Giving Notice, Submitting Bills, and Making Payments) of this Agreement. To reduce the amount withheld, Consultant has the option to provide Sonoma Water with either a full or partial waiver from the State of California.

5. TERM OF AGREEMENT

- 5.1. *Term of Agreement:* This Agreement shall expire on **To be determined**, unless terminated earlier in accordance with the provisions of Article 6 (Termination).

6. TERMINATION

- 6.1. *Authority to Terminate:* Sonoma Water's right to terminate may be exercised by Sonoma County Water Agency's General Manager.
- 6.2. *Termination Without Cause:* Notwithstanding any other provision of this Agreement, at any time and without cause, Sonoma Water shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Consultant.
- 6.3. *Termination for Cause:* Notwithstanding any other provision of this Agreement, should Consultant fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, Sonoma Water may immediately terminate this Agreement by giving Consultant written notice of such termination, stating the reason for termination.
- 6.4. *Delivery of Work Product and Final Payment Upon Termination:* In the event of termination, Consultant, within 14 days following the date of termination, shall deliver to Sonoma Water all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement subject to Paragraph 13.11 and shall submit to Sonoma Water an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.
- 6.5. *Payment Upon Termination:* Upon termination of this Agreement by Sonoma Water, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total payment; provided, however, that if services are to be paid on a per-hour or per-day basis, then Consultant shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to termination multiplied by the applicable hourly or daily rate; and further provided, however, that if

Sonoma Water terminates the Agreement for cause pursuant to Paragraph 6.3, Sonoma Water shall deduct from such amounts the amount of damage, if any, sustained by Sonoma Water by virtue of the breach of the Agreement by Consultant.

7. INDEMNIFICATION AND LIMITATION OF LIABILITY

- 7.1. Consultant agrees to accept responsibility for loss or damage to any person or entity, including Sonoma County Water Agency, and to defend, indemnify, hold harmless, and release Sonoma County Water Agency, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Consultant, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its agents, employees, contractors, subcontractors, or invitees hereunder, whether or not there is concurrent or contributory negligence on the part of Sonoma County Water Agency, but, to the extent required by law, excluding liability due to Sonoma County Water Agency's conduct. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefits acts, or other employee benefit acts.
- 7.2. SONOMA WATER SHALL NOT BE LIABLE TO CONSULTANT FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT.

8. INSURANCE

- 8.1. With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in Exhibit F (Insurance Requirements).

9. PROSECUTION OF WORK

- 9.1. Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Consultant's performance of this Agreement shall be extended by a number of days equal to the number of days Consultant has been delayed.

10. EXTRA OR CHANGED WORK

- 10.1. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. The

parties expressly recognize that Sonoma Water personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Consultant to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Consultant shall be entitled to no compensation whatsoever for the performance of such work. Consultant further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of Sonoma Water.

11. CONTENT ONLINE ACCESSIBILITY

- 11.1. *Accessibility:* Sonoma Water policy requires that all documents that may be published to the Web meet accessibility standards to the greatest extent possible and utilizing available existing technologies.
- 11.2. *Standards:* All consultants responsible for preparing content intended for use or publication on a Sonoma Water-managed or Sonoma Water-funded web site must comply with applicable federal accessibility standards established by 36 C.F.R. section 1194, pursuant to section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. section 794(d)), Sonoma Water's Web Standards & Guidelines located at <https://sonomacounty.ca.gov/Services/Web-Standards-and-Guidelines/> and Sonoma Water's Web Site Accessibility Policy located at <https://sonomacounty.ca.gov/CAO/Administrative-Policies/9-3-Website-Accessibility-Policy/>.
- 11.3. *Alternate Format:* When it is strictly impossible due to the unavailability of technologies required to produce an accessible document, Consultant shall identify the anticipated accessibility deficiency prior to commencement of any work to produce such deliverables. Consultant agrees to cooperate with Sonoma Water in the development of alternate document formats to maximize the facilitative features of the impacted document(s); e.g., embedding the document with alt-tags that describe complex data/tables.
- 11.4. *Noncompliant Materials; Obligation to Cure:* Remediation of any materials that do not comply with Sonoma Water's Web Site Accessibility Policy shall be the responsibility of Consultant. If Sonoma Water, in its sole and absolute discretion, determines that any deliverable intended for use or publication on any Sonoma Water-managed or Sonoma Water-funded Web site does not comply with Sonoma Water Accessibility Standards, Sonoma Water will promptly inform Consultant in writing. Upon such notice, Consultant shall, without charge to Sonoma Water, repair or replace the non-compliant materials within such period of time as specified by Sonoma Water in writing. If the required repair or replacement is not completed within the time specified, Sonoma Water shall

have the right to do any or all of the following, without prejudice to Sonoma Water's right to pursue any and all other remedies at law or in equity:

- a. Cancel any delivery or task order;
- b. Terminate this Agreement pursuant to the provisions of Article 6 (Termination); and/or
- c. In the case of custom Electronic and Information Technology (EIT) developed by Consultant for Sonoma Water, Sonoma Water may have any necessary changes or repairs performed by itself or by another contractor. In such event, Consultant shall be liable for all expenses incurred by Sonoma Water in connection with such changes or repairs.

11.5. *Sonoma Water's Rights Reserved:* Notwithstanding the foregoing, Sonoma Water may accept deliverables that are not strictly compliant with Sonoma Water Accessibility Standards if Sonoma Water, in its sole and absolute discretion, determines that acceptance of such products or services is in Sonoma Water's best interest.

12. GOVERNMENT CODE SECTION 1097.6

12.1. Consultant's duties and services under this Agreement shall not include preparing or assisting Sonoma Water with any portion of Sonoma Water's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional agreement with Sonoma Water. By entering this Agreement, Sonoma Water shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this Project. Consultant's participation in the planning, discussions, or drawing of Project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with Sonoma Water to ensure that all bidders for a subsequent contract on any subsequent phase of this Project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

13. REPRESENTATIONS OF CONSULTANT

13.1. *Status of Consultant:* The parties intend that Consultant, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of Sonoma Water and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits Sonoma Water provides its employees. In the event Sonoma Water exercises its right to terminate this Agreement pursuant to Article 6 (Termination), Consultant expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

- 13.2. *Communication with Sonoma Water's Contractor:* All communication shall be between Consultant and Sonoma Water. Consultant shall have no authority to act on behalf of Sonoma Water, to stop work, to interpret conditions of the construction contract, or to give direction to Sonoma Water's contractor. Nothing in this provision shall serve to limit Consultant's responsibility to provide such engineering or related services as are required to complete other work or correct any errors or omissions of Consultant in the performance of services under this Agreement.
- 13.3. *No Suspension or Debarment:* Consultant warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Consultant also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If Consultant becomes debarred, Consultant has the obligation to inform Sonoma Water.
- 13.4. *Taxes:* Consultant agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Consultant agrees to indemnify and hold Sonoma Water harmless from any liability which it may incur to the United States or to the State of California or to any other public entity as a consequence of Consultant's failure to pay, when due, all such taxes and obligations. In case Sonoma Water is audited for compliance regarding any withholding or other applicable taxes, Consultant agrees to furnish Sonoma Water with proof of payment of taxes on these earnings.
- 13.5. *Records Maintenance:* Consultant shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to Sonoma Water for inspection at any reasonable time. Consultant shall maintain such records for a period of four (4) years following completion of work hereunder.
- 13.6. *Conflict of Interest:* Consultant covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if required by law or requested to do so by Sonoma Water, Consultant shall submit a completed Fair Political Practices Commission Statement of Economic Interests (Form 700) with Sonoma Water within 30 calendar days after the Effective Date of this

Agreement and each year thereafter during the term of this Agreement, or as required by state law.

- 13.7. *Statutory Compliance/Living Wage Ordinance:* Consultant agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Consultant expressly acknowledges and agrees that this Agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.
- 13.8. *Nondiscrimination:* Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County of Sonoma's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.
- 13.9. *AIDS Discrimination:* Consultant agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.
- 13.10. *Assignment of Rights:* Consultant assigns to Sonoma Water all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all work, if any, now or later prepared by Consultant in connection with this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to Sonoma Water in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the work as Sonoma Water may direct, and refraining from disclosing any versions of the work to any third party without first obtaining written permission of Sonoma Water. Consultant shall not use or permit another to use the work in connection with this or any other project without first obtaining written permission of Sonoma Water.
- 13.11. *Ownership and Disclosure of Work Product:* All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of Sonoma Water. Sonoma Water shall be entitled to

immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Consultant shall promptly deliver to Sonoma Water all such documents, which have not already been provided to Sonoma Water in such form or format as Sonoma Water deems appropriate. Such documents shall be and will remain the property of Sonoma Water without restriction or limitation. Consultant may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Sonoma Water.

- 13.12. *Authority:* The undersigned hereby represents and warrants that the undersigned has authority to execute and deliver this Agreement on behalf of Consultant.
- 13.13. *Nondisclosure of Confidential Information:* While doing the work required by this Agreement, Consultant may have access to technical information and materials pertaining to Sonoma Water's sensitive information or data determined by Sonoma Water to be confidential ("Confidential Information"). The Confidential Information may include confidential or proprietary information or trade secrets exempt from disclosure under provisions of the California Public Records Act. In consideration of disclosure by Sonoma Water of Confidential Information to Consultant, Consultant and its agents shall hold any material or information designated by Sonoma Water as Confidential in strict confidence and shall not disclose it or otherwise make it available, in any form or matter whatsoever, to any person or entity without the prior written consent of Sonoma Water, except as may be ordered by a court of law. Immediately upon receipt of any request or demand for disclosure of any Confidential Information within the scope of this Agreement, Consultant shall give Sonoma Water written notice and a copy of the request and the time period, if any, within which Consultant is required to respond to the request. Upon termination of this Agreement, Consultant shall return Confidential Information in its possession, including copies, to Sonoma Water. Consultant's obligation to maintain material and information designated as Confidential in strict confidence shall survive completion of work under this Agreement and termination of this Agreement and, as provided for in Paragraph 13.11, Consultant agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Sonoma Water.

14. DEMAND FOR ASSURANCE

- 14.1. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been

received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article 14 limits Sonoma Water's right to terminate this Agreement pursuant to Article 6 (Termination).

15. ASSIGNMENT AND DELEGATION

- 15.1. *Consent:* Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.
- 15.2. *Subcontracts:* Notwithstanding the foregoing, Consultant may enter into subcontracts with the subconsultants specifically identified herein. If no subconsultants are listed, then no subconsultants will be utilized in the performance of the work specified in this Agreement. Approved subconsultants are as follows: **To be determined**
- 15.3. *Change of Subcontractors or Subconsultants:* If, after execution of the Agreement, parties agree that subconsultants not listed in Paragraph 15.2 will be utilized, Consultant may enter into subcontracts with subconsultants to perform other specific duties pursuant to the provisions of this Paragraph 15.3. The following provisions apply to any subcontract entered into by Consultant other than those listed in Paragraph 15.2:
- a. Prior to entering into any contract with subconsultant, Consultant shall obtain Sonoma Water approval of subconsultant.
 - b. All agreements with subconsultants shall (a) contain indemnity requirements in favor of Sonoma Water in substantially the same form as that contained in Article 7 (Indemnification), (b) contain language that the subconsultant may be terminated with or without cause upon reasonable written notice, and (c) prohibit the assignment or delegation of work under the agreement to any third party.
- 15.4. *Summary of Subconsultants' Work:* Consultant shall provide Sonoma Water with a summary of work performed by subconsultants with each invoice submitted under Paragraph 4.3. Such summary shall identify the individuals performing work on behalf of subconsultants and the total amount paid to subconsultant, broken down by the tasks listed in the Scope of Work.

16. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS

- 16.1. *Method of Delivery:* All notices, bills, and payments shall be made in writing and shall be given by personal delivery, U.S. Mail, courier service, or electronic means. Notices, bills, and payments shall be addressed as specified in Paragraph 3.2.
- 16.2. *Receipt:* When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by electronic means, the notice, bill, or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill, or payment is deposited in the U.S. mail and postmarked on the date of the electronic transmission (for a payment, on or before the due date), (2) the sender has a written confirmation of the electronic transmission, and (3) the electronic transmission is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 16.

17. MISCELLANEOUS PROVISIONS

- 17.1. *No Bottled Water:* In accordance with Sonoma Water Board of Directors Resolution No. 09-0920, dated September 29, 2009, no Sonoma Water funding shall be used to purchase single-serving, disposable water bottles for use in Sonoma Water facilities or at Sonoma Water-sponsored events. This restriction shall not apply when potable water is not available.
- 17.2. *No Waiver of Breach:* The waiver by Sonoma Water of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- 17.3. *Construction:* To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any 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. Consultant and Sonoma Water acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Consultant and Sonoma Water acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

- 17.4. *Consent:* Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.
- 17.5. *No Third-Party Beneficiaries:* Except as provided in Article 7 (Indemnification), nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.
- 17.6. *Applicable Law and Forum:* This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or in the forum nearest to the City of Santa Rosa, in the County of Sonoma.
- 17.7. *Captions:* The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.
- 17.8. *Merger:* This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure section 1856. Each Party acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 17.9. *Survival of Terms:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- 17.10. *Time of Essence:* Time is and shall be of the essence of this Agreement and every provision hereof.
- 17.11. *Counterpart; Electronic Signatures:* The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via electronic means, or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing

party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

To be determined

Exhibit A

Project Description

To be determined

Exhibit B

Scope of Work

Perform tasks and provide deliverables that meet the standards defined in Exhibit C (Sonoma Water Design Standards).

1. **TASKS**

To be determined

- 1.1. Task 1: [Task Title]
 - a. [task description]
 - b.

Deliverable	Due Date

- 1.2. Task 2: [Task Title]
 - a. [task description]
 - b.

Deliverable	Due Date

Exhibit C

Sonoma Water Design Standards

1. **GENERAL**

- 1.1. Consultant agrees to perform obligations described in this Agreement and to furnish necessary engineering (or architectural, if applicable) skills, services, labor, supplies, supervision, and material required to perform and complete the Project.
- 1.2. For sanitation projects, Consultant agrees to comply with and provide design and technical specifications in accordance with the most current version of the "Sonoma County Water Agency Design and Construction Standards for Sanitation Facilities."
- 1.3. By execution of this Agreement, Consultant warrants that it has carefully examined the Project site and has satisfied itself of local and special conditions affecting Exhibit B (Scope of Work). Tests, survey results, geotechnical reports, or other data or information, whether furnished by Sonoma Water, or referenced in this Agreement, are for Consultant's convenience. Sonoma Water does not guarantee that such tests or preliminary investigations or other data and information are accurate and assumes no responsibility whatsoever as to their accuracy or interpretation. Consultant shall satisfy itself as to the accuracy or interpretation of such tests or survey results or other information or data.

2. **RIGHTS-OF-WAY**

- 2.1. Sonoma Water will acquire such permissions or rights necessary for Sonoma Water and its Consultant to gain lawful entry into, across, over, or upon private property not owned by Sonoma Water, which are necessary for investigations, surveys, or studies required for Consultant to provide the services described in Exhibit B (Scope of Work).
- 2.2. Consultant schedule and services required under Exhibit B (Scope of Work) may be impacted by need for Sonoma Water to acquire necessary permissions or rights on private property.

3. **SURVEYING SERVICES**

- 3.1. Consultant shall coordinate survey services with Sonoma Water, if needed.

4. **DESIGN COMPONENTS**

- 4.1. Meetings:
 - a. Arrange, attend, prepare agendas for, and conduct meetings at each design stage. Agenda topics to include at a minimum scope, budget, cost, design approach, right of way needs, discussion of Project elements, and schedule.

- b. Discuss the progress and direction of the design and clarification or direction needed from Sonoma Water to progress design.
- c. Submit meeting agendas to Sonoma Water.
- d. Prepare meeting minutes for each meeting and submit to Sonoma Water documenting critical decision points and actions items impacting Project design.
- e. Meetings shall be held at Sonoma Water's office, 404 Aviation Boulevard, Santa Rosa, California, or by teleconference.

4.2. Design Report:

- a. Design Report contents:
 - i. Title page with name of Project, name of preparer, preparer's company name and address, and date.
 - ii. Table of Contents.
 - iii. A summary of results.
 - iv. Conceptual design criteria for improvements with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternative solutions available to Sonoma Water that Consultant recommends.
 - v. A description of the work performed, including methodology, a detailed description of the inspections performed, literature reviewed, documents and records reviewed, and individuals and agencies contacted.
 - vi. Cost estimates as described in Paragraph 4.4.
 - vii. Requirements of governmental authorities having jurisdiction to approve the portions of the Project.
 - viii. Appendix, including copies of documents, photographs, manufacturer's literature, and other records integral to design. For sanitation projects, also include video logs, smoke testing logs, sewer manhole inspection logs, and sewer main cleanout inspection logs.
 - ix. Drawings, sketches, and exhibits as necessary to illustrate the selected alternative for Project.
 - x. Engineering calculations, design criteria, engineering sketches, schematic layouts, product and material selection evaluation, and supporting data and information pertaining to the design of the Project.
 - xi. Design documentation including reference documents, model files, spreadsheets, photographs, field notes, and Geographic Information System files as rasters, shapefiles, or geodatabases projected to United States Survey Feet in Zone 2 of California Coordinate System of 1983 (CC83) and North American Vertical Datum of 1988.

- 4.3. Specifications:
- a. Prepare Divisions 2 through 49 (Technical Specifications) of the project manual for the Project design in conformance with the project manual concept of the Construction Specification Institute (CSI), using Sonoma Water's template, CSI's Project Resource Manual, and the 2018 edition of CSI's MasterFormat, including SectionFormat and PageFormat.
 - b. Provided in both PDF format and Microsoft® 365 format.
 - c. Ensure technical specifications are consistent with Sonoma Water's Division 0 and Division 1 front-end specifications to eliminate redundancies and conflicts.
 - d. Comply with applicable provisions of the Public Contract Code including, but not limited to, formal and informal bid procedures and the avoidance of closed proprietary specifications (where no substitutions are allowed).
 - e. Prepare the bid item table and bid item descriptions for inclusion in Division 1 in a format consistent with Sonoma Water's front-end template.
- 4.4. Cost Estimates:
- a. Cost estimates shall adhere to the guidelines set forth in AACE's Cost Estimate Classification System forecasted to the midpoint of construction.
 - b. Provide cost estimates broken down by bid item based on lump sum or per unit costs. For unit cost bid items, include estimated quantities and per unit costs. For lump sum bid items include contractor costs for labor, equipment, and materials.
 - c. Include costs for contractor, bonds, insurance, and overhead as a separate line item or part of mobilization.
- 4.5. Drawings:
- a. General:
 - i. Prepare drawings in compliance with Sonoma Water-provided AutoCAD templates including title blocks, line types, line weights, text sizes, text style, text orientation, dimensioning, labeling, and numbering system for detailed plan views and detailed section views.
 - ii. Drawings shall be consistent with specifications and redundancies removed.
 - iii. Notes on drawings shall be minimized. Specifications shall be written in the specifications and shall not be added to drawings.
 - iv. Drawings shall be easily readable when reduced to 11 inch x 17 inch.
 - v. Number drawings in accordance with United States National CAD Standard with discipline and sheet type designator and sheet sequence.
 - b. Content:
 - i. Title Sheet:
 - a) Location map.

- b) Vicinity map.
 - c) Drawing index.
 - ii. General abbreviations, symbols, and legend for each discipline.
 - iii. Site symbols, legends, and sheet notes for each discipline.
 - iv. Plans, profiles, and sections
 - a) For each discipline, graphical representation of Project design elements (such as building, pipeline, conduit, grading, electrical, mechanical) at a scale and orientation to appropriately and adequately convey the necessary information for construction. Graphical representation of existing features that may affect construction including tree driplines and trees proposed for removal (species and diameter at breast height). Location of control points and construction lines (alignments) with point number identification, elevation, and description. Include bearings and distances for alignments and right-of-way lines for construction staking.
 - b) Graphic scale.
 - c) North arrow.
 - d) Key map indicating location of sheet along linear projects.
 - e) For sanitation projects include building street addresses.
 - f) Mapping showing streets, edges of pavement, trees, driplines, ditch flowlines, utilities, parcel boundaries, top of curb, and right-of-way limits.
 - g) Match lines with appropriate sheet numbers.
 - h) Annotations and detail callouts.
 - v. Details and Tables:
 - a) Details represented in full size in model space at a scale and orientation to appropriately and adequately convey the necessary information for construction.
 - b) Tables of critical Project design elements.
- c. Format:
- i. Previous compatible Autodesk versions or alternate products vertically compatible with Autodesk Civil 3D may only be used upon written approval of Sonoma Water.
 - ii. Drawings shall be in native AutoCAD Civil 3D format and include supporting files such as fonts, Xrefs and image files, point data, plotter and/or pen style table configuration files. No hand-drawn media is allowed. Ensure that drawings converted to PDF do not contain SHX AutoCAD data.
 - iii. Provide drawings using AutoCAD ETRANSMIT with signatures removed.
 - iv. Full-size drawings shall be 22 inch by 34 inch.
 - v. Data files, such as topo files and point files, may be "Xrefed" provided the Xref file is inserted at 0,0,0, and no rotation is imposed on the file. Xref files shall have a filename with an "x" prefix (i.e., xTopo for original

existing topographic file used as base reference file). Drawings shall have filenames displayed per Sonoma Water-provided standards.

- vi. Existing and design features in CAD file shall be projected upon the California Coordinate System of 1983 (CCS83), Zone 2 and North American Vertical Datum of 1988 in US Survey feet unless directed otherwise by Sonoma Water.
- vii. Lettering shall be no smaller than 0.10-inch tall for construction notes and annotations (dimensions, callouts, leader text).
- viii. Each drawing file shall contain a layer named "G-ANNO-CAD." This layer shall be a no-plot layer and shall contain pertinent "metadata" that includes, but is not limited to, the following:
 - a) Coordinate or projection basis.
 - b) Relevant survey, data dates.
 - c) Data sources, references.
 - d) Design notes, assumptions, or other relevant information useful to design review.
- ix. Sonoma Water will accept electronic drawing files with multiple "drawings" or "sheet" layouts.
- x. Each layout tab's label shall be the sheet number (i.e., C-001, G-001, D-001, P-001) and, therefore, only include one sheet per layout tab. The layouts shall be set to the standard 22-inch x 34-inch sheet at a 1:1 scale.

4.6. [OPTIONAL] Operation and Maintenance Manual(s) Modifications:

- a. Prepare modifications to Sonoma Water's existing Operations and Maintenance Manual(s). At a minimum, include the following:
 - i. New sections covering aspects of the Project that are not included in existing manual(s).
 - ii. Modifications and revisions to existing sections affected by the Project.
 - iii. Machinery and equipment specifications, operating ranges, and set points.
 - iv. Operating instructions for new equipment and machinery.
 - v. Maintenance requirements and schedules for new equipment and machinery.
 - vi. Shut-down procedures.
 - vii. Emergency procedures
 - viii. Safety guidelines.
 - ix. Troubleshooting processes.
- b. Operations and Maintenance Manual(s) modifications shall be delivered in PDF format and Microsoft® 365 format.

- 4.7. [OPTIONAL] Operation and Maintenance Manual(s):
- a. Develop Operations and Maintenance Manual(s) for new facilities. At a minimum, include the following:
 - i. Machinery and equipment specifications, operating ranges, and set points.
 - ii. Operating instructions for new equipment and machinery.
 - iii. Maintenance requirements and schedules for new equipment and machinery.
 - iv. Shut-down procedures.
 - v. Emergency procedures
 - vi. Safety guidelines.
 - vii. Troubleshooting processes.
 - b. Operations and Maintenance Manual(s) shall be delivered in PDF format and Microsoft® 365 format.

5. **DESIGN STAGES**

- 5.1. Preliminary Design:
- a. Kick-off meeting:
 - i. Conduct kick-off meeting to define and clarify Sonoma Water's Project requirements and available data. Kick-off meeting topics to include:
 - a) Budget.
 - b) Scope.
 - c) Schedule.
 - d) Exploration of alternatives to be evaluated.
 - e) Entry and access requirements to conduct investigations, surveys, or studies.
 - f) Required site investigations and utility surveys.
 - b. Site investigations:
 - i. Site investigation(s):
 - a) Shall be sufficient for purpose of obtaining permits, satisfying California Environmental Quality Act (CEQA) requirements, performing engineering analyses and modeling to support Project design.
 - b) Following investigation(s) at the Project site, return site to pre-existing conditions, including filling holes and excavations, and grading as required.
 - c. Preliminary Design deliverables shall include:
 - i. Design Report in accordance with Paragraph 4.2.
 - ii. Design Workshop:
 - a) In accordance with Paragraph 4.1.

- b) Present assumptions, alternative evaluation, and preliminary conclusions and recommendations included in the Design Report at Design Workshop. Sonoma Water may direct the Consultant regarding the assumptions made that may alter the conclusions.
- c) Identify input needed from Sonoma Water to progress next stage of design.
- d) Design workshop meeting minutes shall document the Sonoma Water selected alternative.

5.2. 30 Percent Design:

- a. Project design parameters and requirements shall be fully defined; calculations, including sizing of Project elements, shall be complete.
- b. 30 percent deliverables shall include:
 - i. Updated Design Report in accordance with Paragraph 4.2.
 - ii. Table of Contents for technical specifications in accordance with Paragraph 4.3.
 - iii. Cost estimates developed to AACE Class 3 standard in accordance with Paragraph 4.4.
 - iv. Drawings, in accordance with Paragraph 4.5, shall indicate primary Project elements including topography, limits of disturbance, property boundaries, proposed construction access routes, staging areas, temporary and permanent features, Common Ground Alliance mark-outs, proposed potholing, and post-construction maintenance access routes.
 - v. Schedule including milestones for design, environmental permitting, right-of-way acquisition, advertisement, and construction.
- c. 30 percent design review meeting in accordance with Paragraph 4.1.

5.3. 60 Percent Design (or 50 Percent Design for projects using 50 Percent in lieu of 30 Percent and 60 Percent):

- a. Updated Project design incorporating Sonoma Water's preceding design stage comments.
- b. Project Design parameters, requirements, and alignment and location of Project elements shall be final; draft specifications, all-inclusive and in their entirety, shall be 60 percent completed with sufficient detail to allow Sonoma Water review and comment.
- c. Drawings shall describe the size, nature, and complexity of the Project and indicate information for Sonoma Water to identify right-of-way acquisitions needed for Project completion and future maintenance, including, but not limited to items listed under Paragraph 5.2.iv, temporary improvements needed to access the site or perform the work, and obstacles or impediments that may be present.
- d. 60 percent deliverables shall include:
 - i. Updated Design Report in accordance with Paragraph 4.2.

- ii. Technical specifications in accordance with Paragraph 4.3.
 - iii. Bid item table and bid item descriptions in accordance with Paragraph 4.3.
 - iv. Cost estimate developed to AACE Class 2 standards organized by bid item in accordance with Paragraph 4.4.
 - v. Drawings in accordance with Paragraph 4.5.
 - vi. Schedule including milestones for design, environmental permitting, right-of-way acquisition, advertisement, and construction. Construction schedule shall show the anticipated timeframe for completing construction of major units. Use a simple bar chart approach for each item and indicate the anticipated critical path of construction.
 - e. 60 percent design meeting in accordance with Paragraph 4.1.
- 5.4. 90 Percent Design:
- a. Updated Project design incorporating Sonoma Water's preceding design stage comments.
 - b. Drawings shall indicate the scope, extent, and character of the work to be provided by the contractor. Specifications and drawings, all-inclusive and in their entirety, shall be 90 percent completed. Incorporate and display rights-of-way limits. Permits and regulatory considerations shall be incorporated into Project Design and completely resolved.
 - c. 90 percent deliverables shall include:
 - i. Updated Design Report in accordance with Paragraph 4.2.
 - ii. Technical specifications in accordance with Paragraph 4.3.
 - iii. Bid item table and bid item descriptions in accordance with Paragraph 4.3.
 - iv. Cost estimate developed to AACE Class 1 standards organized by bid item in accordance with Paragraph 4.4.
 - v. Drawings in accordance with Paragraph 4.5.
 - vi. Schedule including milestones for design, advertisement, and construction. Construction schedule shall show the anticipated timeframe for completing construction of major units. Use a simple bar chart approach for each item and indicate the anticipated critical path of construction.
 - vii. Draft Operation and Maintenance Manual modifications in accordance with Paragraph 4.6.
 - d. 90 percent design meeting in accordance with Paragraph 4.1.
- 5.5. 99 Percent Design:
- a. Updated Project design incorporating Sonoma Water's preceding design stage comments.

- b. Sonoma Water comments shall be incorporated, any outstanding issues resolved, and specifications and drawings complete.
 - c. 99 percent deliverables shall include:
 - i. Updated Design Report in accordance with Paragraph 4.2.
 - ii. Technical specifications in accordance with Paragraph 4.3.
 - iii. Bid item table and bid item descriptions in accordance with Paragraph 4.3.
 - iv. Cost estimate developed to AACE Class 1 standards organized by bid item in accordance with Paragraph 4.4.
 - v. Drawings in accordance with Paragraph 4.5.
 - vi. Schedule including milestones for design, advertisement, and construction in accordance with 5.4.c.vi.
 - vii. Updated Operation and Maintenance Manual in accordance with Paragraph 4.6.
 - d. 99 percent design review meeting in accordance with Paragraph 4.1.
- 5.6. Final Design:
- a. Specifications and drawings shall be complete and Sonoma Water comments incorporated into a final bid-ready construction document set.
 - b. If changes that Sonoma Water has not previously approved are made to the drawings or specifications after the 99 percent design review meeting, submit drawing(s) or specifications to Sonoma Water for approval prior to preparing the final deliverable.
 - c. Final deliverables shall include:
 - i. Final Design Report stamped, signed, and dated, by licensed professional(s) in accordance with Paragraph 4.2.
 - ii. Technical specifications in accordance with Paragraph 4.3.
 - iii. Specifications seals page signed, dated, and stamped by licensed professional(s).
 - iv. Bid item descriptions in accordance with Paragraph 4.3.
 - v. Cost estimate developed to AACE Class 1 standards organized by bid item in accordance with Paragraph 4.4.
 - vi. Drawings stamped, signed, and dated by licensed professional(s) in accordance with Paragraph 4.5.
 - vii. Schedule including milestones for design, advertisement, and construction in accordance with Paragraph 5.4.c.vi.
 - viii. Final Operation and Maintenance Manual in accordance with Paragraph 4.6.

6. **ASSISTANCE DURING BIDDING AND CONSTRUCTION**

6.1. For bidding:

- a. Communicate only through Sonoma Water. Immediately forward bidder questions directed to Consultant to Sonoma Water's Project Manager and Construction Management Principal.
- b. Respond to questions submitted by Sonoma Water. Include discussion of potential design, construction, schedule, and cost impacts.
- c. Provide addenda to clarify, correct, or change the technical specifications or drawings in accordance with Article 7 (Submittal of Deliverables), Paragraph 4.5 (Drawings), and Paragraph 4.3 (Specifications).
- d. Prepare conformed drawings that incorporate addenda in accordance with Paragraph 4.5.

6.2. For construction:

- a. Submittal Review:
 - i. Communicate only through Sonoma Water.
 - ii. Consultant shall review contractor's submittals of information and shop drawings for the Project in Sonoma Water's construction management software.
 - iii. Consultant shall either mark "No Exceptions Taken," "Make Corrections Noted," "Revise and Resubmit," or "Rejected" on each submittal and provide Sonoma Water with a brief written narrative of what is required from the contractor on each submittal response. Consultant shall review items that have been submitted by the contractor as a substitution or an "approved equal" for specified items. Review each substitution request for compliance with performance requirements specified in the Project specifications and ensure the substitution item's compatibility with other components of the operating system. Consult with Sonoma Water's Project Manager regarding acceptability of the proposed substitution.
- b. Requests for Information (RFIs) and Change Order Requests (CORs)
 - i. Communicate only through Sonoma Water.
 - ii. Immediately forward contractor questions or requests directed to Consultant to Sonoma Water's Project Manager and Construction Management Principal.
 - iii. Provide responses to RFIs and CORs in Sonoma Water's construction management software.
 - iv. Provide figures, sketches, drawings or detail markups, and specification references in RFI and COR responses.
 - i. Construction Site Visit: Following construction site visits, provide a written memorandum of each site visit indicating observations made in the field and contractor conformance with drawings and specifications.

7. **SUBMITTAL OF DELIVERABLES**

- 7.1. Submittal requirements:
- a. Submit one electronic copy in PDF format (emailed, on USB flash drive, or via Internet) of each deliverable to Sonoma Water (unless noted otherwise).
 - b. Deliverables shall include responses to Sonoma Water comments in native format (.pdf or .docx) or summarized in a spreadsheet to track status of comments.
 - c. Any deliverable may be rejected if Sonoma Water deems the deliverable does not adequately address comments provided as part of previous stages of work or meet the standards described herein.
 - d. Comply with requirements of Article 11 (Content Online Accessibility).
 - e. Include Agreement title and TW 25/26-003 on first page or cover of each deliverable.
- 7.2. Signatures: Design Report, specifications, and drawings, including modifications, addendums, and conformed drawings shall have the license seal and signature of the licensed professional assigned responsibility for the preparation of the drawings. Design Report, specifications, and drawings may be either wet-signed or digitally signed. Digitally sign in accordance Paragraph 17.11 (Counterpart; Electronic Signatures).

Exhibit D

Schedule of Costs

To be determined

Exhibit E

Estimated Budget for Scope of Work

To be determined

Exhibit F

Insurance Requirements

With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive termination or completion of this Agreement.

Sonoma Water reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. INSURANCE

- 1.1. Workers Compensation and Employers Liability Insurance
 - a. Required if Consultant has employees as defined by the Labor Code of the State of California.
 - b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
 - c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
 - d. Required Evidence of Insurance: Certificate of Insurance evidencing coverage meeting the above requirements.
 - e. If Consultant currently has no employees as defined by the Labor Code of the State of California, Consultant agrees to obtain the above-specified Workers Compensation and Employers' Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.
- 1.2. General Liability Insurance
 - a. Commercial General Liability Insurance written on an occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01 or equivalent. Coverage shall include premises and operations, products and completed operations, contractual liability, and personal and advertising injury.
 - b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Consultant maintains higher limits than the specified minimum limits, Sonoma Water

requires and shall be entitled to coverage for the higher limits maintained by Consultant.

- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by Sonoma Water. Consultant is responsible for any deductible or self-insured retention and shall fund it upon Sonoma Water's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving Sonoma Water.
- d. Sonoma County Water Agency, its officers, agents, and employees, shall be included as additional insureds for liability arising out of operations by or on behalf of Consultant in the performance of this Agreement by endorsement or under policy language providing automatic coverage to any person or organization required by written contract to be an additional insured.
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in Insurance Services Office form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Consultant and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Required Evidence of Insurance: Certificate of Insurance evidencing coverage meeting the above requirements.

1.3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Consultant currently owns no autos, Consultant agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

1.4. Professional Liability/Errors and Omissions Insurance

- a. Minimum Limit: \$1,000,000 per claim or per occurrence; \$2,000,000 annual aggregate. Coverage shall apply to liability arising out of Consultant's professional acts, errors, or omissions in the performance of services under this Agreement.

- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by Sonoma Water.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- e. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

1.5. [OPTIONAL] Contractors Pollution Liability Insurance

- a. Minimum Limits: \$1,000,000 per pollution Incident; \$2,000,000 Aggregate. If Consultant maintains higher limits than the specified minimum limits, Sonoma Water requires and shall be entitled to coverage for the higher limits maintained by Consultant.
- b. The policy shall cover:
 - i. Bodily injury, sickness, or disease sustained by any person, including death;
 - ii. Property damage, including physical injury to or destruction of tangible property including the resulting loss of use thereof;
 - iii. Cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed including diminution of value and natural resources damages;
 - iv. Loss arising from pollutants including but not limited to fungus, bacteria, asbestos, lead, silica, and contaminated drywall;
 - v. Contractual liability coverage for liability assumed by Contractor under a written contract or agreement;
 - vi. Claims arising from owned and non-owned disposal sites utilized in the performance of this Agreement; and
 - vii. Inter-insured suits between the additional insureds and Contractor and shall include a "separation of insureds" or "severability" clause which treats each insured separately.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by Sonoma Water. Consultant is responsible for any deductible or self-insured retention and shall fund it upon Sonoma Water's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving Sonoma Water.

- d. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of work.
 - e. Coverage shall be continued for one (1) year after completion of the work. If the insurance is on a Claims-Made basis, the continuation coverage may be provided by: (a) renewal of the existing policy; (b) an extended reporting period endorsement; or (c) replacement insurance with a retroactive date no later than the commencement of the Work.
 - f. Sonoma County Water Agency, its officers, agents, and employees, shall be additional insureds for liability arising out of operations by or on behalf of Consultant in the performance of this Agreement. The foregoing shall continue to be additional insureds for one (1) year after completion of the work.
 - g. Required Evidence of Coverage:
 - i. Copy of the additional insured endorsement or policy language granting additional insured status, and
 - ii. Certificate of Insurance.
- 1.6. Standards for Insurance Companies
- a. Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
- 1.7. Documentation
- a. The Certificate of Insurance must include the following reference:
TW 25/26-003.
 - b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Evidence of Insurance on file with Sonoma Water for the entire term of this Agreement and any additional periods if specified in Sections 1.1, 1.2, 1.3, 1.4, or 1.5 above.
 - c. The name and address for mailing Additional Insured endorsements and Certificates of Insurance is: Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, California 95403-9019.
 - d. Required Evidence of Insurance shall be submitted for any renewal, replacement, or extension of any required policy and in no event later than the effective date of such renewal, replacement, or extension.
 - e. Consultant shall provide immediate written notice if: (1) any of the required insurance policies are terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
 - f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

1.8. Policy Obligations

- a. Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

1.9. Material Breach

- a. If Consultant fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. Sonoma Water, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, Sonoma Water may purchase the required insurance, and without further notice to Consultant, Sonoma Water may deduct from sums due to Consultant any premium costs advanced by Sonoma Water for such insurance. These remedies shall be in addition to any other remedies available to Sonoma Water.