

## **SECTION I. REQUESTS FOR PROPOSAL (RFP)**

The Santa Ana Watershed Project Authority (SAWPA) will receive proposals until **April 15, 2021 at 2:00 p.m.** Proposals must be received by SAWPA by the date and time herein above set forth. Deliver (prior appointment required) or mail proposals to 11615 Sterling Avenue, Riverside, California 92503. SAWPA is not responsible for any postal carrier delays. Due to COVID-19 precautions, proposals can also be e-mailed in PDF format to [cquintero@sawpa.org](mailto:cquintero@sawpa.org).

### **REQUEST FOR PROPOSAL INLAND EMPIRE BRINE LINE ON-CALL LAND SURVEYING SERVICES**

The Santa Ana Watershed Project Authority (SAWPA) is seeking proposals from qualified surveyors to provide on-call services for various land surveying needs for the Inland Empire Brine Line (Brine Line), a regional brine sewer serving portions of Riverside and San Bernardino counties.

The purpose of this Request for Proposal (RFP) is to provide SAWPA with the ability to obtain assistance within a short response time for various land surveying needs.

Written questions shall be addressed to Carlos Quintero at [cquintero@sawpa.org](mailto:cquintero@sawpa.org) no later than 5:00 p.m. on April 8, 2021. No pre-proposal meeting will be held.

#### **ATTENTION OFFERORS**

In addition to the above RFP, this package includes the following. If any items are missing from your proposal package, please contact SAWPA at (951) 354-4220.

General Provisions

Contract Provisions

Proposal Format & Content

Evaluation Procedures

Evaluation Criteria

Attachment A: \*Cost Proposal Form

Attachment B: \*Non-Collusion Affidavit

Attachment C: \*Acknowledgement of Insurance Requirements

Attachment D: General Services Agreement (GSA) with Task Order Terms and Conditions

Attachment E: Scope of Services

\*These pages must be submitted and sealed under separate cover.

Please note new Department of Industrial Relations requirements regarding the Public Works Contractor Registration Program:

<http://www.dir.ca.gov/public-works/PublicWorksSB854.html>

## SECTION II. GENERAL PROVISIONS

The following general proposal provisions, contract provisions, proposal format and content, evaluation procedures, evaluation criteria, all attachments, General Services Agreement Terms and Conditions (Attachment D), scope of services (Attachment E) including appendices provided herein shall apply to all proposals.

**A. Request for Proposal, Forms, and Certificates.** All forms and certificates shall be completed in full with all blank spaces properly filled in using ink or typewriter. The Cost Proposal Form shall be properly executed by a duly authorized agent of the firm or company. Facsimile (FAX) transmission of proposals will not be accepted. The following items 1-6 listed below shall be included within the submitted package:

1. Letter of Offer (Section IV)
2. Technical Proposal (Section IV)

Items 3-6 listed below shall be submitted and sealed in a separate envelope within the submittal package:

3. Cost Proposal Form (Attachment A)
4. Non-Collusion Affidavit (Attachment B)
5. Acknowledgement of Insurance Requirements (Attachment C)
6. Acknowledgement of all Addendum Confirmation Forms, if applicable

**B. Proposal Validity.** Proposals submitted hereunder shall be valid for a period of not less than 90 calendar days from the date of submittal.

**C. Disqualification of Proposals.** More than one proposal from any person, firm, partnership, corporation or association under the same or different names will not be accepted and reasonable grounds for believing that any Offeror is interested in more than one proposal will be cause for rejecting all proposals by that Offeror in which such Offeror is interested. Apparent collusion among the Offerors will likewise be sufficient cause for rejecting any or all proposals, and the participants in such collusion may be eliminated from future proposing. The enclosed Non-Collusion Affidavit must be executed and submitted with the proposal (Attachment B).

Proposals in which the prices obviously are unbalanced may be rejected. The wording of the proposals shall not be changed. Any additions, conditions, limitations, or provisions inserted by the Offeror will render the proposal irregular and may cause its rejection. Erasures or interlineation in the proposal must be explained and initiated by the Offeror. SAWPA reserves the right to reject any and all proposals, extend deadlines, and enter into negotiations with any Offeror.

**D. Receipt of Proposals.** Three (3) hard copies of the proposal plus one (1) original proposal must be received in a sealed package at SAWPA's lobby by the time and date called for. In addition, SAWPA requires one (1) electronic copy of the proposal in PDF format. All proposal packages must have the specification number clearly marked on the outside of the envelope.

Any proposal(s) received after the time and date stipulated will be disqualified and returned to the Offeror(s), showing time and date received at SAWPA. The official time is as indicated at the SAWPA reception desk.

**E. Addenda.** Any SAWPA change to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Contract. SAWPA will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offerors are not entitled to rely on any oral representations made by SAWPA or its employees and agents.

**F. Clarifications.** Should an Offeror require clarification of this RFP, the Offeror shall notify SAWPA in writing in accordance with Section G below. Should it be found that the point in question is not clearly and fully set forth, SAWPA will issue a written addendum clarifying the matter which will be sent to all persons who have requested the RFP.

**G. Inquiries.** Prospective Offerors are required to put all RFP questions, clarifications or comments in writing to Carlos Quintero via e-mail at [cquintero@sawpa.org](mailto:cquintero@sawpa.org). Questions, clarifications or comments must be received no later than April 8, 2021 at 5:00 p.m. The Offerors must verify that SAWPA received the e-mail transmission.

### SECTION III. CONTRACT PROVISIONS

**A. Contract.** SAWPA will require the Offeror to whom the contract is awarded ("Awarded Service Provider") to enter into a General Services Agreement and a Task Order binding all the terms, conditions and provisions of the specifications defined in the Proposals and associated documents. **The General Services Agreement will be valid through June 30, 2023 with an option for a one-year extension (through June 30, 2024).**

**B. Assignment of Contract.** This contract shall not be assigned by Service Provider without prior written authorization from SAWPA.

**C. Award.** SAWPA may negotiate contract terms with the tentatively selected Offeror prior to award, and expressly reserves the right to negotiate with several Offerors simultaneously and, thereafter, to award a contract to the Offeror offering the most favorable terms to SAWPA.

SAWPA reserves the right to award its total requirements to one (1) Offeror or to apportion those requirements among several Offerors as SAWPA may deem to be in its best interest. In addition, negotiations may or may not be conducted with Offerors; therefore, the proposal submitted should contain Offeror's most favorable terms and conditions, since the selection and award may be made without discussion with any Offeror. SAWPA reserves the right to award the contract to the Offeror it believes, in its sole discretion, is the most qualified, and may not award the contract to the apparent lowest Offeror.

**D. No Commitment to Award.** This RFP is not an offer. Issuance of this RFP and receipt of proposals does not commit SAWPA to award a contract. SAWPA expressly reserves the right to postpone the proposal opening, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Offeror concurrently, or to cancel all or part of this RFP.

**E. Contract Term.** The services provided under this Contract shall be completed as outlined in the Scope of Work.

**F. Governing Law.** The Contract with the Awarded Service Provider shall be governed by the laws of the State of California.

**G. Termination.** SAWPA reserves the right to terminate the Contract, in whole or in part, without cause, at any time, by written notice to Awarded Service Provider. Such notice of termination shall release SAWPA from any further liability, fee, cost or claim by the Awarded Service Provider other than for work performed to the date of termination. Upon receipt of a termination notice, the Awarded Service Provider shall immediately discontinue all work under the Contract (unless the notice directs otherwise). SAWPA shall thereafter, within thirty (30) days of receipt of a valid invoice, pay the Awarded Service Provider for unpaid work performed to the date of termination.

**H. Payment and Invoicing.** Upon approval by an authorized SAWPA employee, SAWPA will pay, within 30 days after receipt of valid, itemized invoices, submitted in duplicate, in a form acceptable to SAWPA to enable audit of the charges thereon. All such invoices shall be mailed to SAWPA, 11615 Sterling Avenue, Riverside, California 92503, attention Accounts Payable.

**I. Pre-contractual Expenses.** Pre-contractual expenses are defined as any expenses incurred by the Offeror including, without limitation, the following: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to SAWPA; 3) negotiating with SAWPA any related matter related to this RFP, including a possible contract; 4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. SAWPA will not, under any circumstance, be liable for any pre-contractual expenses incurred by Offerors, and Offerors shall not include any such expenses as part of their proposals. The subsequent discovery by SAWPA of evidence such that expenses have been included in the Offer of the Awarded Service Provider will

be considered a material breach of the Contract by that Provider resulting in a deductive Change Order in favor of SAWPA and termination of the Contract.

**J. Work Hours.** The work required by this proposal package may include normal business hours, evenings, nights and weekends. **The Awarded Service Provider shall provide SAWPA with all required premiums and/or overtime work at no charge beyond the price provided in the Awarded Service Provider's proposal. SAWPA WILL NOT PAY FOR TRAVEL AND/OR STAND-BY TIME.**

**K. Damage to SAWPA Property.** Any SAWPA property damaged by the Awarded Service Provider, or its employees, agents or subcontractors shall be repaired or replaced by the Awarded Service Provider at no cost to SAWPA.

**L. Prevailing Wage Law.** SAWPA is subject to the provisions listed in the prevailing wage determination made by the Director of Industrial Relations pursuant to California Labor Code, Sections 1770, 1773, and 1773.1. Awarded Service Provider shall not pay less than the prevailing wage.

**M. South Coast Air Quality Management District's (SCAQMD) Requirements.** It is the Awarded Service Provider's responsibility that all equipment furnished and installed is in accordance with the latest rules and regulations of the South Coast Air Quality Management District (SCAQMD). All contract work practices, which may have associated emissions such as sandblasting, open field spray painting or demolition of asbestos containing components or structures, shall comply with the appropriate rules and regulations of the SCAQMD.

**N. Year 2000 Warranty.** Awarded Service Provider warrants that all functionality described in product user's manual has been tested to work for usage and data dates between January 1, 1900 and January 1, 2100. Should it be determined that the product would stop or otherwise fail for dates in this range, then Awarded Service Provider shall provide at no additional cost to SAWPA a repair, upgrade or replacement in a timely fashion. If such repair or upgrade is not acceptable to SAWPA, then at the sole discretion of SAWPA, product may be returned to Awarded Service Provider for a full refund. This warranty shall be valid until the later of December 31, 2021 and 18 months after the first date of installation whichever is later.

**O. Insurance.** Offerors must meet all insurance requirements as outlined in Attachment C, the "Acknowledgement of Insurance Requirements and Certification of Ability to Provide Coverages Specified" affidavit, which must be executed and submitted with the proposal. Certificate of Insurance shall only be completed by the Awarded Service Provider, and SAWPA shall be an additional insured on Awarded Service Provider's comprehensive liability insurance coverages, with the right of subrogation waived as to SAWPA.

**P. Drug Free Workplace.** Awarded Service Provider's employees, agents and subcontractors shall adhere to, and comply with, the California Drug Free Workplace Act at Government Code, Sections 8350 through 8357.

**Q. Safety.** Awarded Service Provider agrees to conform to, and comply with all applicable Federal and State Occupational Safety and Health Act (OSHA) regulations. Awarded Service Provider assumes complete responsibility for the safety of its employees, agents and subcontractors, and shall indemnify and hold harmless SAWPA from any claims, damages, fines, penalties or attorney's fees and costs arising from any injuries or damages or claims relating to the Contract or services provided there under or related thereto.

**R. Right to Review Services, Facilities, and Records.** SAWPA reserves the right to review any portion of the services performed by the Awarded Service Provider under this Contract, and the Awarded Service Provider agrees to cooperate to the fullest extent possible. The Awarded Service Provider shall furnish to SAWPA such reports, statistical data, and other information pertaining to the Awarded Service Provider's services as may be reasonably required by SAWPA. The right of SAWPA to review or approve drawings, specifications, procedures, instructions, reports, test results, calculations, schedules, or other data that are developed by the Awarded Service Provider shall not relieve the Awarded Service Provider of any obligation set forth in this Contract.

**S. Permits, Ordinances and Regulations.** Any and all fees required by State, County, local laws, regulations and/or tariffs that pertain to work performed under the terms of this Contract shall be paid by the Awarded Service Provider.

**T. Independent Contractor.** The Awarded Service Provider, and its employees, agents and subcontractors, in performing the related Contract operate as **independent contractors** and not as employees or agents of SAWPA.

#### **SECTION IV. PROPOSAL FORMAT AND CONTENT**

**A. Presentation.** Proposals shall be typed, double spaced, and submitted on 8½" x 11" size paper, using a single method of fastening. Please do not include any unnecessarily elaborate or promotional material.

For ease of review, the data submitted shall be organized in a logical manner consistent with the Scope of Services described in Attachment E. Non-compliance with this format may be deemed as non-responsive and cause for proposal rejection.

**B. Letter of Offer.** A Letter of Offer shall be addressed to SAWPA and shall, at a minimum contain the following:

1. Identification of Offeror, including name, qualifying licenses or certifications or registrations, address and telephone number.

2. Proposed working relationship between Offeror and subcontractors, if applicable.
3. Name, title, address and telephone number of contact person during period of proposal evaluation.
4. A statement to the effect that the proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
5. Signature of a person authorized to bind Offeror to the terms of the proposal.

**C. Technical Proposal.**

1. Qualifications, Related Experience and References of Offeror

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing line draining activities; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; capability to provide immediate response; and supportive client references.

Offerors shall:

- a. Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
- b. Explicitly indicate if equipment can be provided immediately during emergency situations, and indicate any conditions that might result in a premium charge for said services. The Contractors shall also indicate any limitations of their equipment.
- c. Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- d. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP.
- e. Identify subcontractors by company name, address, contact person, telephone number and project function. Describe Offeror's experience working with each subcontractor.
- f. Provide as a minimum three (3) Southern California references for the projects cited as related and comparable experience, and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

- g. Describe equipment and tools to be used including safety and traffic control.
- h. Provide proof of compliance regarding SB 198 CAL-OSHA.

2. Proposed Staffing and Project Organization

Offerors shall:

- a. Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as “key” to the project shall be removed or replaced without the prior written concurrence of SAWPA.

3. Work Plan

Offerors shall provide a narrative that addresses the Scope of Work and shows Offerors’ understanding of SAWPA’s needs and requirements. Offerors shall:

- a. Describe the approach to completing the tasks specified in the Scope of Work.
- b. Identify methods that Offerors will use to ensure quality control as well as budget and schedule control for the project.

Offerors may also propose procedural or technical enhancements/innovations to the Scope of Work which do not materially deviate from the objectives or required content of the project.

4. Exceptions/Deviations

Exceptions/deviations are strongly discouraged. If the Offeror feels an exception/deviation is required, then Offerors shall state any exceptions to or deviations from the requirements of this RFP, segregating “technical” exceptions from “contractual” exceptions. Where Offerors wish to propose alternative approaches to meeting SAWPA’s technical or contractual requirements, these should be thoroughly explained.

**D. Appendices.**

Information considered by Offerors to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.



## **SECTION V. EVALUATION PROCEDURES**

An Evaluation Committee comprised of SAWPA staff and/or member agency staff, in accordance with the criteria listed below, will evaluate all proposals received as specified. The evaluators in applying the major criteria to the proposals may consider additional sub-criteria beyond those listed.

The final selection of an Awarded Service Provider to perform this service will be the Offeror, which in SAWPA's opinion, is the most qualified, responsive and responsible, and meets SAWPA's requirements in providing this service and is in SAWPA's best interest. SAWPA maintains the sole and exclusive right to evaluate the merits of the proposals received. SAWPA reserves the right to award the Contract to an Offeror that meets the above criteria even if such Offeror is not the apparent lowest bidder.

## **SECTION VI. EVALUATION CRITERIA**

SAWPA will evaluate the Offers received based on the following criteria (in no particular order) including, but not limited to:

1. Qualifications of the Offeror

Technical experience in performing work of a closely similar nature; experience working with public agencies; assessment by Offeror's references; knowledge of applicable laws and regulations.

2. Staffing and Project Organization

Qualifications of Offeror's staff; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.

3. Cost and Price

Reasonableness of the total price and competitiveness of this amount with other offers received; adequacy of data in support of quoted amounts; reasonableness of individual task budgets.

4. Completeness of Response

Completeness and responsiveness of the Offer in accordance with RFP instructions; exceptions to or deviations from RFP requirements which SAWPA cannot or will not accommodate; other relevant factors not considered elsewhere. Any errors, omissions, insertions or other irregularities in an Offer may be grounds for rejections of such an offer as determined in the sole discretion of SAWPA, no matter how minor, insignificant or immaterial such irregularity may appear to be.

**ATTACHMENT A**

**COST PROPOSAL FORM**

**RFP for Brine Line On-Call Land Surveying Services  
SPECIFICATION NO. Brine Line On-Call Land Surveying Services 2021**

**Due Date and Time for Proposal Submittal: April 15, 2021 at 2:00 pm.** Any omissions, additions, substitutions, conditions or alternates in Offeror’s proposal will be considered irregularities and may be cause for rejection of the Offeror’s proposal, no matter how insignificant or immaterial such irregularity may be. Proposals must be completed in ink, indelible pencil or by typewriter. Erasures or “strike-outs” must be initialed by the Service Provider.

The undersigned does hereby propose to provide services in accordance with all provisions of the Request for Proposals including, but not limited, to the Scope of Work, Exhibits, and references for the following price. Incomplete submittal of requested information as called out in the proposal specification requirements may deem the proposal as non-responsive. The cost proposal shall be submitted in separate envelope provided herein. All envelopes shall be clearly marked with the Specification number and envelope content. Please submit unit costs for at least one of the options below. Unit costs shall be valid until June 30, 2023.

<b>DESCRIPTION</b>	<b>QTY<sup>(i)</sup></b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL</b>
<b>Land Surveying Services</b>				
Furnish on-call land surveying services, including appropriate deliverables per requirements identified in Scope of Work (crew of 2)	80	Hour		
Furnish on-call land surveying services, including appropriate deliverables per requirements identified in Scope of Work for surveys within Caltrans right-of-way (crew of 3)	10	Hour		
Office work required to process survey data and provide surveying deliverables:				
Research Assistant	20	Hour		
CAD Technician	60	Hour		
Project surveyor	20	Hour		
Supervisor/Manager	20	Hour		
<b>TOTAL</b>				

(i) This is an estimate for the number of hours that surveying services will be required. Contractor will only be paid for work completed. The unit costs listed above will apply if additional quantities are required.

On-Call Land Surveying Services

**The enclosed proposal includes the following required submittals:**

- (1) Cost Proposal Form (Attachment A)
- (2) Non-Collusion Affidavit (Attachment B)
- (3) Acknowledgement of Insurance Requirements (Attachment C)
- (4) Copies of All Addendum Confirmation Form, if applicable.

_____ Name of Firm	_____ Signature	_____ Date
_____ Address	_____ Authorized Agent (Printed or Typed)	
_____ City, State, Zip Code	_____ E-mail address	
_____ Telephone	_____ Fax	
_____ California License No.	_____ Expiration Date	



**ATTACHMENT C**  
**ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

Insurance Requirement Summary

The CONTRACTOR shall purchase and maintain insurance provided by insurance companies admitted in and regulated by the State of California, as required in the Contract Documents, and in amounts equal to the requirements set forth in the Contract Documents, and shall not commence work under this contract until all insurance required by the Contract Documents is obtained in a form acceptable to the OWNER, nor shall the CONTRACTOR allow any subcontractor to commence work on a subcontract until all insurance required for the Subcontractor has been obtained.

OWNER reserves the right to establish different coverage limits for Commercial General Liability and Property Damage including Motor Vehicle by so providing in writing as an official notice, as a permit requirement, or as a requirement contained elsewhere in the Contract. In such event, the coverage limits therein shall prevail, otherwise, the SERVICE PROVIDER shall meet the following requirements:

Contractor shall be solely responsible for the health and safety of its employees, agents and subcontractors in performing the services assigned by SAWPA. Contractor agrees to conform to, and comply with all applicable health and safety laws and regulations, including the Federal and State Occupational Safety and Health Act (OSHA) regulations. Contractor assumes complete responsibility and liability for the safety of its employees, agents and subcontractors, and shall indemnify and hold harmless SAWPA from any claims, damages, fines, penalties, attorney's fees and costs arising from any injuries, damages or claims relating to this Task Order. Contractor shall procure and maintain for the duration of this Task Order insurance against claims for personal injuries or property damages which may arise from or relate to the performance of the work hereunder by the Contractor, its employees, agents, subcontractors or representatives, as follows:

Contractor shall procure and maintain for the duration of this Agreement and all Task Orders issued hereunder insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

**Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to SAWPA) or the general aggregate limit shall be twice the required occurrence limit.

**Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9

(non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

**Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

**Builders Risk (Course of Construction) Insurance** - covering all risks of loss for the completed value of the project with no co-insurance penalty provisions. SAWPA shall be named as a loss payee.

**Contractor's Pollution Liability Insurance** to provide coverage for bodily injury, property damage, defense, cleanup, and related defense costs as a result of pollution conditions (sudden/accidental or gradual) arising from operations performed by or on behalf of the Contractor. Such insurance shall have limits of no less than \$2,000,000 per occurrence and \$5,000,000 aggregate.

**Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against SAWPA, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for SAWPA; but this provision applies regardless of whether or not SAWPA has received a waiver of subrogation from the insurer.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, SAWPA requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SAWPA.

**Other Required Provisions** - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** SAWPA, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to SAWPA, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by SAWPA, its directors, officers, employees and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to SAWPA.

**Self-Insured Retentions** - Self-insured retentions must be declared to and approved by SAWPA. SAWPA may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SAWPA.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by SAWPA.

**Verification of Coverage** – Contractor shall furnish SAWPA with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by SAWPA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. SAWPA reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

**Subcontractors** - Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that SAWPA, its directors, officers, employees and authorized are additional insureds on Commercial General Liability Coverage.

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS AND  
CERTIFICATION OF ABILITY TO PROVIDE COVERAGE SPECIFIED

**(To be filled out by Insurance Agent, Carrier, Provider)**

I, \_\_\_\_\_, the \_\_\_\_\_ of  
(President, Manager, Owner)

\_\_\_\_\_  
(Name of Company, Corporation) certify that these insurance requirements have been

read and understood and that \_\_\_\_\_ (Name of Insurance Provider) is  
able to provide the coverage, as specified.

\_\_\_\_\_  
Signature of President, Manager, Owner

\_\_\_\_\_  
Date





**SANTA ANA WATERSHED PROJECT AUTHORITY**  
**GENERAL SERVICES AGREEMENT FOR SERVICES BY INDEPENDENT CONSULTANT**

This Agreement is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Santa Ana Watershed Project Authority ("SAWPA") located at 11615 Sterling Ave., Riverside, California, 92503 and \_\_\_\_\_ ("Consultant") whose address is \_\_\_\_\_.

**RECITALS**

This Agreement is entered into on the basis of the following facts, understandings, and intentions of the parties to this Agreement:

- SAWPA desires to engage the professional services of Consultant to perform such professional consulting services as may be assigned, from time to time, by SAWPA in writing;
- Consultant agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement and has represented and warrants to SAWPA that Consultant possesses the necessary skills, qualifications, personnel, and equipment to provide such services; and
- The services to be performed by Consultant shall be specifically described in one or more written Task Orders issued by SAWPA to Consultant pursuant to this Agreement.

**AGREEMENT**

Now, therefore, in consideration of the foregoing Recitals and mutual covenants contained herein, SAWPA and Consultant agree to the following:

**ARTICLE I**

**TERM OF AGREEMENT**

**1.01** This agreement shall become effective on the date first above written and shall continue until **December 31, 20\_\_**, unless extended or sooner terminated as provided for herein.

**ARTICLE II**

**SERVICES TO BE PERFORMED**

**2.01** Consultant agrees to provide such professional consulting services as may be assigned, from time to time, in writing by the Commission and the General Manager of SAWPA. Each assignment shall be made in the form of a written Task Order. Each such Task Order shall include, but shall not be limited to, a description of the nature and scope of the services to be performed by Consultant, the amount of compensation to be paid, and the expected time of completion.

**2.02** Consultant may at Consultant's sole cost and expense, employ such competent and qualified independent professional associates, subcontractors, and consultants as Consultant deems necessary to perform each assignment; provided that Consultant shall not subcontract any work to be performed without the prior written consent of SAWPA.

**ARTICLE III**

**COMPENSATION**

**3.01** In consideration for the services to be performed by Consultant, SAWPA agrees to pay Consultant as provided for in each Task Order.

**3.02** Each Task Order shall specify a total not-to-exceed sum of money and shall be based upon the regular hourly rates customarily charged by Consultant to its clients.

**3.03** Consultant shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in any Task Order unless approved in advance by the Commission and General Manager of SAWPA, in writing.

**3.04** Unless otherwise provided for in any Task Order issued pursuant to this Agreement, payment of compensation earned shall be made in monthly installments after receipt from Consultant of a timely, detailed, corrected, written invoice by SAWPA's Project Manager, describing, without limitation, the services performed, when such services were performed, the time spent performing such services, the hourly rate charged therefore, and the identity of individuals performing such services for the benefit of SAWPA. Such invoices shall also include a detailed itemization of expenses incurred. Upon approval by an authorized SAWPA employee, SAWPA will pay within 30 days after receipt of a valid invoice from Consultant.

#### **ARTICLE IV**

#### **CONSULTANT OBLIGATIONS**

**4.01** Consultant agrees to perform all assigned services in accordance with the terms and conditions of this Agreement including those specified in each Task Order. In performing the services required by this Agreement and any related Task Order Consultant shall comply with all local, state and federal laws, rules and regulations. Consultant shall also obtain and pay for any permits required for the services it performs under this Agreement and any related Task Order.

**4.02** Except as otherwise provided for in each Task Order, Consultant will supply all personnel and equipment required to perform the assigned services.

**4.03** Consultant shall be solely responsible for the health and safety of its employees, agents and subcontractors in performing the services assigned by SAWPA.

**4.04** Insurance Coverage: Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or sub-contractors.

**4.04(a) Coverage** - Coverage shall be at least as broad as the following:

- 1. Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to SAWPA) or the general aggregate limit shall be twice the required occurrence limit.
- 2. Automobile Liability** – (if necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
- 3. Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- 4. Professional Liability** - (Also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- 5. Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions)** – If Consultant will be providing technology services, limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark,

trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, SAWPA requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SAWPA.

**4.04(b) If Claims Made Policies:**

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

**4.04(c) Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against SAWPA, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not SAWPA has received a waiver of subrogation from the insurer.

**4.04(d) Other Required Provisions -** The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** SAWPA, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to SAWPA, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Member Water Agency its directors, officers, employees and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**4.04(e) Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to SAWPA.

**4.04(f) Self-Insured Retentions -** Self-insured retentions must be declared to and approved by SAWPA. SAWPA may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SAWPA.

**4.04(g) Acceptability of Insurers -** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by SAWPA.

**4.04(h) Verification of Coverage -** Consultant shall furnish SAWPA with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by SAWPA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. SAWPA reserves the right to require complete, certified copies of

all required insurance policies, including policy Declaration pages and Endorsement pages.

**4.04(i) Subcontractors** - Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that SAWPA, its directors, officers, employees and authorized volunteers are additional insureds on Commercial General Liability Coverage.

**4.05** Consultant hereby covenants and agrees that SAWPA, its officers, employees, and agents shall not be liable for any claims, liabilities, penalties, fines or any damage to property, whether real or personal, nor for any personal injury or death caused by, or resulting from, or claimed to have been caused by or resulting from, any negligence, recklessness, or willful misconduct of Consultant. To the extent permitted by law, and subject to the provisions in Civil Code Section 2782.2 Consultant shall hold harmless, defend at its own expense, and indemnify SAWPA, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Consultant or its officers, agents, or employees in rendering services under this Agreement and any Task Order issued hereunder; excluding, however, such liability, claims, losses, damages or expenses arising from SAWPA's sole negligence or willful acts.

**4.06** In the event that SAWPA requests that specific employees or agents of Consultant supervise or otherwise perform the services specified in each Task Order, Consultant shall ensure that such individual(s) shall be appointed and assigned the responsibility of performing the services.

**4.07** In the event Consultant is required to prepare plans, drawings, specifications and/or estimates, the same shall be furnished with a registered professional engineer's number and shall conform to local, state and federal laws, rules and regulations. Consultant shall obtain all necessary permits and approvals in connection with this Agreement, any Task Order or Change Order. However, in the event SAWPA is required to obtain such an approval or permit from another governmental entity, Consultant shall provide all necessary supporting documents to be filed with such entity, and shall facilitate the acquisition of such approval or permit.

**4.08** Consultant shall comply with all local, state and federal laws, rules and regulations including those regarding nondiscrimination and the payment of prevailing wages, if required by law.

**ARTICLE V**  
**SAWPA OBLIGATIONS**

**5.01** SAWPA shall:

**5.01a** Furnish all existing studies, reports and other available data pertinent to each Task Order that are in SAWPA's possession;

**5.01b** Designate a person to act as liaison between Consultant and the General Manager and Commission of SAWPA.

**ARTICLE VI**  
**ADDITIONAL SERVICES, CHANGES AND DELETIONS**

**6.01** During the term of this Agreement, the Commission of SAWPA may, from time to time and without affecting the validity of this Agreement or any Task Order issued pursuant thereto, order changes, deletions, and additional services by the issuance of written Change Orders authorized and approved by the Commission of SAWPA.

**6.02** In the event Consultant performs additional or different services than those described in any Task Order or authorized Change Order without the prior written approval of the Commission of SAWPA, Consultant shall not be compensated for such services.

**6.03** Consultant shall promptly advise SAWPA as soon as reasonably practicable upon gaining knowledge of a condition, event, or accumulation of events, which may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions, and/or

requests for additional services shall be reduced to writing for review and approval or rejection by the Commission of SAWPA.

**6.04** In the event that SAWPA orders services deleted or reduced, compensation shall be deleted or reduced by a comparable amount as determined by SAWPA and Consultant shall only be compensated for services actually performed. In the event additional services are properly authorized, payment for the same shall be made as provided in Article III above.

## **ARTICLE VII**

### **CONSTRUCTION PROJECTS: CONSULTANT CHANGE ORDERS**

**7.01** In the event SAWPA authorizes Consultant to perform construction management services for SAWPA, Consultant may determine, in the course of providing such services, that a Change Order should be issued to the construction contractor, or Consultant may receive a request for a Change Order from the construction

contractor. Consultant shall, upon receipt of any requested Change Order or upon gaining knowledge of any condition, event, or accumulation of events, which may necessitate issuing a Change Order to the construction contractor, promptly consult with the liaison, General Manager and Commission of SAWPA. No Change Order shall be issued or executed without the prior approval of the Commission of SAWPA.

## **ARTICLE VIII**

### **TERMINATION OF AGREEMENT**

**8.01** In the event the time specified for completion of an assigned task in a Task Order exceeds the term of this Agreement, the term of this Agreement shall be automatically extended for such additional time as is necessary to complete such Task Order and thereupon this Agreement shall automatically terminate without further notice.

**8.02** Notwithstanding any other provision of this Agreement, SAWPA, at its sole option, may terminate this Agreement at any time by giving 10 day written notice to Consultant, whether or not a Task Order has been issued to Consultant.

**8.03** In the event of termination, the payment of monies due Consultant for work performed prior to the effective date of such termination shall be paid after receipt of an invoice as provided in this Agreement.

## **ARTICLE IX**

### **CONSULTANT STATUS**

**9.01** Consultant shall perform the services assigned by SAWPA in Consultant's own way as an independent contractor, in pursuit of Consultant's independent calling and not as an employee of SAWPA. Consultant shall be under the control of SAWPA only as to the result to be accomplished and the personnel assigned to perform services. However, Consultant shall regularly confer with SAWPA's liaison, General Manager, and Commission as provided for in this Agreement.

**9.02** Consultant hereby specifically represents and warrants to SAWPA that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional consulting organization rendering the same or similar services. Furthermore, Consultant represents and warrants that the individual signing this Agreement on behalf of Consultant has the full authority to bind Consultant to this Agreement.

## **ARTICLE X**

### **AUDIT AND OWNERSHIP OF DOCUMENTS**

**10.01** All draft and final reports, plans, drawings, specifications, data, notes, and all other documents of any kind or nature prepared or developed by Consultant in connection with the performance of services assigned to it by SAWPA are the sole property of SAWPA, and Consultant shall promptly deliver all such materials to SAWPA. Consultant may retain copies of the original documents, at its option and expense. Use of such documents by SAWPA for project(s) not the subject of this Agreement shall be at SAWPA's

sole risk without legal liability or exposure to Consultant. SAWPA agrees to not release any software "code" without prior written approval from the Consultant.

**10.02** Consultant shall retain and maintain, for a period not less than four years following termination of this Agreement, all time records, accounting records, and vouchers and all other records with respect to all matters concerning services performed, compensation paid and expenses reimbursed. At any time during normal business hours and as often as SAWPA may deem necessary, Consultant shall make available to SAWPA's agents for examination of all such records and will permit SAWPA's agents to audit, examine and reproduce such records.

## **ARTICLE XI**

### **MISCELLANEOUS PROVISIONS**

**11.01** This Agreement supersedes any and all previous agreements, either oral or written, between the parties hereto with respect to the rendering of services by Consultant for SAWPA and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

**11.02** Consultant shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of SAWPA. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**11.03** In the event Consultant is an individual person and dies prior to completion of this Agreement or any Task Order issued hereunder, any monies earned that may be due Consultant from SAWPA as of the date of death will be paid to Consultant's estate.

**11.04** Time is of the essence in the performance of services required hereunder. Extensions of time within which to perform services may be granted by SAWPA if requested by Consultant and agreed to in writing by SAWPA. All such requests must be documented and substantiated and will only be granted as the result of unforeseeable and unavoidable delays not caused by the lack of foresight on the part of Consultant.

**11.05** SAWPA expects that Consultant will devote its full energies, interest, abilities and productive time to the performance of its duties and obligations under this Agreement, and shall not engage in any other consulting activity that would interfere with the performance of Consultant's duties under this Agreement or create any conflicts of interest. If required by law, Consultant shall file a Conflict of Interest Statement with SAWPA.

**11.06** Any dispute which may arise by and between SAWPA and the Consultant, including the Consultants, its employees, agents and subcontractors, shall be submitted to binding arbitration. Arbitration shall be conducted by a neutral, impartial arbitration service that the parties mutually agree upon, in accordance with its rules and procedures. The arbitrator must decide each and every dispute in accordance with the laws of the State of California, and all other applicable laws. Unless the parties stipulate to the contrary prior to the appointment of the arbitrator, all disputes shall first be submitted to non-binding mediation conducted by a neutral, impartial mediation service that the parties mutually agree upon, in accordance with its rules and procedures.

**11.07** During the performance of the Agreement, Consultant and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status and denial of family care leave. Consultant and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12290 et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing

Commission implementing Government Code Section 12990 et seq., set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Consultant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Consultant shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11.08** Contractor's employees, agents and subcontractors shall adhere to, and comply with, the California Drug Free Workplace Act at Government Code, Sections 8350 through 8357.

**In witness whereof**, the parties hereby have made and executed this Agreement as of the day and year first above-written.

**SANTA ANA WATERSHED PROJECT AUTHORITY**

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

**(CONSULTANT NAME)**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

**ATTACHMENT E**

**On-Call Land Surveying Services**

**Scope of Work**

1. Background

The Santa Ana Watershed Project Authority (SAWPA) was formed in 1972 to plan and build facilities to protect water quality in the Santa Ana River Watershed. SAWPA is a Joint Powers Authority (JPA) comprised of five (5) member agencies: Eastern Municipal Water District (EMWD), Inland Empire Utilities Agency (IEUA), Orange County Water District (OCWD), San Bernardino Valley Municipal Water District (SBVMWD), and Western Municipal Water District (WMWD.)

SAWPA owns and operates approximately 73 miles of pipeline referred to as the Inland Empire Brine Line (Brine Line). This interceptor conveys brine wastewater consisting of high saline, non-domestic discharges, industrial dischargers, and temporary domestic discharges.

2. Scope of Services

SAWPA is requesting proposals from qualified surveying professionals to provide On-Call Land Surveying Services in Riverside and San Bernardino Counties, including, but not limited to:

- a. Field surveys of boundary lines, pipelines per as-built drawings, easements, topography, existing structures, and potholes, including staking.
- b. Preparation of property descriptions, plats, and right-of-way maps.
- c. Perform various types of surveying tasks on all types of construction projects.

The Contractor shall provide all labor, equipment, materials, and incidentals to provide the services identified above. The Contractor shall provide on-call surveying services within five (5) days from the time SAWPA requests such services. All surveying work shall be paid on an hourly basis for work performed only. SAWPA will not pay travel and/or Stand-by time. All travel time shall be factored into the hourly rate provided by the Contractor on Attachment A – Cost Proposal Form. In addition, the Contractor shall provide necessary office support to process the information obtained as a result of the land surveying effort.

The Contractor shall provide at a minimum two ‘Surveying Crew’ (W21-6) signs with a size of 30” x 30” when land surveying services are provided, if requested by Owner. The Owner will provide the Contractor with copies of the permits and the Contractor shall follow all requirements established in such permits.



## On-Call Land Surveying Services

All data submitted to SAWPA shall be processed and formatted using AutoCAD latest version. The Contractor shall use coordinates established in UTM NAD 83 Zone 11.

All work shall be performed under the direction of a Registered Land Surveyor, in accordance with the Professional Land Surveyors Act ('PLSA'), Chapter 15, Article 3, Section 8276 and/or a licensed engineer authorized to perform Land Surveying registered with the State of California under Section 8731 of the PLSA. The surveyor shall maintain professional licenses required by the laws of the State of California at all times while under contract with SAWPA.

The surveyor shall submit all original field notes, grade sheets and ties on 8 ½" x 11" notepaper. The Surveyor shall also submit original unedited files, edited files, adjustments for traverses, least square adjustments including error ellipses and residuals, and final values in ASCII format. Survey maps shall be submitted in both PDF and AutoCAD (DWG) formats.

The surveyor shall have and use his/her own equipment and use his/her own office space.

Potential bidders are encouraged to notify SAWPA in writing, of any apparent major inconsistencies, problems or ambiguities in the Scope of Work. If deemed necessary, SAWPA shall request a meeting to discuss any relevant issues raised by any potential bidder.