

## **Board of Trustees Agenda Item**

**Board Meeting Date:** September 10, 2012

**Title of Item:** Measure E Consent

### **Background and Analysis:**

Aggregate amount of these items is: \$37,240.

#### **De Anza College –**

- A) Ashron Construction and Restoration, Inc. – Change Order #1 – Stelling Parking Renovation - \$24,240
- B) Simpson Gumpertz & Heger – Revision #2 to Agreement – Flint Parking Structure Repairs - \$13,000

**Recommendation:** Charles Allen, Executive Director of Facilities, Operations, and Construction Management, Tom Armstrong, Director, Bond Program Management, De Anza College, and Art Heinrich, Bond Program Management, Foothill College, recommends that Measure C consent item(s) be ratified/approved by the Board of Trustees

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, & Construction Management
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, and Art Heinrich, Director, Bond Program Management, Foothill College
Is backup provided?	Yes

Title: Change Order #1 (PCCO 01)  
Vendor: Ashron Construction and Restoration, Inc.  
Agreement Date: July 10, 2012  
Campus: De Anza College  
Project Number: 284  
Project Name: STELLING PARKING RENOVATION  
Amount: \$24,240  
For: Added cost is for additional concrete spall repair beyond the original contracted allowance amount. Repair is necessary for complete necessary maintenance repairs and to ensure the longevity of the structure.

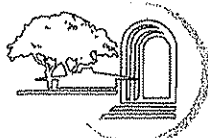
All changes to date are equal to 6.8% of the original construction contract.  
Funding for this change is available within the project budget.

Action Requested: Ratification

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**FOOTHILL-DE ANZA**  
Community College District

## Prime Contract Change Order

284 - Stelling Parking Renovation  
De Anza College  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014

Project #284

Date: 8/15/12  
To Contractor:  
Ashron Construction and Restoration, Inc.  
1109 N. Fair Oaks Ave.  
Sunnyvale, CA 94089

Contract Date: July 10, 2012  
Contract Number: N/A  
Change Order Number: 01

The Contract is hereby revised by the following items:  
Change Order #1 - September 2011 BOT

PCO	Description	Amount
001	Spall Repair beyond Allowance	\$24,240.00
The original Contract Value was.....		\$355,000
Sum of changes by prior Prime Contract Change Orders.....		\$0
The Contract Value prior to the Prime Contract Change Order was.....		\$355,000
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....		\$24,240
The new Contract Value including this Prime Contract Change Order will be.....		\$379,240
The Contract duration will be changed by.....		0
The revised Substantial Completion date as of this Prime Contract Change Order is.....		9/14/2012

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

Simpson Gumpertz & Heger  
ARCHITECT

The Landmark @ One Market  
Suite 600

San Francisco, CA 94105

Address

By: JONATHAN STAFFORD

Signature: [Signature]

Date: 8/16/2012

Ashron Construction and  
Restoration, Inc.

CONTRACTOR

1109 N. Fair Oaks Ave.

Sunnyvale, CA 94089

Address

By: [Signature]

Signature: [Signature]

Date: 8/16/12

CEERA CORON

Foothill-De Anza Community College  
District

OWNER

12345 El Monte Road

Los Altos Hills, CA 94022

Address

By: Charles Allen

Signature: [Signature]

Date: [Signature]

**B**

Title: Revision 02 to Standard Form of Agreement  
Vendor: Simpson Gumpertz & Heger Inc.  
Agreement Date: March 15, 2012, Revision Date July 10, 2012  
Campus: De Anza College  
Project Number: **239**  
Project Name: FLINT PARKING STRUCTURE REPAIRS  
Amount: \$ 13,000  
For:

Additional Scope for Assisting with the close out of the original Flint Parking Structure project (DSA #50972) with the Department of State Architect, which includes preparing required DSA close out documents, attending a DSA meeting, closeout of the testing agency items, review of documents necessary for close out, and meeting minutes.

Action Requested: Approval

Revision 02 to Standard Form of Agreement, dated March 15, 2012, between  
Foothill-De Anza Community College District and Simpson Gumpertz & Heger  
for Measure C – Bond Project 239 - Flint Parking Structure Repairs

*Revision Date: July 10, 2012*

SCOPE OF WORK: Assisting with the close out of the original Flint Parking Structure project (DSA #50972) with the Division of the State Architect (DSA), including:

**Scope of Services**

The following scope of work will be performed by SGH, TEI, CCI, and NT.

- Testing and inspection document review – Review the archived testing and inspection documents retrieved by and on file with DSA. Review the pertinent sections of the DSA Project Certification Guide.
- Prepare cover letter regarding project status, and prepare and assemble forms for submittal to DSA.
- Prepare the required close-out forms, consisting of DSA 291, 292, and 293. A lab affidavit may be substituted for DSA 291 and 292.
- Prepare forms DSA 108, DSA 6 A/E Architect only, and DSA 102.
- Meeting with DSA – Meet with DSA once to review comments on submitted closeout documents.
- Meeting minutes – Prepare written meeting minutes of the relevant discussions and determinations that occurred at the meeting with DSA.
- Prepare one cycle of responses to DSA comments and revisions, if required.

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**SCHEDULE:** Work to be performed concurrently with project schedule.

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**COMPENSATION:** \$13,000

Original Contract:	\$580,675
Net change from previous revisions:	\$11,000
Contract value prior to this revision:	\$591,675
Net change in contract value due to this revision:	\$13,000
New Contract value including this revision:	\$604,675

Revision 02 to Standard Form of Agreement, dated March 15, 2012, between  
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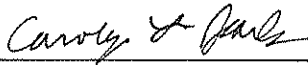
Amendment agreed to by:

Owner

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Charles Allen

Consultant



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Simpson Gumpertz & Heger



10 July 2012

Mr. Tom Armstrong, LEED AP, Director  
c/o Roseanne Sciacchitano, LEED® AP, Project Manager  
Foothill DeAnza Community College District Plant Services  
Building D160 12345 El Monte Road  
Los Altos Hills, California 94022

Project 117252.40 – Continued DSA Closeout Consultation, Flint Parking Structure Repairs,  
De Anza Community College, Cupertino, CA

Dear Mr. Armstrong:

We will be pleased to provide engineering services to assist De Anza Community College with the Flint Parking Structure Department of State Architect (DSA) close out. Per our previous agreement, dated 29 May 2012, we assessed the construction file documents from the District and DSA. This proposal is based on our 5 June 2012 meeting at DSA documented in 7 June 2012 Meeting Minutes, prepared by Noll & Tam (NT). SGH, NT and District Representatives met with DSA to review strategies and outline general requirements and procedures for closing out the original garage construction project. We defined, and DSA agreed to a path and scope for project close-out. We also understand the District has secured the cooperation of the original Inspector of Record, Mr. Thomas E. Files.

Our scope of services will include filling out required DSA forms, attending one meeting with DSA to facilitate review and approval, and one follow up cycle of minor revisions that may be requested by DSA based on their review of the submitted closeout documents. SGH will assist with the closeout of the testing issues with Testing Engineers Inc. (TEI), the original special inspection and testing agency, and Cleary and Consultants, Inc. (CCI), the original geotechnical engineer of record; NT will assist with the closeout of architectural issues. We also understand the District has secured the cooperation of the original Inspector of Record, Mr. Thomas E. Files. Further, the District will coordinate with Mr. Files directly to secure the paperwork DSA requires from the IOR for closeout. We have further defined our services for this phase of the project below.

### Scope of Services

The following scope of work will be performed by SGH, TEI, CCI, and NT.

- Testing and inspection document review – Review the archived testing and inspection documents retrieved by and on file with DSA. Review the pertinent sections of the DSA Project Certification Guide.
- Prepare cover letter regarding project status, and prepare and assemble forms for submittal to DSA:

10 July 2012

- Prepare the required close-out forms, consisting of DSA 291, 292, and 293. A lab affidavit may be substituted for DSA 291 and 292.
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- Meeting with DSA – Meet with DSA once to review comments on submitted closeout documents.
- Meeting minutes – Prepare written meeting minutes of the relevant discussions and determinations that occurred at the meeting with DSA.
- Prepare one cycle of responses to DSA comments and revisions, if required.

**Proposed Staffing**

For this project, Carolyn L. Searls, Senior Principal, will serve as Principal-in-Charge, with Jason L. Towle, as Senior Project Manager. We will provide our services for this project from our San Francisco office. Noll and Tam, Testing Engineers Inc., and Cleary and Consultants, Inc. will provide sub-consulting services.

**Compensation**

We propose a lump sum fee of \$13,000 for these services, inclusive of expenses to perform this work. We request the District provide an amendment to our existing contract for these services. Should additional services be required, they will be billed based on the fee schedule in our existing agreement.

This proposal will be in accordance with the terms and conditions of the Standard Form and Agreement dated 16 September 2011. This proposal is valid for thirty days. If acceptable, please issue an amendment to our contract in the requested amount.

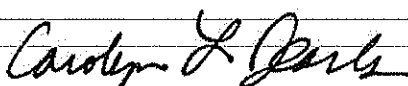
If you have any comments or questions, please do not hesitate to call.

Sincerely yours,

Accepted:

SIMPSON GUMPERTZ &amp; HEGER INC.

FOOTHILL DEANZA COMMUNITY  
COLLEGE DISTRICT PLANT SERVICES

  
Carolyn L. Searls, P.E. (CA, OR, WA, CO),  
LEED AP  
Senior Principal, Vice President  
I:\SF\Admin\Proposals\2012\SF12-0000687-JLT\_De Anza Flint  
DSA Close Out-Phase 2.docx  
cc: Roseanne Sciacchitano

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_



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Vendor: Ashron Construction and Restoration, Inc.  
Agreement Date: July 10, 2012  
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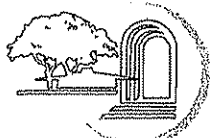
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Simpson Gumpertz & Heger  
ARCHITECT

The Landmark @ One Market  
Suite 600

San Francisco, CA 94105

Address

By: JONATHAN STAFFORD

Signature: [Signature]

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1109 N. Fair Oaks Ave.

Sunnyvale, CA 94089

Address

By: [Signature]

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Date: 8/16/12

CEERA CORRA

Foothill-De Anza Community College  
District

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12345 El Monte Road

Los Altos Hills, CA 94022

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By: Charles Allen

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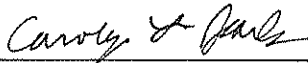
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Consultant

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Simpson Gumpertz & Heger



10 July 2012

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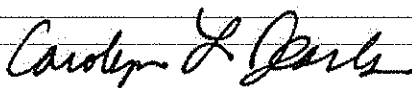
If you have any comments or questions, please do not hesitate to call.

Sincerely yours,

Accepted:

SIMPSON GUMPERTZ & HEGER INC.

FOOTHILL DEANZA COMMUNITY  
COLLEGE DISTRICT PLANT SERVICES



Carolyn L. Searls, P.E. (CA, OR, WA, CO),  
LEED AP  
Senior Principal, Vice President  
I:\SF\Admin\Proposals\2012\SF12-0000687-JLT\_De Anza Flint  
DSA Close Out-Phase 2.docx  
cc: Roseanne Sciacchitano

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## **Board of Trustees Agenda Item**

**Board Meeting Date:** September 10, 2012

**Title of Item:** Award Lease-Leaseback Preconstruction Services Agreement for the Foothill-De Anza Educational Center Project in Sunnyvale, CA

### **Background and Analysis:**

On December 7, 2009 and January 19, 2010, Charles Allen, Executive Director of Facilities, Operations and Construction Management, provided information briefings to the Board regarding the use of the Lease-Leaseback project delivery method, including the contractor selection process, for District projects. The briefings included a discussion of the legal aspects of the process as well as its risks and benefits. On February 6, 2012, the Board authorized the use of the Lease-Leaseback contractor selection process for the Foothill - De Anza Educational Center project in accordance with Education Code 81335.

Purchasing Services advertised the Lease-Leaseback Request for Qualifications/Request for Proposals (RFQ/RFP) #1469-801 for the Educational Center, Measure C Project #801, on February 21, 2012 and February 28, 2012. Purchasing Services also notified nine Builders Exchanges and Plan Rooms, and advertised in the San Jose Post Record. Notice of the RFQ/RFP was also posted online at "BidNet" at [www.govbids.com](http://www.govbids.com). Additionally, Purchasing Services notified several contractors about the RFQ/RFP opportunity. The District conducted a mandatory pre-submittal conference on March 7, 2012, and representatives from twenty-six (26) contractor companies attended the conference. On March 29, 2012, eighteen (18) companies submitted Statements of Qualifications (SOQ's) in response to RFQ/RFP #1469-801.

A Selection Committee was established that consisted of: Ron Deller, District Project Manager; Brenda Visas, Foothill College Director of Facilities & Special Projects; Casey Michaelis, Gilbane-MAAS Program Manager; Owen Letcher, Lionakis Architects Project Manager; Art Heinrich, District Bond Director; and Gina Bailey, Purchasing Services Senior Buyer. The Selection Committee invited the five (5) top-ranked companies to continue to the interview and RFP steps. Those top-ranked companies (in alphabetical order) were: C. W. Driver, Hathaway Dinwiddie Construction Company, Hensel Phelps Construction Co., Otto Construction, and Sundt Construction, Inc. The Selection Committee conducted interviews on June 1, 2012.

Responses to the RFP were received on July 10, 2012. All five (5) companies supplied responses to the RFP that included competitive fee proposals for preconstruction services, construction services, contractor's contingency, and contractor's overhead and profit. Based on the proposals provided in relation to the scores of the RFQ and the interviews, C. W. Driver had the score with the lowest cost per qualification point and earned the top ranking.

The Selection Committee recommends approval of C. W. Driver as the Lease-Leaseback contractor for the project and recommends award of a Preconstruction Services Agreement (see attached) to C. W. Driver so that it can develop a Guaranteed Maximum Price (GMP) for the demolition and construction phases of the project. C. W. Driver's fee for preconstruction services is \$179,381. The Preconstruction Services Agreement, paragraph VII(C and D), provides that the contractor will additionally be reimbursed for reproduction costs and costs for confirmation of existing site conditions, including investigative demolition and other on-site activities. C. W. Driver and District staff estimates that reimbursable services will not exceed \$150,000. The total cost of the Preconstruction Services Agreement is \$329,381.

It is anticipated that the project GMP will be developed in two phases to allow demolition of existing site improvements to proceed as early as possible. When District staff and C. W. Driver agree to a GMP and



schedule for demolition activities (and subject to transfer of ownership of the Onizuka Air Force Station property to the District) District staff plans to return to the Board of Trustees in early 2013 for award of the Site Lease and Facilities Lease agreements to C. W. Driver, authorizing demolition of existing site improvements. District staff will later seek approval of modifications to the lease agreements that will authorize construction of the project based upon DSA-approved construction documents within the agreed-upon duration for an amount not to exceed the GMP for construction. Under the lease agreements, the District will lease the land to C. W. Driver and C. W. Driver will agree to construct the project pursuant to the District's Construction Provisions and C. W. Driver's responses to RFQ/RFP #1469-801. The District will receive incremental title to the constructed property in accordance with payments made. The District will pay for and take title to all improvements no later than completion of construction of the Project, at which time the leases will be terminated.

**Recommendation:** Approve C. W Driver as the Lease-Leaseback contractor for the Foothill - De Anza Educational Center project and authorize Carmen Redmond, Director of District Purchasing Services, to finalize and award the attached Preconstruction Services Agreement for the project to C. W. Driver.

Submitted by:	Carmen Redmond – Director of Materials and Purchasing Services
Additional contact names:	Art Heinrich – Measure C Bond Projects Director, Charles Allen – Executive Director of Facilities, Operations, and Construction Management, Gina Bailey – Senior Buyer, Purchasing Services
Is backup provided?	Yes

**PRECONSTRUCTION SERVICES AGREEMENT  
FOR  
FOOTHILL-DE ANZA EDUCATIONAL CENTER  
FOOTHILL COLLEGE  
LOS ALTOS HILLS, CALIFORNIA**

This Agreement entered this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the Foothill-De Anza Community College District, a public entity of the State of California, hereinafter called "District" and C. W. Driver, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, the District desires to construct a new educational center at the site of the former Onizuka Air Force Station in Sunnyvale, California (the "Project");

WHEREAS, the Contractor and District desire to enter into a lease-leaseback arrangement for the construction of the project pursuant to Education Code section 81335;

WHEREAS, the Contractor desires to establish a Guaranteed Maximum Price prior to entering into a Site Lease Agreement and Facilities Lease Agreement;

WHEREAS, it is necessary and desirable that Contractor be engaged by District for the purpose of performing services hereinafter described:

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

1. Services to be performed by Contractor. In consideration of the payments hereinafter set forth, Contractor shall perform services for District in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A" attached hereto and by this reference made a part hereof. Contractor shall perform all the services described in Exhibit A for the sum not to exceed **\$329,381.00**.
2. Payments. In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", District shall make payment to Contractor in the manner specified in Exhibit "A".
3. Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of District, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.
5. Contract Term. This Agreement shall be in effect as specified in Exhibit "A". The District may terminate this contract at any time for any reason by providing 30 days notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all work provided to the date of termination.

6. Hold Harmless and Indemnification: To the fullest extent permitted by law, and in proportion to its own liability, the Contractor shall indemnify and save harmless the District, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) by reason of any failure to withhold and /or pay to the government income and/or employment taxes from earnings under this contract as made necessary by Section 530 of the Revenue Act of 1978, including but not limited to the concurrent active or passive negligence of the District, its officers, agents, employees or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Contractor to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778.4 of the California Civil Code.

Contractor's duty to defend shall be triggered by notice to Contractor that District has been served with a written claim, a demand for arbitration or a summons or complaint which alleges facts falling within the scope of Contractor's indemnity obligations.

7. Insurance. Insurance requirements are attached as Exhibit "I."

8. Non-Discrimination.

**A. General.** No person shall, on the grounds of race, color, national or ethnic origin, religious affiliation or non-affiliation, gender, marital status, sexual orientation, age, physical or mental disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

**B. Employment.** Contractor shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's personnel policies shall be made available to District upon request.

9. Substitutions: If particular people are identified in Exhibit "A" as working on this contract the Contractor will not assign others to work in their place without written permission from the District Purchasing Agent. Any substitution shall be with a person of commensurate experience and knowledge.

10. Sole Property of the District: Any system or documents developed, produced or provided under this contract shall become the sole property of the District. Notwithstanding any other provision herein, any intellectual property discovered or developed by Contractor in the course of performing or otherwise as a result of its work hereunder shall be the sole property of the District.

11. Expenditure Of Public Funds. Contractor agrees to comply with Government Code Section 8546.7 which provides that the contracting parties for any contract involving expenditure of public funds in excess of \$10,000.00 shall be subject to examination and audit by the State Auditor for a period of three (3) years after final payment under the contract.

12. Confidentiality. In performing its duties hereunder the Contractor may from time to time gain incidental access to confidential information and records including student record information as defined by 20 USC section 1232g. The parties agree that such incidental access is not a provision or conveyance or disclosure to Contractor of student record information in violation of section 1232g or of any similar state law. Contractor agrees that if in the performance of its duties it does obtain such access it shall refrain from any removal, use or disclosure to any third

person of such information and records and shall take any and all necessary affirmative steps to maintain the confidentiality, and avoid such removal, use or disclosure, whether intentional or inadvertent, of such records and information.

13. Merger Clause. This Agreement, including Exhibit "A" attached hereto and incorporated herein by reference, constitutes the sole agreement of parties hereto and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the District Purchasing Agent. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit "A" attached hereto, the terms, conditions or specifications set forth herein shall prevail.

C. W. DRIVER

By \_\_\_\_\_  
Authorized Contractor Signature and Date

\_\_\_\_\_  
Contractor's Tax I.D. Number

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Authorized signature and Date

Charles Allen, Executive Director  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022

September 10, 2012  
Date Approved By Board of Trustees

## **Exhibit "A" to Preconstruction Services Agreement**

### **Scope of Services and Payment LEASE LEASEBACK PRECONSTRUCTION SERVICES for FOOTHILL-DE ANZA EDUCATIONAL CENTER**

- I. GENERAL: Working closely with the District, the Architect and the Project Manager, the Contractor shall perform Preconstruction Services to prepare a Guaranteed Maximum Price (GMP) for demolition & site preparation and construction of the Foothill-De Anza Educational Center, located in Sunnyvale, California.
  - A. Definitions shall be those contained in the Construction Provisions, Exhibit D of the Facilities Lease.
  - B. The following Attachments are a part of this Agreement:
    1. Site Lease, dated February 16, 2012;
    2. Facilities Lease and Exhibits, dated February 16, 2012;
  - C. The Contractor shall conduct meetings related to the scope of services of this Agreement and shall prepare and distribute agendas before the meeting and meeting minutes after the meetings, shall attend Project-related meetings requested by District and College personnel, and shall attend District Board of Trustees meetings related to the Project.
    1. The Architect will prepare agendas and meeting minutes of design meetings conducted by the Architect and attended by the Contractor at the offices of the Architect or the District.
  - D. The Contractor shall participate in activities and provide documentation required by the USGBC (U.S. Green Building Council) to achieve the Council's LEED Gold certification for the Project.
  - E. The District will provide design documents to the Contractor for use in completing the work of this Agreement.
    1. Design documents will be provided at each phase of design that requires Contractor review and/or preparation of an estimate. Three (3) sets of printed documents and two discs with documents in electronic format will be provided to the contractor in each case.
    2. Reproducible design documents will be provided to the Contractor for Bidding Services for duplication by the Contractor for that portion of the work. Electronic format distribution of documents for bidding is strongly encouraged over distribution of printed copies.

**II. DESIGN & PRE-BID SERVICES:** The Contractor shall provide the following services and any related services needed to develop a Guaranteed Maximum Price for construction of the Project.

- A. Review Project background documents including, but not limited to, the Mitigated Negative Declaration for the project, programming and design documents, geotechnical investigations, Project Stabilization Agreement, surveys, estimates, schedules and requirements of regulatory authorities, and become familiar with the site by observation.
- B. Prepare a preconstruction activity schedule, in a scheduling format approved by the District, of all preconstruction activities, including design completion, regulatory agency permits, bidding, entitlement, required Board of Trustees actions and other project-related issues and activities, and update the schedule as necessary to reflect the most recent project developments and construction activities. At a minimum, update the schedule at each major design milestone.
- C. Monitor regulatory approvals required during the design phases.
- D. Services Related to Demolition & Site Preparation:
  - 1. Review Project Construction Documents for constructability, completeness, clarity, consistency and coordination, and make recommendations to the Architect for improvement or completion.
  - 2. Develop alternative strategies related to demolition and preparation for construction activities that will follow demolition.
    - a. Confer with the District and Architect to define the scope of initial demolition and to define site improvements to remain and to be removed with later construction phases (such as existing fencing, paving and utilities).
    - b. Develop strategies to minimize demolition costs and to maximize the value of salvage, and diversion of materials from landfill.
    - c. Assist the District and Architect to develop bid alternates (deductive or additive) to maximize value or to determine costs of alternative approaches.
  - 3. Based upon available Construction Documents and site observations, prepare a cost estimate to determine the Project's anticipated GMP.
    - a. Prepare the estimate in a format consistent with Exhibit "D" Estimating Standards.
    - b. Previous estimates prepared by the Architect and/or other consultants will be provided to the Contractor for information.
    - c. Advise the District on an amount to be included in the GMP as the Demolition Allowance for Unforeseen Conditions (see Construction Provisions 2.21).

4. Develop the draft Preliminary Construction Schedule for the demolition & site preparation phase of the Project in the format required article 8.3.1 of the Construction Provisions.
  - a. The duration of the draft Preliminary Construction Schedule shall be the same as that for the District's Proposed Construction Schedule (Exhibit "C") unless otherwise agreed upon in writing by the Contractor and the District.
  - b. The District, the Architect and the Project Manager will review the draft Preliminary Construction Schedule and respond with comments prior to approval of the GMP and award of Leases.
5. Investigate Project site conditions to confirm all existing conditions in preparation for bidding and the Work of demolition & site preparation, including locating and coordinating utilities and points of connection. Make recommendations for corrections to the Architect's Construction Documents if required, and prepare clarifications to bidders as needed to clearly define the scope of the Work. Reasonable costs for investigation requiring field labor and/or use of subcontractors will be reimbursed to the Contractor in accordance with Article VII, paragraph D. It is recognized that the Contractor is not a licensed engineer and shall not be responsible for determining the extent and nature of contamination or geotechnical investigation necessary or appropriate to the Project; the Contractor shall provide input to the District regarding such issues in its role as an experienced contractor only.
6. Provide site security improvements such as fencing, barriers and signage. Maintain security improvements under this Agreement until the GMP has been established and the Leases become effective. The cost of the improvements will be reimbursed to the Contractor in accordance with Article VII, paragraph D.
7. Prepare a Site Utilization Plan indicating site work limits and operational limitations, and assist the Architect and District in preparation of Division 1 specifications affecting site utilization.
8. The Demolition & Site Preparation Budget is \$4,500,000.00.
  - a. The Demolition & Site Preparation Budget is the amount estimated to be required to complete demolition and preparation of the site for construction of the Educational Center, specifically including all costs required to be included in the GMP by Article IV, paragraph A of this Exhibit A.
  - b. The Demolition & Site Preparation Budget does not include the District's Construction Contingency Fund, site acquisition costs, design fees, or the Contractor's fees for the Preconstruction Services included in this Agreement.
  - c. The Demolition & Site Preparation Budget may be modified by the District. The District will notify the Contractor in writing of any such modification.

E. Services Related to Construction of the Educational Center

1. Work with the Architect in reviewing and developing the construction documents.
  - a. The Architect will issue design documents for review at each phase requiring a cost estimate and will consolidate and track input from the Contractor, District, Project Manager and other reviewers.
  - b. The Contractor shall review the design documents at each phase, making recommendations to the Architect, appropriate to the level of design, regarding constructability, construction materials, methods, systems, phasing, schedules, and costs.
  - c. The Contractor shall conduct full and complete constructability reviews at 50% and 100% Construction Documents.
2. During the design phases, respond to requests from the Architect for informal cost analysis, including comparisons between materials or systems being considered for inclusion in the Project design.
3. Prepare construction cost estimates and evaluate the cost estimates against the Project Construction Budget at each milestone listed below. Recommend, if necessary, the appropriate action to correct and/or avoid potential cost overruns.
  - a. Develop the construction cost estimates in a format consistent with Exhibit "D", Estimating Standards.
4. Construction cost estimates shall be developed/updated and submitted to the District by the Contractor, with copies to the Architect and Project Manager, at each of the following design phases:
  - a. 100% Schematic Design
  - b. 100% Design Development
  - c. 50% and 100% Construction Documents
5. After preparation of each cost estimate, conduct meetings with the Architect and the Architect's estimator to compare estimates prepared by each party and to reconcile differences in the estimates in collaboration with the District and the Project Manager.
6. The Contractor and the Architect shall be jointly responsible for designing and bidding the Project to cause it to be constructed within the Project Construction Budget. The Contractor shall:
  - a. Cooperate with the Architect, the District and the Project Manager so that the Project meets the Construction Budget at each design phase.



- b. Suggest alternative materials, systems and solutions to improve value to the District and/or reduce project cost.
  - c. Assist the District and Architect to develop bid alternates (deductive or additive) to control Project costs and to enable full utilization of the project budget.
  - d. Conduct meetings related to cost control (value engineering) as needed to maintain the Project Construction Budget.
  - e. Notify the District and the Architect of unintended effects that may result from design changes or cost reductions made to control costs.
7. Authorization to proceed with the next step in the design or bidding process is contingent upon the District's written acceptance of the building cost estimates prepared by the Contractor, as reconciled with the Architect's estimate and compared to the Project Construction Budget.
8. The Education Center Project Construction Budget is \$20,500,000.00.
- a. The Educational Center Construction Budget is the amount of funding allocated by the District for construction of the work of the Project remaining after demolition and site preparation, specifically including all costs required to be included in the GMP by Article IV, paragraph A of this Exhibit A.
  - b. The Educational Center Construction Budget does not include the District's Construction Contingency Fund, site acquisition costs, design fees, or the Contractor's fees for the Preconstruction Services included in this Agreement.
  - c. The Educational Center Construction Budget does not include the cost of providing furniture, fixtures and equipment (FF&E) not specifically included in the Project.
  - d. The Educational Center Construction Budget may be modified by the District. The District will notify the Contractor in writing of any such modifications.
9. Develop a draft of the Preliminary Construction Schedule for Project in the format required by the Construction Provisions.
- a. The duration of the draft Preliminary Construction Schedule shall be the same as that for the District's Proposed Construction Schedule (Exhibit "C") unless otherwise agreed upon in writing by the Contractor and the District.
10. Confirm Project site conditions, including locating and coordinating utilities and points of connection, and make recommendations for corrections to Architect's Construction Documents if required. Reasonable costs for investigation requiring field labor and/or use of subcontractors will be reimbursed to the Contractor in accordance with Article VII, paragraph D.

11. Prepare a Site Utilization Plan indicating site work limits and operational limitations, and assist the Architect and District in preparation of Division 1 specifications affecting site utilization.
- F. Prepare Subcontractor Bid Packages for Demolition & Site Preparation and Educational Center Construction :
1. Develop the most logical, competitive, seamless and distinct subcontractor bid packages with all scopes of work included in the packages.
  2. Develop bidding and demolition strategies to minimize the cost of demolition and to maximize reuse, salvage or recycling value of existing site elements.
  3. Include bid alternates approved in writing by the District (deductive or additive) in subcontractor bid packages to control Project costs and to enable full utilization of the project budget, such that the resulting GMP, including applicable bid alternates, is less than, but close to, the Project Construction Budget.
  4. When offsite permit fees are required by the City of Sunnyvale or other jurisdictions, direct subcontractors to include such fees in their bid amounts.
  5. When requested by the District, include bidding instructions to allow costs of the Work of separate building and/or site areas to be determined and tracked separately.
  6. Use applicable requirements of the Construction Provisions for soliciting subcontractor bid packages, and develop (with the District's participation and subsequent review) Additional Provisions that address specific requirements for bid packages, schedule, and the responsibilities of all parties. The Additional Provisions and its attachments may include requirements for the Contractor's programs to promote safety and quality, or for other Contractor-initiated programs.
  7. Include the draft Preliminary Construction Schedule and the Site Utilization Plan in all subcontractor bid packages.
  8. Do not allow the subcontractors to include any construction contingency or allowances in their bids. Include Contractor's Contingency only in the Contractor's GMP calculation.
  9. Determine the number and make-up of the subcontractor bid packages and review the proposed subcontractor bid documents and subcontractor agreements with the Project Manager, Architect and the District.
  10. Pre-qualify all major subcontractors (at least mechanical, electrical, plumbing and those subcontractors whose estimated value of the work is over five percent of the Project Construction Budget) using reasonable public notification, qualification criteria and standards. The prequalification process shall utilize a standard questionnaire for applicants and a uniform rating system

to determine qualification, and shall include an appeal process for applicants initially deemed not to be qualified. Provide a list of prequalified subcontractors to the District.

- G. If electronic distribution of bid packages is not utilized by the Contractor, obtain competitive quotations for the printing and reproduction of bid sets, review those quotations with the District, and purchase the sets from the selected printer. The cost of reproduction will be reimbursed to the Contractor in accordance with Article VII, paragraph C.

III. BIDDING SERVICES: The Contractor shall provide all services required to obtain subcontract prices in order to determine the GMP for demolition & site preparation and for completion of the Project, including all of the following:

1. Solicit and competitively bid subcontractor bid packages complying with the Construction Provisions and the Additional Provisions.
2. Provide the District with a list of at least six (6) prequalified subcontractors for each bid package, unless fewer subcontractors are approved in writing by the District.
3. Encourage subcontractor participation in order to receive a minimum of three (3) sealed bids for each bid package. If fewer than three bids are received for a bid package, the District reserves the right to require the Contractor to rebid or seek bids from additional subcontractors, at no additional cost to the District.
4. If the Contractor proposes to self-perform portions of the work totaling more than one-half of one percent of the GMP, the Contractor shall solicit at least three (3) proposals for that scope of work from other prequalified subcontractors who have been approved by the District.
5. Issue subcontractor bid packages to prequalified subcontractors. Bidders shall be encouraged to suggest cost saving ideas to their proposals, but separate from their bid prices.
6. Receive questions from bidders, send copies of all questions to the Project Manager and the Architect, and coordinate the preparation of responses to the questions by the Architect and/or District and Project Manager.
7. Conduct site tour(s) for subcontractors to view the site prior to bidding.
  - a. Accompany all visiting bidders with a responsible member of the Contractor's staff.
  - b. Require staff members and bidders visiting the site to wear appropriate clothing and to conduct themselves in a safe manner appropriate to site conditions.

- c. Secure all buildings and all areas of the site when not occupied by the Contractor.
- 1. If selective exploratory demolition or other site investigation is needed to define site conditions, or is requested by bidders, arrange for such work to be completed, as approved by the District. Reasonable costs for investigation requiring field labor and/or use of subcontractors will be reimbursed to the Contractor in accordance with Article VII, paragraph D.
- 8. Issue Addenda to the subcontractors with copies sent to the Architect, District and Project Manager.
- 9. Receive sealed bids from subcontractors for each bid package the Contractor does not propose to self-perform. Open the sealed bids in the presence of representatives of the District, the Architect and the Project Manager.
- 10. For bid packages proposed to be self-performed by the Contractor, arrange for the District to receive sealed bids from the Contractor and from subcontractors. A District representative will open the sealed bids in the presence of representatives of the Project Manager, Architect and Contractor.
- 11. Review all bids with the District, Architect and Project Manager and identify the lowest responsive and responsible bidder for each bid package, including alternates. The Contractor shall not disqualify the apparent responsive and responsible low bidder without clear cause.
- 12. If protests or challenges from bidders are received by the Contractor, notify the District and Project Manager within twenty-four (24) hours of receipt of a protest or challenge. The District will notify the Contractor in similar manner if protests or challenges are received by the District or Project Manager.
- 13. Confirm and document bidders' compliance with the Project Stabilization Agreement.
- 14. Review the scope of work of each recommended subcontractor to confirm that no ambiguities, omissions or conflicts between bid packages occur. If ambiguities, omissions or conflicts are found, take appropriate steps to resolve them.
- 15. If the GMP resulting from the subcontractor bids, including use of all deductive bid alternates, exceeds the Project Construction Budget, the Contractor shall recommend cost reductions and/or additional bid alternates and shall, at no additional cost to the District, re-issue bid packages in order to reach the Budget.

IV. GUARANTEED MAXIMUM PRICE & CONSTRUCTION SCHEDULE: Based upon bids accepted by the Contractor, and applying the percentage fees and lump sum costs proposed by the Contractor in the Request for Proposal (RFP) to the actual Direct Cost of the Work, the Contractor shall prepare a Guaranteed Maximum Price (GMP) for demolition & site preparation and for Educational Center construction and shall complete the Preliminary Construction Schedule for each of the phases.

A. Include the following in the GMP:

DEMOLITION & SITE PREPARATION

1. Direct Cost of the Work (See Article V below)
2. Contractor's Construction Services
3. Contractor's Overhead & Profit
4. Contractor's Contingency Fund
5. Demolition Allowance for Unforeseen Conditions

EDUCATIONAL CENTER CONSTRUCTION

1. Direct Cost of the Work (See Article V below)
2. Contractor's Construction Services
3. Contractor's Overhead & Profit
4. Contractor's Contingency Fund

- B. The Contractor shall execute the Non-collusion Declaration (Exhibit "B") as a part of its GMP submission.
- C. Initial Project Schedule: Complete the Preliminary Construction Schedule as required by Construction Provisions Article 8.3.1 and submit the schedule to the Project Manager and District for review in accordance with Construction Provisions Article 8.3.2.
- D. Agreement on a Guaranteed Maximum Price & Project Schedule: If the District and Contractor agree to a Guaranteed Maximum Price and to Project Milestone dates (if any) and completion dates indicated in the Preliminary Construction Schedule, the District will award Site Lease and Facilities Lease agreements to the Contractor to complete the Project within the agreed-upon duration for an amount not to exceed the GMP.
- E. The Contractor, by signing this Agreement, agrees to execute the Site Lease and Facilities Lease agreements with the District, and to honor fees proposed by the Contractor in response to the Request for Proposal.
- F. The Contractor shall, with reasonable diligence, ensure that the Construction Documents are free of ambiguities, conflicts, or omissions in the subcontractor bid packages, and shall guarantee to the District that the total project shall be completed for a sum not to exceed the Guaranteed Maximum Price (including the Contractor's Contingency Fund and the Demolition Allowance for Unforeseen Conditions) within the durations of the Preliminary Construction Schedule.

- G. Once the District executes the Leases and issues a Notice to Proceed for the Project, within thirty (30) calendar days the Contractor shall enter into subcontract agreements with all subcontractors selected and shall provide a list of those subcontractors to the District, indicating which subcontracts are for base contract work that has a value in excess of one half of one percent of the amount of the GMP. Any proposed subcontractor substitution thereafter shall be made in conformance with the requirements and procedures set forth in Public Contract Code sections 4100 et seq.
  - H. If the District and Contractor fail to agree to a GMP, the District may terminate this Agreement and proceed with the construction phase through other means or may choose not to construct the Project. Bid packages, bids, and other documents prepared by the Contractor or received in response to the Contractor's bidding services shall become the property of the District.
- V. DIRECT COST OF THE WORK: The term "direct cost of the work" shall mean costs necessarily incurred by the Contractor in the proper performance of the work, but not including Contractor's Construction Services, Contractor's Contingency or Overhead and Profit. The Direct Cost of the Work shall include the following items:
- A. Labor Costs:
    - 1. Wages of construction workers directly employed by the Contractor to perform the construction of the work at the Site or, with the District's agreement, at off-site workshops.
    - 2. Actual costs paid or incurred by the Contractor for taxes, insurance, contributions, assessments and benefits, associated with the construction workers directly employed by the Contractor, and as required by law.
  - B. Subcontractor Cost: Payments made by the Contractor to Subcontractors in accordance with the requirements of the subcontracts.
  - C. Cost of Materials and Equipment Required to Complete the Work: Actual costs, including transportation of materials and equipment incorporated or to be incorporated in the completed Work, including costs of materials in excess of those actually installed but required to provide reasonable allowance for waste and for spoilage, but not including equipment or tools used in the Work having a replacement value of \$500 or less.
  - D. Cost of Removal of Materials: Actual costs, including transportation, fees and lawful disposal of materials to be removed from the Project site.

E. Cost of Other Materials and Equipment and Related Items:

1. Actual costs, including transportation, installation, maintenance, dismantling and removal of materials, supplies, machinery, equipment, and hand tools not customarily owned by the construction workers, which are provided by the Contractor at the Site and fully consumed in the performance of the work.
2. Costs of removal of debris from the site.

F. Miscellaneous Costs:

1. Sales, use or similar taxes imposed by a governmental authority which are related to the work and for which the Contractor or District is liable.
2. Fees of testing laboratories for tests required by the Contract Documents to be performed by the Contractor, except those related to defective or nonconforming work for which reimbursement is excluded by the Contract Documents.
3. Cost of surveys if required for the work.

G. Other Costs: Other costs incurred in the performance of the Work if and to the extent approved in advance in writing by the District.

VI. TIME:

- A. The services of this Agreement shall be completed by the Contractor no later than XXX days after a notice to proceed is issued to the Contractor by the District.
- B. The length of this Agreement shall be 540 calendar days to allow for administrative closure of the Agreement; all invoices from the Contractor must be submitted for payment 45 days before termination of the Agreement.

VII. FEE & PAYMENT

- A. The services of this Agreement shall be completed by the Contractor according to the schedule stated in Article VI for the fee stated below.
- B. Compensation for miscellaneous costs incurred in completing the scope of work of this Agreement shall be included in the Contractor's lump sum fee, including elements such as, but not limited to, travel and lodging, mileage incurred, reprographics other than bid printing, computer plotting, reproductions, courier, telephone and FAX charges.
- C. The following Reimbursable Expenses are not included in the lump sum compensation for services and will be reimbursed at the Contractor's actual cost, and shall not exceed the amount stated below.

1. **Reproduction Costs:** Reproduction costs of required plans, specifications, bid and contract documents beyond those described above, including all bid sets, addenda, or other District-requested reproduction costs.
  2. **Other Costs:** Cost of additional miscellaneous services requested by the District.
- D. The following Reimbursable Expenses are not included in the lump sum compensation for services and will be reimbursed at the Contractor's actual cost plus a twelve percent (12%) markup, and shall not exceed the amount stated below.

1. **Investigation and Confirmation of Site Conditions:** Cost of field labor, material, equipment and other Direct Costs incurred by the Contractor to investigate and confirm site conditions, and for selective demolition requested by bidding subcontractors or the District.
2. **Security Improvements:** Cost of field labor, material and equipment and other Direct Costs incurred by the Contractor to construct, install and maintain site security improvements such as fencing, barriers and signage.
3. **Other activities approved by the District requiring field labor and/or use of subcontractors.**

- E. Perform the services of this Agreement for the following fee:

Preconstruction Services (Lump Sum)	\$ 179,381.00
Reimbursable Expenses (Not to Exceed)	<u>\$ 150,000.00</u>
<b>TOTAL FEE</b>	<b>\$ 329,381.00</b>

- F. Payment for Preconstruction Services will be made by the District to the Contractor monthly in proportion to completion of services, based upon a schedule of values agreed upon between the Contractor and the District. Payment for Reimbursable Expenses will be made monthly upon submission of acceptable documentation of expenditure.

1. Submit payment applications to:

Susan Moore  
Gilbane/MAAS  
c/o Foothill College  
12345 El Monte Road  
Los Altos Hills, CA 94022

**End of Exhibit A**



**Exhibit "B" to Preconstruction Services Agreement**

**NON-COLLUSION DECLARATION**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_,  
(Date)

at \_\_\_\_\_,  
(City) (State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

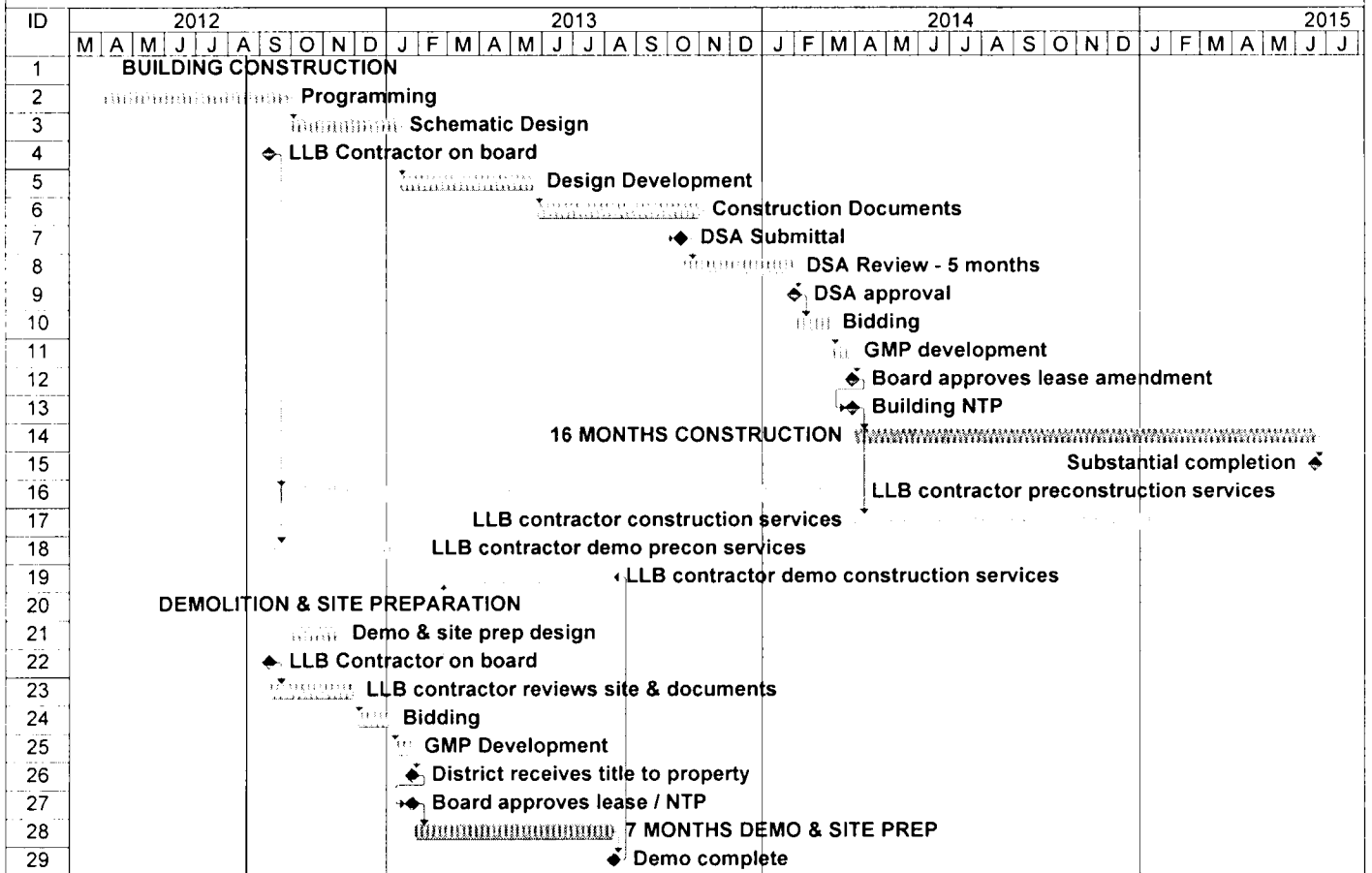
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(Name Printed or Typed)

\_\_\_\_\_  
(City, State)

(\_\_\_\_\_) \_\_\_\_\_  
(Area Code and Telephone Number)

# PROPOSED CONSTRUCTION SCHEDULE - EXHIBIT "C"

FOOTHILL DE ANZA EDUCATIONAL CENTER



## **EXHIBIT "D" TO PRECONSTRUCTION SERVICES AGREEMENT**

### **ESTIMATING STANDARDS**

#### **I. GENERAL:**

- A. Both the Contractor and the Architect shall prepare statements of probable cost (estimates) for the Project at the design phases stated in the Contractor's Preconstruction Services Agreement and the Architect's design agreement with the District.
- B. The intent of these Estimating Standards is to provide consistency between estimates; to ensure that assumptions, exclusions and inclusions considered by estimators are consistent with the intent of the Architect's design; and to ensure that contingencies for design, construction and escalation assumed by different estimators are consistent.
- C. The provisions of these Standards apply to both the Architect and the Contractor.
- D. The Architect, Contractor, District and Project Manager shall confer prior to beginning the first estimate to confirm procedures and formats.
- E. Prepare estimates that include detail corresponding to the level of design completion, with increasing detail as the design progresses.
- F. Establish internal estimating design allowances consistent with good professional practice and appropriate to the phase of design; larger design allowances used at early phases should diminish to zero in the final estimate.

#### **II. FORMAT:**

- A. Prepare estimates in a Unifmat format. If required for purposes of comparison and reconciliation, allow for a CSI (Construction Specifications Institute) format summary.
- B. Provide an introductory section that includes a project description including building and site areas; list of documents used in the estimate; items included and excluded from the estimate; other assumptions, exclusions and clarifications; applicable design allowances and escalation allowances; allowances for undefined work; additive and deductive alternates; type of estimate (Schematic Design, Design Development or Construction Documents); and other information pertinent to the estimate.

- C. Provide an overall construction cost summary that corresponds to elements of the Contractor's Guaranteed Maximum Price (GMP) breakdown:
- Direct Cost of the Work
  - Contractor's Construction Services
  - Contractor's Overhead & Profit
  - Contractor's Contingency Fund
  - District's Allowances (if applicable)
1. The Architect is advised that costs that are often considered "general conditions" and assigned a percentage value are spread among the elements listed above, and must be allocated to the correct element to allow comparison.
  2. Do not include a contingency allowance for change orders which may occur during construction; the District carries a construction contingency in an overall project budget.
  3. Provide a summary of the total estimated cost, including proposed additive or deductive alternates, as compared to the District's Project Construction Budget. The Project Construction Budget is the amount of funding allocated by the District for construction of the Project, specifically including the costs listed above.
- D. Provide a construction cost summary for each major portion of the work in Unifmat or CSI format, as agreed between the Architect and Contractor.
- E. Provide backup sheets for each division of work to include the basic information of description, quantities, units, and unit prices. Provide backup sheets for additive or deductive alternates being considered for inclusion in the Project.
- F. If the Project includes renovation/addition and new work, provide estimates for each separately, using the same formatting.

END OF DOCUMENT

## **Exhibit "I" to Preconstruction Services Agreement**

### **INSURANCE REQUIREMENTS**

The Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by the District. The Contractor shall furnish the District with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the District of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. The insurance carrier shall have a Best Rating of A-VII or better unless otherwise approved by the District's Risk Management Division.

The Contractor shall indemnify, defend and hold the District, its Board of Trustees, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of Contractor's performance of the work contemplated by this Agreement. Acceptance of this Agreement constitutes that the Contractor is not covered under the District's general liability insurance, employee benefits or worker's compensation. It further establishes that the Contractor shall be fully responsible for such coverage. Contractor shall maintain in force, throughout the term of this Agreement, insurance as follows:

**Worker's Compensation and Employer Liability Insurance:** The contractor shall have Worker's Compensation (statutory limits) and Employers' Liability insurance with limits not less than \$1,000,000 each accident, \$1,000,000 employee and \$1,000,000 each disease, provided that Contractor has employees as defined by the California Labor Code;

**Commercial Liability Insurance:** The Contractor shall have Commercial Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage, including coverages for contractual liability, personal injury, broadform property damage, independent contractors, products and completed operations;

**Commercial Automobile Liability Insurance:** The Contractor shall Commercial Automobile Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired vehicles, as applicable;

**Professional Liability Insurance:** The Contractor shall have Professional Liability insurance where applicable, with limits not less than \$1,000,000 each claim/annual aggregate, with respect to coverage for errors and omissions arising from professional services rendered under this Agreement, with any deductible not to exceed \$25,000 each claim.

If any of the required insurance is written on a claims-made coverage form, such insurance shall be maintained for a period of three (3) years following termination of this Agreement. General and Automobile liability policies shall include as Additional Insureds, the District, its officers, agents, employees and servants, shall be primary to any other insurance or self-insurance available to the Additional Insureds and shall apply separately to each, except the inclusion of Additional Insureds shall not operate to increase the required limits of such insurance. Contractor shall not commence work under this Agreement until required insurance has been obtained

In the event that any provision of this section is breached, or in the event that any notice is received which indicates that any required insurance coverage will be diminished or cancelled, the District at its option may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.