

**LEASE-LEASEBACK AGREEMENT  
For the Hillcrest Middle School Heat Mitigation Project**

THIS LEASE-LEASEBACK AGREEMENT (“Agreement”) is entered into as of \_\_\_\_\_, 2021, by and between the Gravenstein Union School District, a California school district organized and existing under the laws of the State of California (“Owner”), and \_\_\_\_\_, a California corporation and contractor licensed by the State of California (“Contractor”). Owner and Contractor are individually a “Party” or collectively the “Parties” to this Agreement.

**RECITALS**

**WHEREAS**, the Owner intends to make certain tenant improvements to the Hillcrest Middle School campus, located at 725 Bloomfield Rd., Sebastopol, CA (the “Project”), which is more fully described below;

**WHEREAS**, California Education Code section 17406 permits the governing board of a school district to lease to any entity real property owned by the school district if the lessee is required to construct on the leased premises, or provide for the construction thereon, facilities for the use of the school district during the term of the lease, and provides that title to the facilities shall vest in the school district upon expiration of the lease, so long as the district complies with the ‘best value’ process outlined in the code;

**WHEREAS**, the Owner has published a Request for Proposals for lease leaseback construction services, including preconstruction services, and Contractor responded and was found to have provided the ‘best value’ proposal as further described in Exhibit A hereto,

**WHEREAS**, in connection with the approval of this Agreement, the Owner will enter into a site lease with Contractor (the “Site Lease”), attached hereto as Exhibit B, under which it will lease the Project site described and depicted in Attachment A to the Site Lease (the “Site”) to Contractor in order for Contractor to construct the Project as described in this Agreement (the “Scope of Work”);

**WHEREAS**, Contractor will lease the premises back to the Owner pursuant to a Facilities Lease (the “Facilities Lease”), attached hereto as Exhibit C, under which the Owner will be required to make lease payments to the Contractor for the use and occupancy of the Site, including the Project;

**WHEREAS**, upon expiration of the Site and Facilities Leases, title to the premises shall vest with the Owner; and

**WHEREAS**, Contractor is experienced in the construction of the type of school facilities and type of work desired by the Owner and is willing to perform the construction work for the Owner, all as more fully set forth this Agreement and the Contract Documents.

**NOW, THEREFORE**, in consideration of the covenants described herein, the Owner and Contractor agree as follows:

## TERMS AND CONDITIONS

**ARTICLE I. SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment, materials, and supervision, and to perform and satisfactorily complete all the work, free from any and all liens, stop notices and claims, required for the Project, located in Sebastopol, California, all in strict compliance with the Contract Documents, including the plans, drawings and specifications prepared by Persinger Architects (“Plans and Specifications”).

The Scope of Work shall consist of the following two phases of work:

### PHASE I

1. NEW HIGH REFLECTIVE ROOF AND INSULATION.
  - DETAILED IN THE RAMP REPORT FROM GARLAND
  - ROOF IS LIKELY IN NEED OF REPLACEMENT REGARDLESS OF HEAT MITIGATION EFFORT
2. MECHANICAL IMPROVEMENTS (3 LEVELS)
  - LEVEL 1
    - TEST AND REPROGRAM EXISTING HVAC SYSTEM, NIGHT FLUSH AND REPAIR AS NEEDED
  - LEVEL 2
    - VRF OR PACKAGE UNITS (MAY HAVE ELECTRICAL IMPACT)
  - LEVEL 3
    - ADDITIONAL FILTRATION FOR IMPROVED IAQ
  - LEVEL 4
    - FULL AC RETROFIT AND ELECTRICAL SERVICE UPGRADE

### PHASE II

1. PLANTING ALONG THE EAST AND WEST WALKWAY
  - WOULD HELP REDUCE THE HEAT GAIN FROM THE EARLY MORNING OR AFTERNOON SUN.
  - NEED TO BE MINDFUL OF SEPTIC SYSTEM ON WEST SIDE
  - CONSIDER MAINTENANCE OF THE PLANT SPECIES
  - LIKELY NEED TO BE POTTED
2. ENVELOPE IMPROVEMENTS
  - LEVEL 1 - RETROFIT SOLUTIONS (CAN BE DONE IN STAGES)
    - EXTERIOR PAINTING
      1. LIGHT COLORS REFLECT MORE HEAT
    - RETROFIT INSULATION
    - CONFIRM EXISTING BUILDINGS HAVE NO INSULATION
    - A RETROFIT FOAM INJECTION SOLUTION
  - LEVEL 2 - COMPREHENSIVE RECLADDING
    - REMOVE/REPLACE EXISTING STONE/STUCCO CLADDING
    - INSULATE WALLS
      1. CAVITY AND/OR EXTERIOR INSULATION SYSTEMS
    - THERMALLY IMPROVED WINDOWS & LOW-E GLAZING
      1. REDUCE HEAT GAIN THROUGH FRAME AND GLAZING
3. IRRIGATION FOR WEST SIDE HILL

○ HELP REDUCE HEAT GAIN FROM SOIL

The Owner, at its sole discretion and without cause, shall be permitted to remove Phase II from the Scope of Work by providing written notice to the Contractor at least sixty (60) days prior to the anticipated start date for that phase. Contractor shall have no claims against the Owner, except the actual cost of labor, materials and services satisfactorily provided pursuant to the Contract Documents, and which have not yet been paid for, as documented by timesheets, invoices, receipts and the like.

Contractor warrants that it has a Class \_\_ contractor's license (number \_\_\_\_\_) that Contractor shall maintain in good standing for the duration of Contractor's work on the Project.

Contractor shall be compensated \$ \_\_\_\_\_ for the performance of Phase I preconstruction services and \$ \_\_\_\_\_ for the performance of Phase II preconstruction services, as further set forth herein.

The Scope of Work shall include construction in accordance with any revisions to the Plans and Specifications that are made as a result of DSA review or at the direction of DSA.

Until DSA approval of the plans, drawings and specifications for the Project has been received by Owner, Contractor may not commence or perform any work on the Project for which a contractor's license is required and DSA approval is required.

Pre-Construction Services. Contractor shall perform the following pre-construction services for each phase of the Project. For Phase I, the preconstruction services shall be completed by \_\_\_\_\_. Prior to Phase II, Contractor and Owner shall agree in writing as to the date of completion for the Phase II preconstruction services.

- a. *Site Evaluation.* Contractor shall perform an evaluation of the Site for the Project and make recommendations relating to scope, constructability, and schedule of the Project. Contractor shall also review the scope of necessary demolition work, if any, to develop a hazardous materials removal plan. The purpose of this evaluation is to improve the Project's design and minimize unforeseen conditions. At Owner's request, Contractor shall provide the results of its evaluation in written form to the Owner.
- b. *Constructability Review.* Contractor shall provide at least 2 constructability reviews of the Plans and Specifications before or at each of the following intervals of preconstruction: (i) one upon the completion of design development; and (ii) one immediately prior to the submittal of the Plans and Specifications to DSA.

Contractor shall review the Plans and Specifications and related construction documents for errors and omissions, clarity, consistency, and coordination. Contractor's review shall emphasize ensuring that the Project can be completed within the Owner's available budget to the level of quality and educational goals desired, and can be completed within the established schedule. Contractor shall specifically provide recommendations on construction feasibility, energy conservation, availability of materials and labor, time requirements for installation and construction, and factors related to cost, including costs of alternative designs of materials, preliminary budgets, and possible economies of scale. Contractor shall provide written reports, identifying by page and detail the issues to be discussed and resolved. As part of the constructability

review, Contractor shall identify areas where value engineering principles could be applied (including potential cost savings and the schedule impact of such savings), and identify items requiring a long lead time before construction. Contractor shall assist the District in considering operating or maintenance costs with respect to selecting systems and products for the Project.

- c. *Design/Coordination Meetings.* Contractor shall be responsible for facilitating all design/coordination meetings as needed. Such meetings shall include participation of design professionals and specialty subcontractors.
- d. *Schedule.* Contractor shall develop a master critical path method (“CPM”) project schedule for the Project that shall include all milestone dates for the Project, including submittal of Contractor’s GMP proposal for the Project, completion of design development, submittal of all estimates contemplated by the Contract, re-submission of the Plans and Specifications to DSA (if necessary), anticipated re-approval by DSA (if any), finalization of Contract Documents, construction sequencing and durations, preparation and processing of shop drawings and samples, delivery of materials or equipment requiring long-lead time procurements, phasing, and Owner move-in. Contractor’s schedule shall be submitted to the Owner for approval within 30 days’ of execution of this Agreement; the Owner shall have the right to request reasonable changes and updates in the schedule. Contractor shall provide schedule updates with each estimate, or more often if reasonably requested by the Owner or if required in Contractor’s judgment to communicate changes in market conditions.
- e. *Estimates.* Contractor shall provide an estimate of total Project cost, as well as necessary updates to that estimate. Contractor’s initial estimate shall be due to the District within two weeks of completion of its first constructability review. Updated cost estimates shall be given in accordance with the approved CPM project schedule for the Project. Contractor shall also provide an updated estimate upon the submission of the Plans and Specifications to DSA (and at any other time required or reasonably necessary pursuant to this Agreement). Contractor’s cost estimate shall identify all trades and unit costs and shall also identify all allowable general condition costs and fees. If any cost estimate submitted to the Owner exceeds a previously approved estimate, the Contractor shall make appropriate recommendations to the Owner for reducing the estimated cost of the Project. All estimates shall assume that construction of the Project is subject to the payment of prevailing wages under the California Labor Code and applicable regulations, and that the Project will be subject to compliance monitoring and enforcement by the California Department of Industrial Relations.
- f. *Construction Planning.* Contractor shall provide assistance to Owner in construction planning, including phasing, staging, site logistics, sequencing, fencing, office locations and means and methods of construction. The Contractor shall (1) provide a preliminary evaluation of the Owner’s schedule, cost and design requirements for the Project; (2) develop an anticipated construction schedule pursuant to Subsection d. above; (3) develop a preliminary cost estimate for each type of work contemplated by the Project pursuant to Subsection e. above; (4) clarify and delineate the Architect’s, the Contractor’s, and the Owner’s respective duties and responsibilities; and (5) set forth a plan for the administration and coordination of all Work on the Project, including pre-construction meetings. The Architect and Owner shall review the above for acceptance.

Contractor will also ensure that all Work complies with the guidelines established by the State of California Office of Public School Construction and any other Federal or State agencies having jurisdiction over the Project. The objective of this step will be to develop an overall program strategy as relates to timing, budgets, construction materials, means and methods and the program interface during construction.

**ARTICLE II. CONTRACT DOCUMENTS.** The Contractor and the Owner agree that this Agreement; the Request for Proposals; the General Conditions; the Site Lease; the Facilities Lease; the Plans and Specifications; the Drawings; any interpretation or direction to Contractor issued in accordance with the General Conditions; Change Orders; the Owner's Resolutions awarding or authorizing amendment to any of the foregoing; and the exhibits to any of the foregoing together form the "Contract Documents," which form the "Contract."

**ARTICLE III. TIME TO COMPLETE AND LIQUIDATED DAMAGES.** Time is of the essence in this Contract. The time for completion of the Project shall be as follows:     **calendar days** from the date established in the Owner's Notice to Proceed. The completion date for Phase II shall be determined by agreement of the Owner and the Contractor once the prior phase is complete. Failure to complete the Project within these times and in the manner provided for by the Contract Documents shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Project were not completed within the specified times set forth are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the Project, it is impracticable and extremely difficult to fix the actual damages. Damages that the Owner would suffer in the event of delay include, but are not limited to, loss of the use of the Project, disruption of activities, costs of administration, supervision and the loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to complete the Project within the time specified: \$1,500 for each calendar day by which completion of the Project, or portion thereof, is delayed beyond the completion dates specified above.

If the Contractor becomes liable under this section, the Owner, in addition to all other remedies provided by law, shall have the right to withhold any and all retained lease payments which would otherwise be or become due the Contractor until the liability of the Contractor under this section has been finally determined. If the retained sums are not sufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner for such liabilities until satisfied in full.

If the Owner accepts any work or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in not constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

**ARTICLE IV. TOTAL BASE RENT.** The Total Base Rent shall be the total sum paid by the Owner for each phase of the Project in the form of Lease Payments under Exhibit D, attached hereto. The Total Base Rent will be calculated following: (i) Contractor's completion of the preconstruction services set forth above for that phase of the Project; (ii) the selection of all subcontractors in accordance with Education Code section 17406(a)(4) and the Request for Sealed Proposals; and (iii)

any required DSA approval of the Plans and Specifications for the Work. The Total Base Rent is also referred to in the Contract Documents as the "Contract Sum."

Following the occurrence of all of the events set forth in the paragraph above, Contractor shall provide Owner with objectively verifiable information of its costs to perform the applicable phase of the Work and a written rationale for the proposed Total Base Rent for the construction of the phase of the Project, including documentation sufficient to support the calculation. Contractor's written rationale shall detail the "base construction cost" for the Project phase, consisting of (a) all subcontracts to be awarded by Contractor for phase of the Project, plus (b) any separately awarded contracts for materials and supplies for the phase of the Project. The sum of the base construction cost, multiplied by the Percentage offered by the Contractor in its response to the Request for Sealed Proposals, shall be the "Contractor Fee", which shall also be set forth in Contractor's written rationale and added to the base construction cost to determine the Total Base Rent.

The proposed Total Base Rent shall be approved or rejected by the Owner at a public meeting before Contractor may proceed with any phase of Work under the Contract Documents. Once approved, the Parties shall execute an amendment to this Agreement, including Exhibit D, setting forth the Total Base Rent and associated Lease Payment Schedule. Contractor shall commence Work upon Notice to Proceed with that phase by the Owner, and the time for completion of the Work shall commence to run upon such notice by the Owner. If the Owner rejects the proposed Total Base Rent adjustment and requests another calculation from Contractor, then Contractor shall submit another calculation complying with this Section's procedures. If the Owner rejects the proposed Total Base Rent adjustment and does not request another calculation from Contractor, then such rejection will act as a Termination for Convenience pursuant to the General Conditions.

Except as otherwise provided in the General Conditions, the Contractor shall assume the risk of all costs in excess of the Total Base Rent in the performance of such Work and shall not be entitled to additional payments because of such excess costs. Should the Contractor believe that it is entitled to an increase in the Total Base Rent or a time extension for completion, it must request it pursuant to the procedures in the General Conditions for change orders and claims.

Contractor shall finance the cost of construction of the Work. Contractor shall pay all subcontractors and suppliers as they perform Work or furnish supplies. The Owner shall pay Contractor payments pursuant to the terms and conditions of this Agreement. The sum of the payments shall not exceed the Total Base Rent, as it may be adjusted, established under this Agreement.

**ARTICLE V. PREVAILING WAGES.** The Project is a public work, the Work shall be performed as a public work, and under California Labor Code sections 1770 *et seq.*, the Director of the California Department of Industrial Relations ("DIR") has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the DIR determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for work on this Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Standards Enforcement of the DIR. Contractor and all subcontractors shall comply with Labor Code section 1776. In accordance with Labor Code section 1771.4(a)(1), the Project is subject to compliance monitoring and enforcement by the DIR. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner on a monthly basis, unless directed by the Owner to furnish such records more often, and in the format prescribed by the Labor Commissioner.

As a public work, the Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In order to be qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104, or enter into, or engage in the performance of any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 *et seq.*) of the Labor Code), a contractor or subcontractor must be currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 *et seq.*) of the Labor Code.

**ARTICLE VI. ENFORCEABLE COMMITMENT RE SKILLED AND TRAINED**

**WORKFORCE.** The Contractor and its subcontractors at every tier shall comply with Education Code section 17407.5 and Public Contract Code sections 2600-2603, which require the Contractor and its subcontractors at every tier to employ a skilled and trained workforce, as defined herein, to perform all work on the Project that falls within an apprenticeable occupation in the building and construction trades.

For the purpose of this Article, the following definitions apply:

- A. “Apprenticeable occupation” means an occupation for which the Division of Apprenticeship Standards of the DIR had approved an apprenticeship program before January 1, 2014.
- B. “Graduate of an apprenticeship program” means either (a) an individual that has been issued a certificate of completion under the authority of the California Apprenticeship Council for completing an apprenticeship program approved by the DIR pursuant to Section 3075 of the Labor Code, or (b) an individual that has completed an apprenticeship program located outside California and approved for federal purposes pursuant to apprenticeship regulations adopted by the federal Secretary of Labor.

- C. "Skilled and trained workforce" means that all of the workers are either apprentices registered in an apprenticeship program approved by the DIR, or skilled journeypersons, with, for work performed on or after January 1, 2020, at least 60 percent of the skilled journeypersons employed on the Project must be graduates of an apprenticeship program for the applicable occupation, except for those occupations excluded below. Pursuant to Sections 2600-2602 of the Public Contract Code, the percentage requirement may be partially met in some apprenticeable occupations by skilled journeypersons who commenced working before an apprenticeship program existed, may be met by the hours performed by the skilled journeypersons, need not be met if less than ten (10) hours of work were performed, and need not be met by some subcontractors. Notwithstanding the foregoing, for work performed on or after January 1, 2020, Contractor is not required to employ at least 60 percent of the skilled journeypersons from graduates of an apprenticeship program for the following occupations: acoustical installer, bricklayer, carpenter, cement mason, drywall installer or lather, marble mason, finisher, or setter, modular furniture or systems installer, operating engineer, pile driver, plasterer, roofer or waterproofer, stone mason, surveyor, teamster, terrazzo worker or finisher, and tile layer, setter, or finisher.
- D. "Skilled journeyperson" means any of the following: (i) a person who has graduated from an apprenticeship program for the applicable occupation that was approved by the DIR, (ii) a person who has graduated from an apprenticeship program for the applicable occupation that was located outside of California and approved for federal purposes in accordance with regulations adopted by the federal Secretary of Labor, or (iii) a person who has at least as many hours of on-the-job experience in the applicable occupation as would be required to graduate from an apprenticeship program approved by the DIR.

For each calendar month during the Work, Contractor shall provide a compliance report to the Owner for each contractor or subcontractor before the fifth day of each month, using the format attached hereto as Exhibit E, or in a substantially similar format, demonstrating compliance with this Section. Such monthly compliance reports shall be subject to the California Public Records Act (commencing with Government Code section 6250), and shall be open to public inspection. In addition to relying upon the Department of Apprenticeship Standards website for proof of journeymen graduated from DIR-approved apprenticeship programs, Contractor and its subcontractors may rely upon Union hiring hall representation that it holds a valid apprenticeship certificate for its dispatched members, which Union hiring hall representation shall be in writing and maintained by Contractor or its subcontractors.

Notwithstanding any other provision of the Agreement or the General Conditions: (a) if Contractor fails to provide any required monthly compliance report pursuant to this Section on or before the fifth day of the following month, or provides an incomplete report, Owner shall withhold further payments to Contractor that would otherwise be due and payable under the terms of this Agreement, until Contractor provides a complete report; and (b) if a monthly report does not demonstrate compliance with these skilled and trained workforce requirements, Owner shall withhold further payments to Contractor that would otherwise be due and payable under the terms of this Agreement, until Contractor provides a plan to achieve substantial compliance with these requirements for the relevant apprenticeable occupation prior to completion of the Contract. If Owner is not reasonably assured by Contractor that compliance will be achieved by the end of the construction of the Project, or if Contractor fails to provide any missing or incomplete report within thirty (30) days of its original due date, then Owner, at its sole discretion, may terminate the Agreement pursuant to the General Conditions, in addition to any other rights or remedies provided to Owner in the Contract Documents.



If the failure of Contractor to provide a required monthly report is due to a subcontractor's failure to provide the required information to Contractor, then Contractor shall provide notice of this subcontractor failure to Owner within five (5) business days after the due date of the report. Ongoing failure of a subcontractor to provide the necessary information is grounds for Owner to object to the continued use of that subcontractor and to permit substitution and, if Contractor requests leave to substitute the subcontractor, then Contractor shall not be terminated for default solely based on a subcontractor's failure to provide the required skilled and trained workforce information.

**ARTICLE VII. DSA OVERSIGHT PROCESS.** The Contractor must comply with the applicable requirements of the Division of State Architect ("DSA") Construction Oversight Process ("DSA Oversight Process"), including but not limited to (a) notifying the Inspector of Record ("IOR") upon commencement and completion of each aspect of the work as required under DSA Form 156; (b) coordinating the Work with the IOR's inspection duties and requirements; (c) submitting verified reports under DSA Form 6-C; and (d) coordinating with the Owner, Owner's Architect, any Construction Manager, any laboratories, and the IOR to meet the DSA Oversight Process requirements without delay or added costs to the Project.

Contractor shall be responsible for any additional DSA fees related to review of proposed changes to the DSA-approved construction documents, to the extent the proposed changes were caused by Contractor's wrongful actions or omissions. If inspected Work is found to be in non-compliance with the DSA-approved construction documents or the DSA-approved testing and inspection program, then it must be removed and corrected. Any construction that covers unapproved or uninspected Work is subject to removal and correction, at Contractor's expense, in order to permit inspection and approval of the covered Work in accordance with the DSA Oversight Process.

**ARTICLE VIII. TERMINATION.** The Owner or Contractor may terminate the Contract as provided in the General Conditions.

**ARTICLE IX. ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the Parties, and supersedes any prior or contemporaneous agreement between the Parties, oral or written, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the Parties' agreement pursuant to Code of Civil Procedure section 1856.

**ARTICLE X. EXECUTION OF OTHER DOCUMENTS.** The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract. The Parties agree that they will, from time to time, execute, acknowledge and deliver such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Site or the Project hereby leased or intended to be leased.

**ARTICLE XI. EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

**ARTICLE XII. BINDING EFFECT.** Each Party, by execution of this Agreement, acknowledges that it has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding

upon the Contractor and the Owner and their respective successors and assigns.

**ARTICLE XIII. SEVERABILITY.** If a court of competent jurisdiction shall hold any provision of the Contract invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof. The laws of the State of California shall govern the Contract and venue shall be in the Superior Court in Sonoma County, California, and no other place.

**ARTICLE XIV. AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever except by written agreement signed by the Parties and approved or ratified by the Owner's Governing Board.

**ARTICLE XV. ASSIGNMENT OF CONTRACT.** Neither Party shall assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the other Party.

**ARTICLE XVI. FORCE MAJEURE.** Except as otherwise provided herein, a Party shall be excused from the performance of any obligation imposed in the Contract for any period and to the extent that a Party is prevented from performing such obligation, in whole or in part, as a result of delays caused by the other Party or third parties (other than third parties under the control or supervision of the Party charged with the delay), a governmental agency or entity, an act of God, war, terrorism, civil disturbance, forces of nature, fire, flood, earthquake, strikes or lockouts, and such non-performance will not be a default hereunder or a grounds for termination of any of the Contract Documents.

**ARTICLE XVII. COVID-19.** Including, but not limited to, the SARSCoV2 virus (the "Coronavirus"), Contractor, on behalf of itself, its officers, agents, employees, subcontractors, and representatives, agrees to strictly, and without exception, follow all local, state, and federal guidelines and protocols regarding human protection from the Coronavirus (the "Guidelines"). The Guidelines to strictly follow are located at various sites, including, but not limited to:

- o <https://covid19.ca.gov/>
- o <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- o <https://socoemergency.org/emergency/novel-coronavirus/health-orders/>
- o <https://www.scoe.org/pub/htdocs/coronavirus-health.html>

**ARTICLE XIII. WRITTEN NOTICE.** Written notice shall be deemed to have been duly given on the business day delivered if delivered in person to the individual identified below, or if delivered at or sent by registered or certified or overnight mail to the address identified below.

To the Owner: Gravenstein Union School District  
3840 Twig Ave  
Sebastopol, CA 95472  
Attention: Superintendent

To the Contractor: \_\_\_\_\_  
\_\_\_\_\_, CA \_\_\_\_\_  
Attention: \_\_\_\_\_

**ARTICLE XIX. EXHIBITS INCORPORATED.** All Exhibits attached to this Agreement are hereby incorporated into the Agreement by this reference as if set forth in full.

**ARTICLE XX. HEADINGS.** The headings in the Contract Documents are included for convenience only and shall neither affect the construction or interpretation of any provision in the Contract Documents nor affect any of the rights or obligations of the parties to the Contract.

The Parties have, by their duly authorized representatives, executed this Agreement, in duplicate, as of the day and year first above written.

**CONTRACTOR:** \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR'S LICENSE NO.

\_\_\_\_\_  
LICENSE EXPIRATION DATE

**OWNER: GRAVENSTEIN UNION SCHOOL DISTRICT**

BY: \_\_\_\_\_  
Superintendent

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

**EXHIBIT A**

**BASIS OF AWARD TO CONTRACTOR**

**EXHIBIT B**

**SITE LEASE**

by and between

Gravenstein Union School District

and

[Contractor]

[Date]

**SITE LEASE**

**Gravenstein Union School District  
Hillcrest Middle School Heat Mitigation Lease Leaseback Project**

**THIS SITE LEASE** is made as of \_\_\_\_\_, 2021, between the:

Gravenstein Union School District (“Lessor” or “District”), and [Contractor] (“Lessee”).

**WHEREAS**, the District owns real property located as depicted on Attachment A hereto, incorporated herein by this reference (“Site”), at which the District desires to provide for the construction of the above described Project, as described in the Contract Documents.

**WHEREAS**, the District has determined that it is in the best interests of the District and for the common benefit of those people residing in the District to construct the Project by leasing a portion of the Site to the Lessee and by thereafter entering into the Facilities Lease under which the District will sublease the Site and lease the Project from the Lessee;

**WHEREAS**, the District is authorized under section 17406 of the Education Code of the State of California to lease the Site to the Lessee for Lessee to construct the Project on the Site and to leaseback to the District the Site and the Project, and has duly authorized the execution and delivery of this Site Lease;

**WHEREAS**, the Lessee is authorized to lease the Site as lessee and to construct the Project on the Site, and has duly authorized the execution and delivery of this Site Lease; and,

**WHEREAS**, the District has performed all acts, conditions and things required by law to exist, to have happened and to have been performed precedent to and in connection with the execution and entering into this Site Lease do exist in regular and due time, form and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this Site Lease;

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the District and Lessee agree as follows:

**1 DEFINITIONS.**

- 1.1 Contract documents: those documents identified as such in the Lease Leaseback Agreement (“Agreement”).
- 1.2 Contractor: \_\_\_\_\_
- 1.3 Lessee: \_\_\_\_\_
- 1.4 Lessee Representative: any person authorized by Lessee to act on its behalf.
- 1.5 District: Gravenstein Union School District.
- 1.6 District Representative: any person authorized by District to act on its behalf.
- 1.7 Facilities: the Project and the Site
- 1.8 Facilities Lease: the Facilities Lease dated \_\_\_\_\_, 2021, entered into by and between the District and Lessee, as originally executed and as it may from time to time be amended or supplemented pursuant to the provisions hereof.
- 1.9 Permitted Encumbrances: as defined in the Facilities Lease.
- 1.10 Project: the Work described in the Contract documents.

- 1.11 Site: those certain parcels of real property and improvements thereon more particularly described in Attachment A.
- 1.12 Site Lease: this Site Lease as originally executed and as it may from time to time be amended or supplemented pursuant to the provisions hereof.
- 1.13 Work: all labor, materials, equipment, utilities, services and transportation necessary to complete the Project in accordance with the Contract documents.

**2 DEMISING CLAUSES.**

- 2.1 **Lease of the Site.** The District hereby leases to the Lessee, and the Lessee hereby leases from the District the Site, subject only to Permitted Encumbrances, in accordance with the provisions of this Site Lease, to have and to hold for the term of this Site Lease. This Site Lease shall only take effect if the Facilities Lease is executed by the District and Lessee within three (3) calendar days of execution of this Site Lease.
- 2.2 **Purpose.** The Lessee shall use the Site solely for the purpose of constructing and equipping the Project thereon and leasing the Facilities to the District pursuant to the Facilities Lease and for such purposes as may be incidental thereto.
- 2.3 **Rental.** In consideration for the lease of the Site by the District to the Lessee and for other good and valuable consideration, the Lessee shall pay One Dollar (\$1.00) per year to the District, payable in arrears on the last day of each year for the Term of this Site Lease without further notice or invoice from the District.
- 2.4 **No Merger.** The leasing of the Site by the Lessee to the District pursuant to the Facilities Lease shall not effect or result in a merger of the estates of the District in the Site, and the Lessee shall continue to have a leasehold estate in the Site pursuant to this Site Lease throughout the term hereof.

- 3 **QUIET ENJOYMENT.** The parties intend that the Site will be leased back to the District pursuant to the Facilities Lease for the term thereof. Subject to any rights the District may have under the Facilities Lease to possession and enjoyment of the Site, the District hereby covenants and agrees that it will not take any action to prevent the Lessee from having quiet and peaceable possession and enjoyment of the Site during the term hereof and prior to the filing of the Notice of Completion, and will, at the request of the Lessee, to the extent that it may lawfully do so, join in any legal action in which the Lessee asserts its right to such possession and enjoyment.

**4 SPECIAL COVENANTS AND PROVISIONS.**

- 4.1 **Waste.** The Lessee agrees that at all times that it is in possession of the Site, it will not commit, suffer or permit any waste on the Site, and that will not willfully or knowingly use or permit the use of the Site for any illegal purpose or act or to create or cause a nuisance.
- 4.2 **Further Assurance and Corrective Instruments.** The District and the Lessee agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Site hereby leased or intended so to be or for carrying out the expressed intention of this Site Lease and the Facilities Lease.
- 4.3 **Right of Entry.** The District and/or its duly authorized representatives shall have the right to enter upon the Site at any reasonable time to inspect the same and/or the improvements, provided that, during construction, the District follows all safety precautions Lessee requires.
- 4.4 **Representations of the District.** The District represents and warrants to the Lessee as follows:

- 4.4.1 The District is a school district, duly organized and existing under the Constitution and laws of the State of California;
  - 4.4.2 The District has the full power and authority to enter into, to execute and to deliver this Site Lease, and to perform all of its duties and obligations hereunder, and has duly authorized the execution of this Site Lease;
  - 4.4.3 Neither the execution and delivery of this Site Lease nor the Facilities Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instruction to which the District is now a party or by which the District is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the District, or upon the Site, except Permitted Encumbrances.
- 4.5 **Representations of the Lessee.** The Lessee represents, covenants and warrants to the District as follows:
- 4.5.1 The Lessee is duly organized and existing under the laws of the State of California, with an active California contractor's license. It has full power and authority to enter into this Site Lease and the Facilities Lease; is possessed of full power to own and hold real and personal property, to lease and sell the same, and to perform all of its duties and obligations hereunder; and has duly authorized the execution and delivery of all of the aforesaid agreements.
  - 4.5.2 Lessee is aware of no action, suit, proceeding, inquiry, or investigation pending or threatened in any court or in any federal, state, or municipal administrative body which, if determined adversely to Lessee or its interests, would have a material and adverse effect upon Lessee's ability to consummate or perform the transactions and obligations contemplated by, or validity of, this Lease or the Facilities Lease. Lessee is not in default with respect to any order or decree of any court or any order, regulation, or demand of any federal, state, or municipal administrative body which default might have consequences that would have a material and adverse effect upon Lessee's ability to consummate or perform the transactions and obligations contemplated by, or validity of, this Lease or the Facilities Lease.
  - 4.5.3 Neither the execution and delivery of this Site Lease or the Facilities Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the Lessee is now a party or by which the Lessee is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the Lessee, or upon the Site, except Permitted Encumbrances.
- 4.6 **Contractor.** The Lessee agrees that it will cause the applicable terms of the Contract documents to be incorporated into any contracts or subcontracts Lessee enters into for the construction of the Project. The Lessee agrees to perform the Work and construct the Project in accordance with the Contract documents. Lessee, as Contractor, shall provide the District on forms provided by the District the following: (1) Payment Bond; (2) Performance Bond; (3) Drug-Free Certification; (4) Fingerprint Certification; and (5) Workers' Compensation Certificate.



- 4.7 **Real Property Taxes.** Except to the extent it is exempt from doing so, the District shall pay all real property taxes on the Site (including any fees, taxes or assessments against, or as a result of, any Lessee improvements installed on the Site) during the Lease Term. "Real property tax" means: (i) any fee, levy, charge, assessment, penalty or tax imposed by any taxing authority against the Site; (ii) any tax or charge for fire protection, streets, sidewalks, road maintenance, refuse or other services provided to the Site by any governmental agency; (iii) any tax imposed upon this transaction or based upon a reassessment of the Site due to a change of ownership, as defined by applicable law, or other transfer of all or part of the District's interest in the Site; and (iv) any charge or fee replacing any tax previously included within the definition of real property tax.

## 5 ASSIGNMENT

- 5.1 **Assignment and Subleasing.** Lessee shall not assign this Site Lease or any of the rights, obligations or liabilities hereunder, or sublet the Site or improvements, without the District's prior written consent, in the District's sole and absolute discretion; provided, however, in such event Lessee shall not be relieved of its obligations or liabilities under the Lease or Contract documents.
- 5.2 **Restrictions on the District.** The District agrees that it will not mortgage, sell, encumber, assign, transfer or convey the Site or any portion thereof during the term of this Site Lease. To the extent permitted by law, the District shall not abandon the Site for its intended use as stated in this Lease and the Facilities Lease, for the Lease Term, nor seek other property to substitute for this Site.
- 5.3 **Liens.** Lessee agrees to keep the Site and every part thereof free and clear of any and all liens, including without limitation, pledges, charges, encumbrances, claims, stop notices, liens of any type arising out of or in connection with work or labor done, services performed, or materials or appliances used or furnished for or in connection with the Site or the Project or otherwise. Lessee further agrees to pay promptly and fully and discharge any and all claims on which any such lien may or could be based, or otherwise extinguish liens (as for example by posting appropriate bonds) and in any event to hold District harmless from any and all such liens, mortgages, including without limitation, and claims of liens and suits or other proceedings pertaining thereto.
- 5.4 **Improvements.** Title to all improvements made on the Site during the term hereof shall vest in the Lessee or the District in accordance with the terms of the Facilities Lease.

## 6 TERM AND TERMINATION

- 6.1 **Expiration of Site Lease.** This Site Lease shall expire simultaneously with the expiration of the Facilities Lease as provided therein.
- 6.2 **Term of Site Lease.** The term of this Site Lease shall commence as of the date of the issuance of the Notice to Proceed from District to Lessee, and shall continue until the last day of the Term of the Facilities Lease.
- 6.3 **Termination.** The District and Lessee shall have the right to terminate the Lease Documents in accordance with the General Conditions. Notwithstanding any other provision of this Site Lease, upon termination of the Facilities Lease for any reason whatsoever, this Site Lease shall be deemed terminated simultaneously therewith.

## 7 MISCELLANEOUS

- 7.1 **Governing Law; Interpretation.** This Site Lease shall be governed and interpreted in

accordance with the laws of the State of California in accordance with its fair meaning and not strictly for or against District or Lessee.

- 7.2 **Successors.** This Site Lease and all terms hereof are binding upon and inure to the benefit of the successors and assigns of the parties.
- 7.3 **Authority.** The individual executing this Site Lease on behalf of Lessee warrants and represents that he/she is authorized to execute this Site Lease and bind Lessee to all terms hereof. The individual executing this Site Lease on behalf of District warrants and represents that he/she has been authorized to execute this Site Lease by the District's Governing Board and to bind District to all terms hereof.
- 7.4 **Marginal Headings; Captions.** The titles of the various Paragraphs of the Site Lease are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of Lessee and District hereunder.
- 7.5 **Cumulative Rights; No Waiver.** Duties and obligations imposed by this Site Lease and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or in equity. No action or failure to act by District or Lessee hereunder shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default by Lessee or the District.
- 7.6 **Severability.** If any provision of this Site Lease is deemed unconscionable, herein defined to include illegal, invalid unenforceable or void by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, unless elimination of such invalid provision materially alters the rights and obligations embodied in the Facilities Lease or this Site Lease.
- 7.7 **Counterparts and Facsimiles.** This Site Lease may be executed in counterparts, each of which shall be deemed an original, but such counterparts shall be deemed to constitute one and the same instrument; a facsimile signature by a party may be relied upon by the other parties as an original signature.
- 7.8 **Dispute Resolution.** Notwithstanding any other provision of the Contract documents, any and all claims arising under this Site Lease shall be resolved in accordance with Article 50 of the General Conditions. Any claim not covered by that provision shall be pursued, if at all, pursuant to the California Government Claims Act.
- 7.9 **Notices.** Notices Lessee or District are required or desire to serve on the other shall be valid only if addressed to the other as set forth in the Site Lease or modified by notice hereunder from time to time. Notices shall be effective only if by personal delivery requiring signature acknowledging receipt or by United States Mail, Certified, Return Receipt Requested, First Class, postage fully pre-paid, addressed and delivered as follows:

If to District:  
Superintendent  
3840 Twig Ave.  
Sebastopol, CA 95472

If to Lessee:  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7.10 **Entire Agreement.** This Site Lease and Attachment A hereto form the Site Lease. The foregoing constitutes the entire agreement and understanding between the District and Lessee concerning the subject matter hereof, replacing and superseding all prior agreements or discussions, whether written or oral. No term or condition of this Site Lease shall be modified

or amended except by a writing executed by the District and Lessee.

7.11 **Triple Net Lease.** Except as otherwise provided herein, this Site Lease shall be deemed a “net-net-net” lease, and the Contractor agrees that the Lease Payments shall be an absolute net return to the Lessor, free and clear of any expenses, charges or setoffs, except as otherwise provided in the Contract Documents.

This Site Lease entered into as of the day and year first written above. Gravenstein Union School District [Contractor]

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Superintendent

Title: \_\_\_\_\_

**ATTACHMENT A**  
**DESCRIPTION OF SITE**

**EXHIBIT C**  
**FACILITIES LEASE**

by and between

Gravenstein Union School District

and

[Contractor]

[Date]

**Gravenstein Union School District**

**Hillcrest Middle School Heat Mitigation Lease-Leaseback Project**

**FACILITIES LEASE**

**This FACILITIES LEASE** is made as of the \_\_\_\_\_, 2021, between the Gravenstein Union School District (“District”) and the Lessor, \_\_\_\_\_ (CSLB # \_\_\_\_\_) (“Lessor”).

**WHEREAS**, on the date hereof, the District has leased to the Lessor pursuant to a Site Lease certain real property, more particularly described in the Attachment A to the Site Lease (“Site”), for the construction of the Hillcrest Middle School Heat Mitigation Project, including site work, located at 725 Bloomfield Rd., Sebastopol, CA (the “Project”).

**WHEREAS**, the District is authorized under Section 17406 of the Education Code of the State of California to lease the Site to Lessor for Lessor to construct the Project and to leaseback the Site and Project to District, and has duly authorized the execution and delivery of this Facilities Lease;

**WHEREAS**, Lessor is authorized to lease the Site as lessee and to construct the Project on the Site and to lease the Project and the Site back to the District, and has duly authorized the execution and delivery of this Facilities Lease;

**WHEREAS**, the Board of Trustees of the District has determined that it is in the best interests of the District and for the common benefit of the citizens residing in the District to construct the Project by leasing the Site to Lessor and by simultaneously entering into this Facilities Lease under which the District will lease back the Site and the Project from Lessor and make Lease Payments on the dates and in the amounts set forth in the payment schedule attached as Exhibit D to the Lease Leaseback Agreement (“Agreement”); and,

**WHEREAS**, the District has performed all acts, conditions and things required by law to exist, to have happened and to have been performed precedent to and in connection with the execution and entering into of this Facilities Lease in regular and due time, form and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this Facilities Lease.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the District and Lessor agree as follows:

**1 DEFINITIONS.**

- 1.1 Contract Documents: those documents identified as such in the Agreement.
- 1.2 Lease Documents. This Facilities Lease, the Site Lease, and the Agreement (including all Exhibits thereto).
- 1.3 Lessor: \_\_\_\_\_.
- 1.4 Lessor Representative: any person authorized and designated by the Lessor to act on its behalf.
- 1.5 District: Gravenstein Union School District
- 1.6 District Representative: any person authorized and designated by District to act on its behalf.

- 1.7 Facilities: the Project and the Site.
- 1.8 Facilities Lease: this Facilities Lease as originally executed and as it may from time to time be amended or supplemented pursuant to the provisions hereof.
- 1.9 Lease Payment Schedule: the lease payment schedule set forth in Exhibit D of the Agreement.
- 1.10 Permitted Encumbrances: as of any particular time: (i) the Site Lease; (ii) this Facilities Lease; (iii) easements, rights of way, mineral rights, drilling rights and other rights, reservations, covenants, conditions or restrictions which exist of record as of the date of this Facilities Lease and which will not materially impair the use of the Site; and (iv) easements, rights of way, mineral rights, drilling rights and other rights, reservations, covenants, conditions or restrictions established following the date of recordation of this Facilities Lease and to which District consents in writing which will not impair or impede the operation of the Site.
- 1.11 Project: the Hillcrest Middle School Heat Mitigation Lease-Leaseback Project.
- 1.12 Site: those certain parcels of real property and improvements thereon more particularly described in the Site Lease.
- 1.13 Site Lease: the Site Lease dated as of \_\_\_\_\_, 2021, entered into by the District and \_\_\_\_\_, as originally executed and as it may from time to time be amended or supplemented pursuant to the provisions hereof.
- 1.14 Term: the time during which this Facilities Lease is in effect, as provided for herein.
- 1.15 Total Base Rent: The Total Base Rent shall be the total sum paid by the District for construction of the Project, including any financing costs, in the form of Lease Payments under the terms of this Facilities Lease. The Total Base Rent shall not be exceeded except in accordance with use of any approved contingency funds, allowances, or change to the Project, as provided for in the General Conditions.
- 1.16 Work: all labor, materials, equipment, utilities, services and transportation necessary to complete the Project in accordance with the Contract Documents.

**2 REPRESENTATIONS, COVENANTS, AND WARRANTIES.**

- 2.1 **District.** The District represents, covenants, and warrants as follows:
  - 2.1.1 The District is a California public school district, duly organized and existing under the laws of the State of California.
  - 2.1.2 The District has the full power and authority to enter into, to execute and to deliver this Facilities Lease, and to perform all of its duties and obligations hereunder, and has duly authorized the execution of this Facilities Lease.
  - 2.1.3 Neither the execution and delivery of this Facilities Lease nor the Site Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the District is now a party or by which the District is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the District, or upon the Site, except Permitted Encumbrances.
  - 2.1.4 There is no pending or, to the knowledge of the District, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of the District to perform its obligations under this Facilities Lease.
- 2.2 **Lessor.** The Lessor represents, covenants, and warrants as follows:
  - 2.2.1 The Lessor is duly organized and existing under the laws of the State of California, has

the power to enter into this Facilities Lease and the Site Lease; holds a valid California contractor's license, is possessed of full power to own and hold real and personal property, and to lease and sell the same; and has duly authorized the execution and delivery of all of the aforesaid agreements.

- 2.2.2 Neither the execution and delivery of this Facilities Lease or the Site Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the Lessor is now a party or by which the Lessor is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the Lessor, or upon the Site, except Permitted Encumbrances.
- 2.2.3 Except as otherwise provided herein, the Lessor shall not assign this Facilities Lease, its right to receive Lease Payments and prepayments from the District, or its duties and obligations hereunder to any other person, firm or Lessor so as to impair or violate the representations, covenants and warranties contained in this Paragraph 2.2.
- 2.2.4 The Lessor has the full power and authority to enter into, to execute and to deliver this Facilities Lease, and to perform all of its duties and obligations hereunder, and has duly authorized the execution of this Facilities Lease.

3 **CONSTRUCTION OF PROJECT.** The Lessor shall perform the Work and construct the Project in accordance with the Contract Documents. Lessor, as Contractor, shall provide the District on forms provided by the District the following: (1) Payment Bond; (2) Performance Bond; (3) Drug-Free Certification; (4) Fingerprint Certification; and (5) Workers Compensation Certificate. The Performance Bond shall name the District as obligee. Lessor and any subcontractors shall be licensed by the Contractors' State License Board at all times during the Project.

#### 4 **AGREEMENT TO LEASE**

- 4.1 **Purpose of Facilities Lease.** Lessor hereby leases the Facilities to the District and the District hereby rents said Facilities from the Lessor under the terms and conditions hereafter set forth and subject to all easements, encumbrances and restrictions, including without limitation the terms and conditions of the Site Lease. The District shall not utilize any of the Facilities until authorized to do so by the Architect. Nothing in this Facilities Lease alters the duties of the Contractor to complete the Project in accordance with the Contract Documents. The Lessor shall maintain Builder's Risk Insurance on the Project until final completion and acceptance by the District. The District shall, during the Term of this Facilities Lease, make Lease Payments to Lessor on the dates and in the amounts set forth in the Lease Payment Schedule.
- 4.2 **No Merger.** The leasing of the Site by the Lessor to the District pursuant to this Facilities Lease shall not affect or result in a merger of the District's leasehold estate and its fee estate as lessor under the Site Lease throughout the term thereof and the Term of this Facilities Lease. As to the Site, this Facilities Lease shall be deemed and constitute a sublease.
- 4.3 **Expiration of Facilities Lease.** This Facilities Lease shall expire upon the earliest of any of the following events: (1) upon completion of the Project, as provided in the Contract Documents, and payment of the final Lease Payment, as provided in the Lease Payment Schedule, provided, however, that if on the scheduled date for expiration of this Facilities



Lease the Lease Payments shall not have been fully paid by District, then the Term of this Facilities Lease and the Site Lease shall be extended until the date upon which all such Lease Payments shall be fully paid, notwithstanding anything to the contrary in this Facilities Lease or the Site Lease.; (2) upon Termination by the District in accordance with Paragraph 4.5.1 below; or (3) upon Termination by the Lessor in accordance with Paragraph 4.5.2 below (“Expiration Date”). Notwithstanding any other provision of this Facilities Lease, upon expiration of this Facilities Lease for any reason whatsoever, the Site Lease shall be deemed expired simultaneously therewith.

4.4 **Term of Facilities Lease.** The term of this Facilities Lease shall commence as of the effective date stated above, and shall continue until the Expiration Date.

4.5 **Termination.**

4.5.1 **Termination by District.** The District shall have the right to terminate the Lease Documents, including this Facilities Lease, in the event of a default by Lessor in accordance with the General Conditions.

4.5.2 **Termination by Lessor.** The Lessor shall have the right to terminate the Lease Documents, including this Facilities Lease, in the event that the District fails to timely disburse Lease Payments, despite faithful performance of Lessor of all its obligations under the Contract Documents, and the District fails to cure same within thirty (30) days from receipt of written notice by Lessor of its intent to terminate the Contract Documents pursuant to this paragraph. Notwithstanding any other provision of this Facilities Lease, upon termination of this Facilities Lease for any reason whatsoever, the Site Lease and Agreement shall be deemed terminated simultaneously therewith.

4.6 **Possession.** The District shall take possession of the Project in accordance with the Contract Documents.

4.7 **Lease Payments.**

4.7.1 Subject to the provisions of Paragraphs 4 and 9 hereof, and in accordance with the General Conditions, the District agrees to pay to Lessor as rental for the use and occupancy of the Project and the Site Lease Payments during the Term in the amounts and on the dates specified in the Lease Payment Schedule.

4.7.2 The District and the Lessor understand and intend that the obligation of the District to pay Lease Payments and other payments hereunder constitutes a current expense of the District and shall not in any way be construed to be a debt of the District in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by the District, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or moneys of the District. Lease Payments due hereunder shall be payable only from current funds which are budgeted and appropriated, or otherwise legally available, for the purpose of paying Lease Payments or other payments due hereunder as consideration for use of the Site during the fiscal year of the District for which such funds were budgeted and appropriated or otherwise made legally available for such purpose. The District has appropriated the Total Base Rent from the District’s current fiscal year and/or State funds to be received during the District’s current fiscal year, and has segregated such funds in a separate account to be utilized solely for the Lease Payments. This Facilities Lease shall not create an immediate indebtedness for any aggregate payments that may become due hereunder. The District has not pledged the full faith and credit of the District, the State of California or any agency or department thereof to the payment of

the Lease Payments or any other payments due hereunder.

- 4.7.3 The Lease Payments coming due and payable during each month of the Term constitute the total rental for the Project and shall be paid by the District as set forth in the Lease Payment Schedule for and in consideration of the right to use and occupy the Project. The District and the Lessor have agreed and determined that the total Lease Payments do not exceed the fair rental value of the Project. In making such determination, consideration has been given to the obligations of the parties under the Agreement, the Facilities Lease, and the Site Lease, the uses and purposes which may be served by the Project, and the benefits there from which will accrue to the District and the general public.
- 4.7.4 The District may use the Owner's Contingency specified in the Lease Payment Schedule, as it may be amended, to cover any additional costs to the Project that entitle Lessor to a change order. If the Owner's Contingency is used, then the Lease Payment immediately following the date that the change order is issued by the District shall be increased by the amount of the contingency used.
- 4.8 **Quiet Enjoyment.** Excepting any interference resulting from the Lessor's performance of the Work of the Project, during the term of this Facilities Lease, the Lessor shall provide the District with quiet use and enjoyment of the Site, and the District shall during such Term peaceably and quietly have and hold and enjoy the Site, without suit, trouble or hindrance from the Lessor, except as expressly set forth in this Facilities Lease. The Lessor will, at the request of the District, join in any legal action in which the District asserts its right to such possession and enjoyment to the extent of the Lessor may lawfully do so. Notwithstanding the foregoing, the Lessor shall have access to the Site as provided in Paragraph 7 hereof.
- 4.9 **Title to the Site and Project.** During the Term of this Facilities Lease, the District shall hold title to the Site and the Lessor shall have a leasehold interest in the Site pursuant to the Site Lease. The title to the Project and any and all additions which comprise fixture, repairs, replacements or modifications thereof, as construction progresses shall remain in the Lessor until the final lease payment is made, at which time title shall vest in the District, unless Lessor or District terminates this Facilities Lease; if and when Lessor or District terminates this Facilities Lease, title to work in place, including stored materials for which payment is made by or on behalf of District, shall vest thereupon in District. Lessor shall not convey or transfer title to the Project or any portion thereof including any additions thereto to any third party.
- 5 **TAXES AND ASSESSMENTS.** The District shall cause to be paid all taxes and assessments of any type or nature charged the District affecting the Project and the Site. Notwithstanding the foregoing, the Lessor shall pay all taxes charged against trade fixtures, furnishings, equipment or any other personal property belonging to the Lessor. The Lessor shall try to have personal property taxed separately from the Site.
- 6 **EMINENT DOMAIN.**
- 6.1 **Eminent Domain Takings.** If all of the Project and the Site shall be taken permanently under the power of eminent domain, the term of this Facilities Lease shall cease on the day possession shall be so taken, provided that if the taking occurs prior to full completion of the Project or any Phase thereof, the Lessor shall be entitled to the value of the construction completed, plus reasonable costs of termination, plus a pro rata share of overhead and profit, less any Lease Payments and other payments made prior to the taking. If less than all of the Project and the

Site shall be taken permanently, or if all of the Project and the Site or any part thereof shall be taken temporarily, under the power of eminent domain:

6.1.1 This Facilities Lease shall continue in full force and effect and shall not be terminated by virtue of such taking and the parties waive the benefit of any law to the contrary; and,

6.1.2 There shall be a partial abatement of Lease Payments as a result of the application of the net proceeds of any eminent domain award to the prepayment of the Lease Payments hereunder, such that the remaining Lease Payments represent fair consideration for the use and occupancy of the portion of the Project and the Site which is not taken under the power of eminent domain.

6.2 **Eminent Domain Award.** The net proceeds of any eminent domain action relating to the Project and/or the Site shall be payable to the District. The term “net proceeds” as used herein shall mean the amount of the Eminent Domain Award less payments made to Lessor under this Facilities Lease, except as provided in section 6.1.

7 **ACCESS.** Lessor shall have the right at all reasonable times to enter upon the Site to construct the Project pursuant to the Contract Documents. Following the acceptance of the Project by District, Lessor may enter the Project at reasonable times with advance notice and arrangement with District for purposes of making any repairs required to be made by Lessor. District and/or any of its authorized representatives shall have the right at all reasonable times to enter upon the Site for any purpose at its sole discretion, providing that, during construction, the District shall comply with all safety precautions required by the Lessor.

8 **ASSIGNMENT OR SUBLEASING.** Any sublease by the District of this Facilities Lease shall be upon thirty (30) days’ written notice to the Lessor and shall be subject to the following conditions: (1) this Facilities Lease and the obligation of the District to make Lease Payments hereunder shall remain obligations of the District; (2) the District shall, within thirty (30) days after the delivery thereof, furnish or cause to be furnished to the Lessor a true and complete copy of such sublease; and (3) no such sublease by the District shall cause the Project or the Site to be used for a purpose other than a governmental or proprietary function authorized under the provisions of the Constitution and laws of the State of California. This Facilities Lease may be assigned or subleased by the Lessor only to a successor entity or an affiliate of the Lessor, but the Lessor shall not be released from any liability under the terms of this Lease.

9 **MISCELLANEOUS**

9.1 **Triple Net Lease.** This Facilities Lease shall be deemed a “net-net-net” lease and the District agrees that the Lease Payments shall be an absolute net return to the Lessor, free and clear of any expenses, charges or setoffs, except as otherwise provided in the Contract Documents.

9.2 **Governing Law; Interpretation.** This Facilities Lease shall be governed and interpreted in accordance with the laws of the State of California in accordance with its fair meaning and not strictly for or against District or Lessor.

9.3 **Successors.** This Facilities Lease and all terms hereof shall be binding upon, and shall inure to the benefit of, the successors and assigns of the parties.

9.4 **Authority.** The individual executing this Facilities Lease on behalf of Lessor warrants and represents that he /she is authorized to execute this Facilities Lease and bind Lessor to all terms hereof. The individual executing this Facilities Lease on behalf of District warrants and

represents that he/she has been authorized to execute this Facilities Lease by District's Governing Board and to bind District to all terms hereof.

- 9.5 **Marginal Headings; Captions.** The titles of the various Paragraphs of the Facilities Lease are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of Lessor and District hereunder.
- 9.6 **Cumulative Rights; No Waiver.** Duties and obligations imposed by this Facilities Lease and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or in equity. No action or failure to act by District or Lessor hereunder shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default by Lessor or the District.
- 9.7 **Dispute Resolution.** Notwithstanding any other provision of the Contract Documents, any and all claims arising under this Facilities Lease shall be resolved in accordance with Article 50 of the General Conditions. Any claim not covered by that provision shall be pursued, if at all, pursuant to the California Government Claims Act.
- 9.8 **Severability.** If any provision of this Facilities Lease is deemed unconscionable, herein defined to include illegal, invalid unenforceable or void by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, unless elimination of such invalid provision materially alters the rights and obligations embodied in this Facilities Lease or the Site Lease.
- 9.9 **Counterparts and Facsimiles.** This Facilities Lease may be executed in counterparts, each of which shall be deemed an original, but such counterparts shall be deemed to constitute one and the same instrument; a facsimile signature by a party may be relied upon by the other parties as an original signature.
- 9.10 **Notices.** Notices Lessor or District are required or desire to serve on the other shall be valid only if addressed to the other as set forth in the Facilities Lease or modified by notice hereunder from time to time. Notices shall be effective only if by personal delivery requiring signature acknowledging receipt or by United States Mail, Certified, Return Receipt Requested, First Class, postage fully pre-paid, addressed and delivered as set forth in the Site Lease.
- 9.11 **Entire Agreement.** This Facilities Lease is the entire agreement and understanding between the District and Lessor concerning the subject matter hereof, replacing and superseding all prior agreements or discussions, whether written or oral. No term or condition of this Facilities Lease or the Lease Payment Schedule shall be modified, amended or supplemented except by a writing executed by the District and the Lessor.
- 9.12 **Estoppel Certificates.** Each party, within twenty (20) days after written notice from the other party, shall execute, acknowledge and deliver to the other party in recordable form an estoppel certificate certifying that this Facilities Lease is: (i) unmodified and in full force and effect, or if there have been modifications, that the same is in full force and effect as modified and stating the modifications; (ii) the amount of the Lease Payments then owing but currently unpaid; and (iii) stating whether or not the other party is in default in the performance of any provision of this Facilities Lease, and if so, specifying each such default of which the party may have knowledge. Each party shall only be required to certify the foregoing information to the extent that such information is truthful and accurate.

This Facilities Lease entered into as of the day and year first written above.

Gravenstein Union School District

[Contractor]

By:

By:

Title: \_\_\_\_\_  
Title: \_\_\_\_\_

## EXHIBIT D

### PHASE I SCHEDULE OF LEASE PAYMENTS

The Gravenstein Union School District shall make payments to [Contractor] for Phase I of the Hillcrest Middle School Heat Mitigation Project totaling the amount of no more than: \$ \_\_\_\_\_ (“Total Base Rent”).

Included in the above is a District-controlled contingency of \$ \_\_\_\_\_, which has been approved by the District for unforeseen conditions, design oversights, owner-added work and jurisdictional requests. Contractor shall use the Modifications of Contract process provided in the General Conditions to request contingency payments.

The Total Base Rent for all construction costs of the Project is based on the plans, specifications, drawings, and design packages prepared by Quattrocchi Kwok Architects dated \_\_\_\_\_, 2021 (DSA Application # \_\_\_\_\_).

Upon approval of the Total Base Rent, ninety-five percent (95%) of the Total Base Rent shall be paid on the level of completion as shown in the monthly Applications for Payment. Commencing on the month immediately following Final Completion of the construction work, as defined in the General Conditions, the monthly rental payments shall equally divide the remaining amount of the Total Base Rent across a total of six (6) months plus 3.35% annual interest. Payments will be made to Contractor contingent upon timely receipt of all documents required as a condition precedent to payment of monthly lease amounts.

The District shall have the option to purchase not less than all of Phase I of the Project in its “as-is, where-is” condition and terminate the Facilities Lease and Site Lease by paying the balance of the Total Base Rent, which is exclusive of interest that would have otherwise been owed, as of the date the option is exercised (“Option Price”). Said payment shall be made on or before the date on which the District’s lease payment would otherwise be due for that month (“Option Date”).

The District shall provide to Contractor a written notice no less than ten (10) days prior to the Option Date. The notice will include that the District is exercising its option to purchase Phase I of the Project as set forth above on the Option Date. If the District exercises this option, the District shall pay directly to Contractor the Option Price on or prior to the Option Date and Contractor shall at that time deliver to the District an executed Termination Agreement and Quitclaim Deed in recordable form to terminate the Facilities Lease and the Site Lease.

Under no circumstances can the first Option Date be on or before ninety (90) days after Final Completion of the construction work, as defined in the General Conditions.

During the post-construction time period, the District shall have exclusive occupancy of the Premises. However, the Contractor is entitled to reasonable access to the Premises to resolve warranty and repair issues. The District’s insurance of the Premises shall be primary during this time period. The District shall be responsible for the cost of all utilities incurred during its use of the Premises. The District

shall be liable for damages to the premises caused by its willful or reckless misconduct during the construction period and all damages to the Premises, other than warranty repairs, during the post-construction period.

Gravenstein Union School District

[Contractor]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title**

**Date**

**Title**

**Date**

PHASE II  
SCHEDULE OF LEASE PAYMENTS

The Gravenstein Union School District shall make payments to [Contractor] for Phase II of the Hillcrest Middle School Heat Mitigation Project totaling the amount of no more than: \$ \_\_\_\_\_ (“Total Base Rent”).

Included in the above is a District-controlled contingency of \$ \_\_\_\_\_, which has been approved by the District for unforeseen conditions, design oversights, owner-added work and jurisdictional requests. Contractor shall use the Modifications of Contract process provided in the General Conditions to request contingency payments.

The Total Base Rent for all construction costs of the Project is based on the plans, specifications, drawings, and design packages prepared by Quattrocchi Kwok Architects dated \_\_\_\_\_, 2021 (DSA Application # \_\_\_\_\_).

Upon approval of the Total Base Rent, ninety-five percent (95%) of the Total Base Rent shall be paid on the level of completion as shown in the monthly Applications for Payment. Commencing on the month immediately following Final Completion of the construction work, as defined in the General Conditions, the monthly rental payments shall equally divide the remaining amount of the Total Base Rent across a total of six (6) months plus 3.35% annual interest. Payments will be made to Contractor contingent upon timely receipt of all documents required as a condition precedent to payment of monthly lease amounts.

The District shall have the option to purchase not less than all of Phase II of the Project in its “as-is, where-is” condition and terminate the Facilities Lease and Site Lease by paying the balance of the Total Base Rent, which is exclusive of interest that would have otherwise been owed, as of the date the option is exercised (“Option Price”). Said payment shall be made on or before the date on which the District’s lease payment would otherwise be due for that month (“Option Date”).

The District shall provide to Contractor a written notice no less than ten (10) days prior to the Option Date. The notice will include that the District is exercising its option to purchase Phase II of the Project as set forth above on the Option Date. If the District exercises this option, the District shall pay directly to Contractor the Option Price on or prior to the Option Date and Contractor shall at that time deliver to the District an executed Termination Agreement and Quitclaim Deed in recordable form to terminate the Facilities Lease and the Site Lease.

Under no circumstances can the first Option Date be on or before ninety (90) days after Final Completion of the construction work, as defined in the General Conditions.

During the post-construction time period, the District shall have exclusive occupancy of the Premises. However, the Contractor is entitled to reasonable access to the Premises to resolve warranty and repair issues. The District’s insurance of the Premises shall be primary during this time period. The District shall be responsible for the cost of all utilities incurred during its use of the Premises. The District shall be liable for damages to the premises caused by its willful or reckless misconduct during the



construction period and all damages to the Premises, other than warranty repairs, during the post-construction period.

Gravenstein Union School District

[Contractor]

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Title

Date

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Title

Date

**EXHIBIT E**

**SKILLED AND TRAINED WORKFORCE COMPLIANCE REPORT  
FOR WORK PERFORMED**

**ON OR AFTER JANUARY 1, 2020**

*(Education Code §17407.5 and Public Contract Code §§2600-2602)*

Owner: Gravenstein Union School District

Contract: Hillcrest Middle School Heat Mitigation Project  
Sebastopol, Sonoma County, California

The undersigned declares:

I am the \_\_\_\_ [position] \_\_\_\_\_ of \_\_\_\_ [entity] \_\_\_\_\_,  the “Contractor” or  a subcontractor to the “Contractor” (check one) on the Project identified above. I hereby certify that during the month of \_\_\_\_\_, 20\_\_, there were a total of \_\_\_\_\_ workers employed by my company in the apprenticeable occupation of \_\_\_\_\_ and these workers performed a total of \_\_\_\_\_ hours of work within this apprenticeable occupation. I certify that all of these workers in this apprenticeable occupation are either skilled journeypersons or apprentices registered in an apprenticeship program approved by the Department of Industrial Relations (DIR), and that all of these hours performed in this apprenticeable occupation were performed by such skilled journeypersons and apprentices.

I also certify as to either Section A, B, or C for this apprenticeable occupation [*check applicable box*]:

**A. Exemption from Percentage Compliance**

Of the above total number of hours of work performed by workers employed by \_\_\_\_\_ in this apprenticeable occupation this month, \_\_\_\_\_ (\_\_\_\_) were performed by skilled journeypersons, which is less than the statutory threshold of ten (10) hours.

*In the alternative*, the work was in one of the following occupations, which is exempt from the percentage compliance requirements for skilled journeypersons: acoustical installer, bricklayer, carpenter, cement mason, drywall installer or lather, marble mason, finisher, or setter, modular furniture or systems installer, operating engineer, pile driver, plasterer, roofer or waterproofer, stone mason, surveyor, teamster, terrazzo worker or finisher, and tile layer, setter, or finisher.

**B. Percentage Compliance by Number of Workers**

1. Of the above total number of workers employed by my company in this apprenticeable occupation this month, \_\_\_\_\_ (\_\_\_\_) were apprentices registered in an apprenticeship program approved by the DIR.
2. Of the above total number of workers employed by my company in this apprenticeable occupation in this month, \_\_\_\_\_ were skilled journeypersons. Included

in these skilled journeypersons are the following:

- a. \_\_\_\_\_ who are graduates of an apprenticeship program for the applicable occupation (as defined in Section 13 of the Agreement); and
- b. \_\_\_\_\_ who are not graduates of an approved apprenticeship program for this apprenticeable occupation, but (a) no apprenticeship program had been approved by the DIR before January 1, 1995, for this apprenticeable occupation; and (b) these workers commenced working in this apprenticeable occupation before DIR approval of an apprenticeship program for that occupation in the county in which the Project is located.

The combined number of skilled journeypersons listed in Section B.2(a) and (b) is 60% or more of the total number of skilled journeypersons identified above, with no more than half of this percentage requirement being satisfied by the number of skilled journeypersons listed in Section B.2.b.

**C. Percentage Compliance by Number of Hours**

1. Of the above total number of hours of work performed by workers employed by my company in this apprenticeable occupation this month, \_\_\_\_\_ hours were performed by apprentices registered in an apprenticeship program approved by the DIR.
2. Of the above total number of hours of work performed by workers employed by my company in this apprenticeable occupation in this month, \_\_\_\_\_ hours were performed by skilled journeypersons. Included in these hours are the following:
  - a. \_\_\_\_\_ hours performed by graduates of an apprenticeship program for the applicable occupation; and
  - b. \_\_\_\_\_ hours performed by skilled journeypersons who are not graduates of an approved apprenticeship program for this apprenticeable occupation, but (a) no apprenticeship program had been approved by the DIR before January 1, 1995, for this apprenticeable occupation; (b) these workers commenced working in this apprenticeable occupation before DIR approval of an apprenticeship program for that occupation in the county in which the Project is located.

The combined hours of work performed by skilled journeypersons listed in Section C.2(a) and (b) is 60% or more of the total number of hours of work performed by skilled journeypersons identified above, with no more than half of this percentage requirement being satisfied by the hours performed by skilled journeypersons listed in Section C.2.b.

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 \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ [city], California.

\_\_\_\_\_  
[Name]

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 \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ [city], California.

\_\_\_\_\_  
[Name]

**Gravenstein Union School District**  
**Hillcrest Middle School Heat Mitigation**  
**Lease Leaseback Project**

**LEASE LEASEBACK GENERAL CONDITIONS**

1. DEFINITIONS

Approved: Approved by the District or the District's authorized representative unless otherwise indicated in the Contract Documents.

Architect: The person or firm holding a valid license to practice architecture or engineering in California which has been designated to provide architectural or engineering design services on this Project.

As Directed: As directed by the District or its representative, unless otherwise indicated in the Contract Documents.

As Selected: As selected by the District or its representative, unless otherwise indicated in the Contract Documents.

Change Order: "Change Order" shall mean a written order to the Contractor signed by the Owner and the Contractor or signed unilaterally by the Owner, issued after execution of the Lease Leaseback Agreement for the Project, authorizing a change in the Work and/or an adjustment in the Total Base Rent and/or the Contract Time. A Change Order shall be memorialized as an amendment to the Contract Documents, as defined in the Lease Leaseback Agreement.

Construction Manager: The individual or entity named as such by the District. If no Construction Manager is designated for the Project, all references to the Construction Manager in these Contract Documents shall mean the District and/or its designee.

Contract: The legally binding agreement between the District and the Contractor wherein the Contractor agrees to furnish the labor, materials, equipment, and appurtenances required to perform the work described in the Contract Documents and the District agrees to pay the Contractor for such work.

Contract Documents: The Contract Documents shall have the meaning ascribed to them in the Lease Leaseback Agreement.

Contract Time. "Contract Time" shall mean the period specified for completion of the work, as adjusted by any Change Order issued pursuant to the Contract Documents.

Contractor: The person or entity holding a valid license in the State of California required for performing this Project and who has contracted with the District to perform the construction work described in the Contract Documents. Contractor shall mean all of the officers, agents, or employees of the entity with which the Owner has contracted for the Project.

Contractor's Fee: The Total Base Rent as defined in Article IV of the Lease-Leaseback Agreement.

COVID-19: Collectively, the 2019 novel coronavirus and the disease it causes.

COVID-19 Protocols: Federal, state, and local orders, directives and guidance regarding COVID-19 requirements, precautions and measures including without limitation social distancing, PPE supply, jobsite safety, cleaning procedures, and staffing limits.

COVID-19 Shutdown: Federal, state, and/or local orders or directives to close businesses including construction activity.

COVID-19 Condition: COVID-19 Protocols, COVID-19 Shutdown, supply chain disruptions and other circumstances concerning COVID-19 that are not caused by the Contractor and which are beyond its control.

Day: Unless otherwise expressly defined, a "day" shall mean a calendar day of 24 hours.

District and/or Owner: The District, its authorized officers and employees, and authorized representatives.

DSA: The State of California Division of the State Architect which has the authority to review, approve and inspect the design, alteration and construction of school buildings.

Final Completion: Final Completion is achieved when the Contractor has fully completed all Project construction work, including, but not limited to, all final punch list items, to the District's satisfaction.

Inspector: The person engaged by the District to conduct the inspections required by the Education Code and Title 24.

Furnish: Purchase and deliver to the site of installation.

Governing Board: The Governing Board of the District.

Indicated or As Shown: Shown on drawings and/or as specified.

Install: Fix in place, for materials; and fix in place and connect, for equipment.

Modification: An authorized change to the Contract Documents which may or may not include a change in contract price and/or time.

Notice to Proceed. "Notice to Proceed" is the notice given to the Contractor by the Owner following approval of the Plans and Specifications by DSA which establishes the start of construction work and authorizes the Contractor to begin construction on the Project.

Project: The total construction work described in these Contract Documents.

Secure: Obtain.

Subcontractor: A person, firm, or corporation, duly licensed by the State of California, who has a contract with the Contractor to furnish labor, materials and equipment, and/or to install materials and equipment for work in this Contract.

Unknown COVID-19 Condition: A COVID-19 Condition the Contractor did not know about and reasonably should not have known about, as of the effective date of the Contract.

2. ARCHITECT

The Architect is responsible for the overall design of the Project. The working drawings, technical Specifications, sketches and other information necessary to define the work covered by these Contract Documents have been prepared by the Architect.

3. CONTRACT DOCUMENTS

a. Contents and Precedence

The Contract Documents consist of the executed Lease Leaseback Agreement and all amendments, these General Conditions, all approved change orders, any interpretation or direction to Contractor issued in accordance with the General Conditions, the Owner's Resolutions awarding or authorizing amendment to any of the foregoing, the required Bonds and the Insurance documents, the Notice to Proceed, any Supplemental Conditions, the Technical Specifications, the Drawings, the Site Lease and the Facilities Lease. The Contract Documents are complementary and anything required by one shall be as binding as if required by all. In case of conflicts within the Contract Documents, the order of precedence of interpretation shall be as listed above, with the executed Contract and any change order or amendment thereto having priority over the original document. In case of conflict within the drawings, larger scale drawings shall govern smaller scale drawings, and written dimensions shall govern over scaled dimensions.

b. Ambiguities, Errors, and Inconsistencies

The goal of the preconstruction involvement of Contractor was to maximize the Parties' understanding of the design requirements, including the design intent and all technical requirements of the Project, prior to construction. If the Parties have maximized this opportunity, then there will be little or no need for clarification after construction is commenced. Contractor acknowledges that, prior to the start of construction, it has reviewed the Plans and Specifications and pointed out any design errors or omissions

that are reasonably observable by an experienced construction professional and will have determined that, prior to commencement of construction of the Work, that the Plans and Specifications are adequate for the Project's construction. The Parties understand that Contractor has not conducted an architectural or engineering or code compliance review of the Plans and Specifications. Involvement in preconstruction services in no way shifts responsibility for the design to Contractor. During the Project, should any discrepancy appear or any misunderstanding arise as to the import of anything contained in the Contract Documents, the matter shall be promptly referred to the Architect, who will issue instructions or corrections.

c. Lines and Planes

All lines and planes appearing on Contract drawings to be horizontal or vertical and not explicitly indicated otherwise shall be constructed true and plumb. All lines and planes appearing on Contract drawings to intersect at right angles and not explicitly indicated otherwise shall be constructed at true right angles. Where details are indicated covering specific conditions, such details also apply to all similar conditions not specifically indicated.

d. Standards

The specification standards of the various sections of the Specifications shall be the procedural, performance, and material standards of the applicable association publications identified and shall be the required level of installation, materials, workmanship, and performance for the applicable work. Except where a specific date of issue is mentioned hereinafter, references to specification standards shall mean the edition, including amendments and supplements, in effect on the date of the Contract. Where no standard is identified and a manufacturer is specified, the manufacturer's specifications are the standards. All standards shall be subordinate to the requirements of the applicable codes and regulations.

e. Reference to the Singular

Wherever in the Specifications an article, device or piece of equipment is referred to in the singular number, such reference shall include as many such items as are shown on drawings or required to complete the installation.

4. INTENT OF DRAWINGS AND SPECIFICATIONS

- a. Drawings and Specifications are to be read as an integrated document.
- b. Figured dimensions shall be followed in preference to scaled dimensions, and the Contractor shall make all additional measurements necessary for the work and shall be responsible for their accuracy. Before ordering any material or doing any work, the Contractor shall verify all measurements at the Project site and shall be responsible for



the correctness of same.

- c. It is the intent of the drawings and Specifications to show and describe complete installations. Items shown but not specified, or specified but not shown, shall be included unless specifically omitted.
  - 1) The Specifications shall be deemed to include and require everything necessary and reasonably incidental to the completion of all work described and indicated on the drawings, whether particularly mentioned or shown, or not.

## 5. TRADE DIVISIONS

Segregation of the Specifications into the designated trade divisions is only for the purpose of facilitating descriptions and shall not be considered as limiting the work of any subcontract or trade. Subject to other necessary provisions set forth in the Specifications, the terms and conditions of such limitations or inclusions shall lie solely between the Contractor and its Subcontractors. "Scope" as indicated in each section of the Specifications shall serve only as a general guide to what is included in that section. Neither the stated description nor the division of the plans and Specifications to various sections, which is done solely for convenience, shall be deemed to limit the work required, divide or indicate it by labor jurisdiction or trade practice, or set up any bidding barriers to the various sub-contractors or suppliers.

- a. The Contractor shall be responsible for the proper execution of all work required by the Contract Documents and for allocating such portions as the Contractor sees fit to the various Subcontractors, subject to applicable law. The Contractor is cautioned that the various individual sections may not contain all work that the Contractor may wish to allocate to a particular Subcontractor or everything bearing on the work of a particular trade, some of which may appear in other portions of the plans or Specifications.
- b. If the Contractor elects to enter into any subcontract for any section of the work the Contractor assumes all responsibility for ascertaining that the Subcontractor for the work is competent, licensed, solvent, thoroughly acquainted with all conditions and legal requirements of the work, has included all materials and appurtenances in connection therewith in the subcontract, and has performed its work in strict compliance with the Contract Documents.
- c. It shall be the responsibility of the Contractor to promptly notify each prospective Subcontractor of all portions of the Contract Documents, including the General Conditions, Supplemental Conditions and any parts of sections of Specifications or plans that the Contractor intends to include as part of the subcontract.

## 6. MASTER MANDATORY PROVISIONS

- a. Any material, item, or piece of equipment mentioned, listed or indicated without

definition of quality, shall be consistent with the quality of adjacent or related materials, items, or pieces of equipment on the Project and in accordance with best practices.

- b. Any method of installation, finish, or workmanship of an operation called for, without definition of standard of workmanship, shall be followed or performed and finished in accordance with best practices and consistent with adjacent or related installations on the Project.
- c. Any necessary material, item, piece of equipment or operation not called for but reasonably implied as necessary for proper completion of the work shall be furnished, installed or performed and finished; and shall be consistent with adjacent or related materials, items, or pieces of equipment on the Project, and in accordance with best practices.
- d. Names or numbered products are to be used according to the manufacturers' directions or recommendations unless otherwise specified.

7. CONTRACTOR

- a. The Contractor shall perform all the work and activities required by the Contract Documents and furnish all labor, materials, equipment, tools and appurtenances necessary to perform the work and complete it to the District's satisfaction within the time specified. The Contractor shall at all times perform the work of this Contract in a competent and workmanlike manner and, if not specifically stated, accomplish the work according to the best standards of construction practice. The Contractor in no way is relieved of any responsibility by the activities of the inspector in the performance of such duties.
- b. The Contractor shall employ a full-time competent superintendent and necessary assistants who shall have complete authority to act for the Contractor on all matters pertaining to the work. The superintendent shall be satisfactory to the District and, if not satisfactory, shall be replaced by the Contractor with one who is acceptable. The superintendent shall not be changed without the written consent of the District unless the superintendent ceases to be employed by the Contractor.
- c. Contractor shall make the layout of lines and elevations and shall be responsible for the accuracy of both the Contractor's and the Subcontractors' work resulting therefrom. All dimensions affecting proper fabrication and installation of all Contract work must be verified by the Contractor prior to fabrication and installation by taking field measurements of the true conditions. The Contractor shall take, and assist Subcontractors in taking, all field dimensions required in performance of the work, and shall verify all dimensions and conditions on the site. If there are any discrepancies between dimensions in drawings and existing conditions which will affect the work, the Contractor shall promptly bring such discrepancies to the attention of the Architect for adjustment before proceeding with the work. Contractor shall be responsible for the proper fitting of all work and for the coordination of all trades, Subcontractors and

persons engaged upon this Contract.

- d. Contractor shall do all cutting, fitting, or patching of Contractor's work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors as shown, or reasonably implied by, the drawings and Specifications for the completed work. Any cost incurred by the District due to defective or ill-timed work shall be borne by the Contractor.

## 8. RESPONSIBILITY OF CONTRACTOR

- a. Contractor shall be held strictly responsible for the proper performance of all work covered by the Contract Documents, including all work performed by Subcontractors. All work performed under this Contract shall comply in every respect to the rules and regulations of all agencies having jurisdiction over the Project or any part thereof.
- b. Contractor shall submit Verified Reports as defined in §§4-336 and 4-343 (c), Group 1, Chapter 4, Part I, Title 24, California Code of Regulations ("CCR"). The duties of the Contractor are as defined in §4-343, Group 1, Chapter 4, Part I, Title 24, of the CCR. Contractor shall keep and make available a copy of Title 24 of the CCR at the job site at all times.
- c. Where, because of short supply, any item of fabricated materials and/or equipment, indicated on drawings or specified is unobtainable and it becomes necessary, with the consent of the Architect, to substitute equivalent items differing in details or design, the Contractor shall promptly submit complete drawings and details indicating the necessary modifications of the work. This provision shall be governed by the terms of the General Conditions regarding Submittals: Shop Drawings, Cuts and Samples.
- d. With respect to work performed at and near a school site, Contractor shall at all times take all appropriate measures to ensure the security and safety of students and staff, including, but not limited to, ensuring that all of Contractor's employees, Subcontractors, and suppliers entering school property strictly adhere to all applicable District policies and procedures that have been provided to Contractor, e.g., sign-in requirements, visitor badges, and access limitations.
- e. Contractor shall comply and shall ensure that all subcontractors with COVID-19 Protocols and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. COVID-19 Protocols issued after the effective date of the Contract may constitute an Unknown Covid-19 Condition subject to submittal in a Proposed Change Order Request.

## 9. SUBCONTRACTORS

- a. Nothing contained in the Contract Documents shall create any contractual relationship between any Subcontractor and the District. If the Contractor does not specify a

Subcontractor for any portion of the work to be performed under this Contract, as required by law, Contractor shall perform that portion of the work with its own forces. The Contractor shall not substitute any other person or firm as a Subcontractor for those listed in the list submitted by the Contractor, without the written approval of the District and in conformance with the requirements of the Public Contract Code. The District reserves the right of approval of all Subcontractors proposed for use on this Project, and to this end, may require financial, performance, and such additional information as is needed to secure this approval. If a Subcontractor is not approved, the Contractor shall promptly submit another firm of the same trade for approval.

- b. The Contractor shall insert appropriate provisions in all subcontracts pertaining to work on this Project requiring the Subcontractors to be bound by all applicable terms of the Contract Documents. The Contractor shall be as fully responsible for the acts and omissions of the Subcontractors, and of persons either directly or indirectly employed by them, as the Contractor is for the acts and omissions of persons directly employed by the Contractor.

#### 10. PERFORMANCE AND PAYMENT BONDS

- a. Prior to commencing any work, the Contractor shall file with the District the following bonds, using the bond forms provided by the Owner:
  - 1) A corporate surety bond (performance bond), in a sum not less than 100 percent of the Total Base Rent, to guarantee the faithful performance of the Contract.
  - 2) A corporate surety bond (payment bond), in a sum not less than 100 percent of the Total Base Rent, to guarantee the payment of wages for services engaged and of bills contracted for materials, supplies, and equipment used in the performance of the Contract.
- b. If the Project has multiple phases, payment and performance bonds supplied by the Contractor in shall be updated to reflect the revised Total Base Rent amount after each phase is approved by the District's Board and prior to commencing construction of that phase's work. The amount of the Contract, as used to determine the amounts of the bonds, shall be the total amount accepted by the District as the Total Base Rent for the performance of the required phase of work.
- c. Corporate sureties on these bonds must be admitted sureties as defined by law, legally authorized to engage in the business of furnishing surety bonds in the State of California. All sureties and bond forms must be satisfactory to the District. Failure to submit the required bonds within the time specified by the Contract, using the forms provided by the District, may result in cancellation of the award of Contract.
- d. During the period covered by the Contract, if any of the sureties upon the bonds shall become insolvent, the Contractor, within thirty (30) days after notice given by the

District to the Contractor, shall provide supplemental bonds or otherwise substitute another and sufficient surety approved by the District in place of the surety becoming insolvent or unable to pay. If the Contractor fails within such thirty (30) day period to substitute another and sufficient surety, the Contractor shall, if the District so elects, be deemed to be in default in the performance of its obligations hereunder, and the District, in addition to any and all other remedies, may terminate the Contract or bring any proper suit or other proceedings against the Contractor and the sureties or any of them, or may deduct from any monies then due or which thereafter may become due to the Contractor under the Contract, the amount for which the surety shall have been liable on the bonds, and the monies so deducted shall be held by the District as collateral security for the performance of the conditions of the bonds.

## 11. INSURANCE

Contractor shall obtain insurance from a company or companies acceptable to District, which shall comply with all the following requirements:

- a. All required insurance must be written by an admitted company licensed to do business in the State of California at the time the policy is issued. All required insurance shall be equal to or exceed an A VIII rating as listed in Best's Insurance Guide's latest edition. Required documentation of such insurance shall be furnished to the District at the time Contractor returns the executed Contract. Contractor shall not commence work nor shall it allow its employees or Subcontractors or anyone to commence work until all insurance required hereunder has been submitted and approved by the District and a notice to proceed has been issued.
- b. Contractor, and each of its Subcontractors, shall take out and maintain at all times during the life of this Contract, up to the date of acceptance of the work by the District, the following policies of insurance:
  - 1) General Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the Contractor arising out of or in connection with this Contract, written on a comprehensive general liability form including contractor's protected coverage, blanket contractual, completed operations, vehicle coverage and employer's non-ownership liability coverage, in an amount no less than either:
    - a. \$2,000,000.00 combined single limit personal injury and property damage for each occurrence and \$4,000,000.00 annual aggregate with a \$2,000,000 umbrella/excess; or
    - b. \$5,000,000.00 annual combined single limit.
  - 2) Builders Risk Insurance:

Contractor shall procure and maintain builders' risk insurance (all-risk coverage) on a one hundred percent completed value basis on the insurable portion of the project for the benefit of the District, and the Contractor and subcontractor as their interest may appear. Subcontractors shall not be obligated to obtain separate Builders' Risk Insurance policies.

- 3) Automobile Liability Insurance: Covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles and be included on the umbrella/excess policy.

- c. The certificate(s) for the both the General Liability Policy(ies) and the Automobile Liability Policy specified above must state that the insurance is under an occurrence based, and not claims made, policy(ies) and shall be endorsed with the following specific language, or language to that effect:

“The Gravenstein Union School District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Contract.”

- d. The certificate(s) for the both the General Liability Policy and the Automobile Liability Policy, as well the Builders' Risk Policy if required above, shall be endorsed with the following specific language, or language to that effect:

- 1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverages afforded shall apply as though separate policies have been issued to each insured.
- 2) The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.
- 3) Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice (10 days for non-payment of premium) given to the Owner by certified mail.
- 4) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.
- 5) The certificates must state that the insurance is under an occurrence based, and not a claims-made, or "modified occurrence," policy (policies).

- e. The following documentation of insurance shall be submitted to District for approval prior to proceeding with construction: Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified

endorsements for each policy. At the time of making application for an extension of time, the Contractor shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

f. If the Contractor fails to maintain such insurance, and after five (5) business days' notice of Contractor's failure to provide such notice, the District may take out such insurance to cover the required insurance which has not been provided, and deduct and retain the amount of the premiums from any lease payments otherwise due the Contractor under the Facilities Lease.

g. Workers' Compensation Insurance:

- 1) The Contractor shall furnish to the District satisfactory proof that the Contractor and all Subcontractors that it employs have procured full Workers' Compensation insurance and employer's liability with limits of at least \$1,000,000 with an insurance carrier satisfactory to the District for all persons whom the Contractor may employ in carrying out the work contemplated under this Contract in accordance with section 3700 of the Labor Code. Such insurance shall be maintained in full force and effect during the period covered by the Contract. In the event the Contractor is self-insured, Contractor shall furnish a Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.
- 2) If an injury occurs to any employee of the Contractor or any Subcontractor for which the employee, or the employee's dependents in the event of the employee's death, is entitled to workers' compensation at any time during which the Contractor or the applicable Subcontractor has failed to maintain required workers' compensation insurance, then the District may retain from the sums otherwise due the Contractor under the Facilities Lease an amount sufficient to cover such workers' compensation, as fixed by Labor Code sections 4451 *et seq.*, until such compensation is paid, or until it is determined that no compensation is due. If the District is compelled by any applicable legal process to pay such compensation to the injured employee, it will deduct such sums from amounts otherwise due to the Contractor, or otherwise recover this sum from the Contractor or its Surety.
- 3) The policies represented by the certificates shall be endorsed with a Waiver of Subrogation and must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended cancellation (ten (10) days for non-payment of premium) has been given to the District by certified mail.

## 12. CODES AND REGULATIONS

- a. The Contractor shall be knowledgeable regarding and shall comply with applicable portions of California Code of Regulations Title 24, the applicable Building Code, and

all other codes, ordinances, regulations or orders of properly constituted authority having jurisdiction over the work of this Project. The Contractor shall examine the Contract Documents for compliance with these codes and regulations and shall promptly notify the Architect of any discrepancies identified by the Contractor.

- b. All work and materials shall be in full accordance with the latest rules and regulations of the Safety Orders of the Division of Industrial Safety and the applicable State laws and/or regulations. Nothing in the Project plans or Specifications is to be construed to permit work not conforming to the applicable Codes. Buildings and/or all other construction covered by this Contract shall meet all the regulations for access by the physically handicapped as administered by the Division of the State Architect and as may be required by federal or state law.
- c. If the work under this Contract is for the construction of a school building as defined by the Education Code, then the following provisions shall apply to the Contract:
  - 1) All work shall be executed in accordance with the current requirements of the Education Code and California Code of Regulations: Title 24 and Title 19. No deviations from the DSA approved plans and Specifications will be permitted except upon a Change Order or Addenda, signed by the District and Architect and approved by the Division of the State Architect and the State Fire Marshal, if applicable.
  - 2) The Division of the State Architect shall be notified 48 hours in advance of the first pour of concrete.

### 13. PERMITS AND TAXES

- a. The Contractor shall obtain and pay for all permits, fees and licenses that are required in order to perform the work under this Contract. The Owner shall pay all fees required by DSA. The Owner shall reimburse the Contractor for specific construction permits, as agreed upon by the Parties, which are related exclusively to the Project and/or Project location. The District shall pay connection charges and meter costs for new permanent utilities required by these Contract Documents. The Contractor shall notify the District sufficiently in advance to submit requests for service to the appropriate utility companies so as to insure connections or installation of utility services in accordance with the Project schedule.
- b. The Contractor shall pay for all taxes on materials and equipment. The District is exempt from Federal Excise Tax. Contractor shall not pay Federal Excise Tax on any item in this Contract.

### 14. PATENTS AND ROYALTIES

All fees or claims for patents, royalties or licenses on materials, equipment or processes used in



the performance of work on this Project shall be included in the amount of the contract price. The Contractor shall indemnify, defend, and hold harmless the District, its Governing Board, the Architect, and their officers and employees, from all claims or liability, including costs and expenses, which may arise from the use on this Project of any patented or copyrighted materials, equipment, or processes.

15. SAFETY AND FIRE PREVENTION

- a. The Contractor, Subcontractors and all of their agents and employees shall fully comply with all of the provisions and requirements of CAL/OSHA, Title 8, California Code of Regulations and all other safety codes applicable to the Project, including but not limited to, all federal, state, local and District ordinances and protocols relating to COVID-19. The Contractor shall take thorough precautions at all times for the protection of persons and property, and shall be liable for all damages to persons or property, either on or off the site, which occur as a result of Contractor's prosecution of the work. The Contractor shall obtain permits for, install and maintain in safe condition barricades, walkways, fences, railings, and whatever other safeguards that may be necessary to protect persons and property from damage as a result of the construction under this Contract.
- b. Contractor is required to ensure Material Safety Data Sheets ("MSDS") are available in a readily accessible place at the work site for any material requiring a MSDS pursuant to the federal "Hazard Communication" standard or employee "right to know" laws. Contractor is also required to ensure proper labeling on materials brought on the job site such that any person working with the material or within the general area of the material is informed of the hazards of the material and follows proper handling and protection procedures. A copy of the MSDS shall also be promptly submitted directly to the District.
- c. Contractor shall not endanger any work by cutting, excavating, or otherwise altering the work and shall not cut or alter the work of any other contractor except with the written consent of the Architect, nor overload any new or existing structures by the placing or storage of materials, equipment, or other items thereon, and, if necessary, shall provide calculations proving the safety in so doing.
- d. If it is necessary to work at night, or where daylight is obscured, the Contractor shall provide and maintain lighting of an adequate level to properly prosecute the work, to permit the thorough inspection of same, and to ensure the safety to workers and others.
- e. Contractor shall take extraordinary care to prevent fires and keep all flammable materials and oily rags in tightly closed metal containers. Contractor shall exercise particular care when welding or cutting, and with regard to the disposition of waste materials, the nature and quantity of which might create or increase a fire hazard.

16. HAZARDOUS MATERIALS

Unless otherwise specified, this Contract does not include the removal, handling, or disturbance of any hazardous substances or materials encountered in the new construction or on the Project grounds. If such substances or materials are encountered, work shall cease in that area and the District shall be promptly notified to take appropriate action for removal or otherwise abating the condition in accordance with current regulations applicable to the District.

a. General

- 1) No asbestos, asbestos-containing products or other hazardous materials shall be used in this construction or in any tools, devices, clothing or equipment used to further this construction.
- 2) Asbestos and/or asbestos containing products shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremo-lite or actinolite.
- 3) Any or all material containing greater than one tenth of one percent (>.1%) asbestos shall be defined as asbestos-containing material.
- 4) Any disputes involving the question of whether or not material contains asbestos shall be settled by electron microscopy; the cost of any such tests shall be paid by the Contractor.
- 5) All work or materials found to contain asbestos or work or material installed with asbestos containing equipment will be immediately rejected and this work shall be removed by the Contractor at no additional cost to the District.

b. Decontamination and Removal of hazardous material from prior work

- 1) Decontamination and removal of work found to contain asbestos or work installed with asbestos containing equipment shall be done only under the supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency (“EPA”).
- 2) The asbestos removal contractor shall be an EPA-accredited contractor qualified in the removal of asbestos subject to the approval of the District.
- 3) The asbestos consultant shall be chosen and approved by the District which shall have sole discretion and final determination in this matter.
- 4) The work will not be accepted until asbestos contamination is reduced to levels deemed acceptable by the asbestos consultant.

c. Hold Harmless

- 1) Interface of work under this Contract with work containing asbestos shall be executed by the Contractor at Contractor's risk and at Contractor's discretion with full knowledge of the currently accepted standards, hazards, risks and liabilities associated with asbestos work and asbestos containing products. By execution of this Contract the Contractor acknowledges the above and agrees to hold harmless, as set forth in the indemnity provisions of this Contract, the Owner, its employees, agents and assigns for all asbestos liability which may be associated with this work and agrees to instruct Contractor's employees and agents with respect to the above-mentioned standards, hazards, risks and liabilities.
- 2) The Contractor shall, prior to commencement of any work involving hazardous materials, provide a duly signed affidavit that Contractor has instructed Contractor's employees and agents with respect to the above mentioned standards, hazards, risks and liabilities and the contents and requirements of this portion of the Contract Documents.

d. Certification

The Contractor agrees that materials containing asbestos or other hazardous materials as defined in Federal and State law shall not be used in construction.

17. TEMPORARY FACILITIES

- a. The Contractor shall obtain permits for, install and maintain in safe condition all scaffolds, hoisting equipment, barricades, walkways, or other temporary structures that may be required to accomplish the work. Such structures shall be adequate for the intended use and capable of safely accepting all loads that may be imposed upon them. They shall be installed and maintained in accordance with all applicable codes and regulations.
- b. The Contractor shall provide and maintain temporary heat from an approved source whenever in the course of the work it may become necessary for curing, drying or warming spaces as may be required for the proper installation of materials or finishes. The Contractor shall provide and maintain any and all facilities that may be required for dewatering in order that work may proceed on the Project. If it is necessary for dewatering to occur continually, the Contractor shall have on hand whatever spare parts or equipment that may be required to avoid interruption of service or work.
- c. The Contractor shall promptly remove all such temporary facilities when they are no longer needed for the work or on completion of the Project. The Contractor shall repair any damage to premises or property which resulted from the construction, use, or removal of temporary facilities and shall restore the premises and property to their original condition.

- d. See the Supplemental General Conditions and/or specifications for requirements concerning temporary sanitary facilities and utilities.

18. SIGNS

No signs may be displayed on or about the District's property (except those which may be required by law) without the District's prior written approval of size, content and location. Any signs required by the District will be designated in the Supplemental General Conditions.

19. TIME

- a. The Contractor shall commence the work on or about the date indicated in the Notice to Proceed. Time is of the essence regarding the Contract work, and the Contractor shall prosecute the work diligently and regularly at such a rate of progress as to ensure completion of this Project within the time specified.
- b. The Contractors and Subcontractors shall investigate and become aware of the amount of time required for the delivery of all equipment and materials required to perform the work under this Contract, and no extension of time shall be granted due to failure to order the equipment and materials sufficiently before their incorporation into the work so as to avoid delay to the Project.
- c. The Contractor and Subcontractors shall provide and maintain sufficient labor, materials and equipment to ensure a rate of construction progress that will complete the Project within the time specified and according to the schedule of work. If, in the District's opinion, the Contractor and/or any Subcontractor is not prosecuting the work at a sufficient rate of progress to meet the Project's schedule, the District may direct the Contractor to provide additional labor, materials or equipment, or to work additional hours, holidays or weekends without additional cost to the District until the work is progressing in a manner satisfactory to the District.

20. CONSTRUCTION SCHEDULE

- a. Within fifteen (15) calendar days after execution of the Lease Leaseback Agreement by the District, the Contractor shall prepare and submit to the District an as-planned construction schedule showing in detail how the Contractor plans to prosecute the work within the Contract Time. The schedule shall include the work of all trades necessary for construction of the Project, and shall be sufficiently complete and comprehensive to enable progress to be monitored on a day-by-day basis. The information for each activity shall include at a minimum the activity description, duration, start date and completion date. If the District authorizes construction of multiple phases of the Project, then the Contractor shall prepare a submit an updated as-planned construction

schedule in accordance with the requirements of this paragraph showing in detail how the Contractor plans to prosecute the new phase work within the Contract Time.

- b. The Contractor shall take care in the preparation of the schedule to ensure that it represents an accurate and efficient plan for accomplishing the work. If the Project is more than one week behind schedule, it must be promptly revised showing how the Contractor plans to complete the work, but in no case shall it show a completion date later than that required by the Contract, unless a time extension has been granted. The current schedule shall be kept posted in the Contractor's project office on site.
- c. The Contractor shall be responsible for the coordination of all work necessary and pertaining to the construction whether actually a part of this Contract or attendant thereto. The Contractor shall notify the District and various utility companies, as far as possible in advance of their required work, in order that work schedules may be developed for all concerned, which will permit the most effective and timely accomplishment of the entire Project.

## 21. DELAYS AND TIME EXTENSIONS

- a. The Contractor may be granted a time extension if the Contractor encounters an unavoidable delay of the work due to causes completely beyond the Contractor's control and which the Contractor could not have avoided by the exercise of reasonable care, prudence, foresight and diligence. Causes for which a claim for extension of time may be made include: acts of the public enemy, acts of another contractor in the performance of another contract with the District, priority of a governmental agency for materials or equipment, fire, flood, violent wind storm, epidemic, quarantine restriction, strike, freight embargo, or weather of an unusually severe nature. The Contractor will not be granted time extensions for weather conditions which are normal for the location of the Project, according to the U. S. Weather Bureau Records.
- b. A request for extension of time and compensation related thereto shall be made in writing to the District within ten (10) calendar days of the date the delay is encountered, or shall be deemed waived. The request shall include a detailed description of the reasons for the delay and corrective measures by the Contractor. The request shall be accompanied by evidence that the insurance policies required by the Contract shall be in effect during the requested additional period of time. In order for the Architect to consider a request for time extension, the Contractor must prove that the reasons stated for the delay actually caused a delay in portions of the work which will result in completion beyond the date specified in the Contract. The Contractor may also be granted a time extension for a significant change in the scope of work which request for extension of time shall be included in a Contract modification proposal.
- c. No damages or compensation or any kind shall be paid to a Contractor because of delays in the progress of work, whether such delays be avoidable or unavoidable, that are not the responsibility of District. District's liability to Contractor for delays for

which District is responsible shall be limited to an extension of time unless such delays were unreasonable under the circumstances involved and were not within the contemplation of the parties when the Contract was awarded. The Contractor shall provide to the District the actual, substantiated costs to Contractor for which the Contractor may claim damages from District. Such costs, if any, shall be directly related to the Project, and shall not include costs that would be borne by the Contractor in the regular course of business, including, but not limited to, office overhead and ongoing insurance costs. Delay damages shall not include Contractor or Subcontractor markup for overhead and profit, but only actual, documented, and direct actual costs. The District shall not be liable for any damages which the Contractor could have avoided by any reasonable means including, but not limited to, the more judicious handling of forces or equipment.

- d. The granting of an extension of time because of unavoidable delays shall in no way operate as a waiver on the part of the District of the right to collect liquidated damages for other delays or of any other rights to which the District is entitled.
- e. The Contractor may be granted a time extension if the Contractor encounters an unavoidable delay of the work due to a COVID-19 Shutdown or Unknown Covid-19 Condition which the Contractor could not have avoided by the exercise of reasonable care, prudence, foresight and diligence. In order to be entitled to the time extension, the Contractor must demonstrate an issue constitutes an Unknown COVID-19 Condition. The Contractor must also prove that the delay actually caused a delay in portions of the work which will result in completion beyond the date specified in the Contract.

22. LIQUIDATED DAMAGES

- a. Should the Contractor fail to complete each the Project, or each phase, within the specified Contract Time, together with extensions granted by the District, Contractor shall become liable to the District in the amount specified in the Contract per calendar day for each day the work, or phase work, remains incomplete beyond the Contract Time, as liquidated damages and not as a penalty. Contractor shall not be charged with liquidated damages when the delay in completion of the work beyond the time for Final Completion is due to acts of the District. It is expressly stipulated and agreed by Contractor and District that it would be impractical and extremely difficult to fix the actual amount of damages.
- b. The District may withhold from any Lease Payment otherwise due to Contractor an amount sufficient to cover liquidated damages accrued as of the date the Lease Payment is due. Should such money not be sufficient to cover the liquidated damages actually assessed, the District shall have the right to recover the balance from the Contractor or Contractor's sureties.
- c. Should the District suspend the work for any cause, the time work is suspended will be added to the time for completion. Suspension of the work by the District shall not be a waiver of the right to claim liquidated damages as set forth in this section, following

extension of the Contract Time for the period of the suspension.

- d. The assessment of Liquidated Damages does not otherwise limit the right of the Owner to claim a loss or damages incurred by the Owner for reasons other than delay (e.g. damages due to defective work).

23. DISTRICT'S RIGHT TO STOP WORK; TERMINATION OR SUSPENSION OF THE CONTRACT

a. District's Right to Stop Work:

In addition to or as an alternative to any and all other remedies available to the District, if the Contractor fails to correct work which is not performed in accordance with the Contract Documents, or if the Contractor persistently fails to perform the work in accordance with the Contract Documents, the District may by written order direct the Contractor to stop that portion of the work until the cause for such order has been eliminated to the satisfaction of the District. However, the right of the District to stop the work shall not give rise to a duty on the part of the District to exercise this right for the benefit of the Contractor or any other person or entity, and the failure of the District to do so shall not be raised as a defense to the Contractor's failure to perform the work in accordance with the Contract Documents.

b. Termination for Cause:

- 1) If the Contractor refuses or fails to furnish sufficient materials, work force, equipment, and appurtenances to properly prosecute the work in a timely manner, or if Contractor refuses or fails to comply with any provisions of the Contract Documents, or if Contractor should file a bankruptcy petition or make a general assignment for the benefit of Contractor's creditors or if a receiver should be appointed on account of Contractor's insolvency, then the District may give the Contractor and Contractor's Surety written notice of intention to terminate the Contract. Unless, within seven (7) calendar days after the serving of such notice upon the Contractor and Contractor's Surety, such violation shall cease and arrangements for correction of such conditions shall be made satisfactory to the District, the District may terminate the Contract by written notice thereof to the Contractor and Contractor's Surety.
- 2) In the event of termination for cause, in addition to all remedies available to the District, the Contractor's Surety shall have the right to take over and complete the Project by giving the District written notice of its intent to do so within fifteen (15) days of the Surety's receipt of the notice of termination; provided, however, that if the Surety does not commence performance within thirty (30) calendar days from the date of its notice of its intent to complete the Project to the District, the District may take over the work and prosecute the same to completion by letting another Contract, or by any other method that the District

deems advisable. The Contractor and Contractor's Surety shall be liable for any excess cost reasonably incurred by the District thereby, and in any such event the District may take possession of such materials, equipment, and other property belonging to the Contractor as may be on the site and necessary to complete the work.

- 3) If the District terminates for default, then the Parties shall meet and confer and review the accounts and records of the Contractor to determine the actual costs incurred by the Contractor for the work completed to the date of termination ("Actual Costs"), including both paid and unpaid. The Actual Costs of the work completed shall include the cost of any materials or equipment ordered and paid for (including any deposits paid toward final costs) but which have not been shipped or are stored off-site and any contractual obligations incurred by the Contractor that cannot be cancelled or terminated without penalty. The Actual Costs shall include the proportional share of the Contractor's Fee for the work performed prior to termination. Once the Actual Costs have been agreed to by the Parties, or otherwise determined, if the Actual Costs are greater than the Total Base Rent and other payments made by the District for the work that is terminated, then the difference will be payable by the District. If the Actual Costs are less than the Base Rent paid by the District, the Contractor will pay the difference to the District. The District will assume any accounts payable and contractual obligations that cannot be cancelled or terminated for labor, materials or equipment ordered but not fully paid for by the Contractor as of the date of termination. The Contractor will cooperate with the District and assign any subcontracts with subcontractors or material providers to the District at the District's election. Any payments required hereunder shall be paid within ten (10) days of the final determination of the amounts due.

c. Termination for Convenience:

The District reserves the right, in its sole discretion, to terminate the Lease Leaseback Agreement, including the associated Site Lease and Facilities Lease, for convenience following three (3) working days' written notice to the Contractor. In the event of termination for convenience, Contractor shall have no claims against the District, except that the District shall pay the Contractor the earned but unpaid actual costs, calculated in accordance with Section 23(b)(3) above, plus five percent (5%) of the remaining Contractor's Fee for the Project. The parties agree that this amount shall constitute full and fair compensation for all Contractor's lost profits and other damages resulting from the termination for convenience.

24. ASSIGNMENT OF CONTRACT

The Contractor may not assign or delegate all or any portion of this Contract without the written consent of the District and no such consent shall be given which would relieve the Contractor or its Surety of their responsibilities under the Contract. The Contractor may assign, without liability to the District, monies due the Contractor under the Contract to banks, trust



companies or other financial institutions provided written notice thereof is promptly delivered to the District. Assignment of monies earned by the Contractor shall be subject to setoffs, withholds, and back charges as provided by this Contract.

25. COORDINATION WITH OTHER CONTRACTS

- a. The District reserves the right to do other work or award other contracts in connection with this Project. By entering into this Contract, Contractor acknowledges that there may be other contractors on or adjacent to the Project site whose work must be coordinated with that of its own. Contractor expressly warrants and agrees that it will cooperate with other contractors and will do nothing to delay, hinder, or interfere with the work of other contractors, or that of the District, its Architect and Construction Manager. Contractor also expressly agrees that in the event its work is hindered, delayed, interfered with, or otherwise affected by a separate contractor it shall provide immediate notice to the District, sufficient to allow the District to bring a claim or withhold funds from the other contractor. Contractor also agrees to cooperate with the District and participate in any meeting which the District deems necessary in order to resolve a claim between the Contractor and a separate contractor.
- b. If any part of Contractor's work depends upon the work of a separate contractor, Contractor shall inspect such other work and promptly report in writing to the District and Architect any defects in such other work that render it unsuitable to receive the work of Contractor. Failure of the Contractor to so inspect and report shall constitute an acceptance of the other contractor's work, except as to defects which the Contractor could not have detected through the reasonable inspection of the other contractor's work prior to the execution of Contractor's work.
- c. If Contractor is aware of a current or potential conflict between Contractor's work and the work of another contractor on the site, and is unable to informally resolve the conflict directly with the other contractor, Contractor shall promptly provide written notice to the District, with a copy to the Architect and the other contractor, specifying the nature of the conflict, the date upon which the conflict arose, and the steps taken to attempt to resolve the conflict. The District may issue written instructions to address the conflict.
- d. If, through Contractor's negligence, any other contractor or subcontractor shall suffer loss or damage to the work, Contractor shall make a reasonable effort to settle with such other contractor and subcontractor by agreement or arbitration. If such other contractor or subcontractor shall assert any claim against the District or Architect, on account of any damage alleged to have been so sustained, the District or Architect shall notify the Contractor, who shall defend such proceedings at Contractor's own expense and save harmless and indemnify the District and the Architect from any such claim.

26. SUBMITTALS: SHOP DRAWINGS, CUTS AND SAMPLES

- a. Five (5) copies of shop drawings, brochures and cuts and samples in quantities specified

by the Architect shall be submitted to the Architect for all items for which they are required by the plans and Specifications. Prior to transmittal, the Contractor shall examine all submittals for accuracy and completeness in order to verify their suitability for the work and compliance with the Contract Documents and shall sign and date each submittal. Submittals shall be made sufficiently before the items are required for the work so as to cause no delay and shall be in accordance with the Project construction schedule.

- b. In addition to information furnished as common practice, submittals shall contain the Project name and location, Contractor's name and address, Subcontractor's or supplier's name and address, date of submittal and any revisions, and reference to appropriate specification section, and/or drawing and detail numbers. The Contractor and/or the Subcontractors shall verify in the field all dimensions and relationships to adjacent work necessary to ensure the proper fit of the items submitted. If necessary, the Contractor shall make any corrections required and resubmit with all due haste in the same number as initially required.
- c. Review of submittals, shop drawings, cuts or samples by the District or Architect shall not relieve the Contractor from complying with the requirements of the Contract Documents.
- d. Any materials or equipment installed without approval shall be at the Contractor's own risk, and Contractor may be required to remove any such materials or equipment and install the specified items at Contractor's own cost, including repairs to adjacent work.

## 27. PAYMENTS

### a. Cost Breakdown:

Within ten (10) days of the Notice to Proceed, the Contractor shall prepare and submit to the Architect and District a cost breakdown (schedule of values) showing the major work items for each trade or operation required in construction of the Project. The work items shall be sufficiently detailed to enable the Architect to accurately evaluate the completion percentages requested by the Contractor. The cost for each work item shall include the applicable percentage of the Contractor's Fee. The total of all work item costs shall equal the Total Base Rent.

### b. Scope of Payment:

The schedule of Lease Payments is set forth in Exhibit D to the Lease Leaseback Agreement. Lease Payments to the Contractor shall be full compensation for furnishing all labor, materials, equipment and tools necessary to the work, and for performing and completing, in accordance with the Specifications, all work required under the item or under the Contract, and for all expense incurred by the Contractor for any purpose in connection with the performance and completion of the work.

c. Lease Payments:

The Contractor will, on or about the last day of each month, make an estimate of the value of the work completed by Contractor in the performance of the Contract. These estimates shall be subject to the review and approval of the Architect. The first such estimate will be of the value of the work completed after the Contractor commenced the performance of the Contract, and every subsequent estimate, except the final estimate, will be of the value of the work completed since the immediately preceding estimate. Such estimates will be based on labor, materials and equipment incorporated into the work, and items of materials and equipment delivered to the Project. The Contractor shall be responsible for the security and protection of such materials and equipment delivered to the Project and not incorporated in the work. Within thirty (30) calendar days after the approval of each estimate for progress payment, the District will pay to the Contractor an amount equal to 95% percent of the approved estimate.

Because satisfactory completion of the Project is essential to the District's educational services, rights of quiet enjoyment, and other rights of tenancy, the District may withhold from any Lease Payment a sufficient amount as in its reasonable judgment may be necessary to protect the District due to the Contractor's failure to make progress, as reflected on its schedule of values, in accordance with the Contract Documents. The District also retains the right to withhold from any Lease Payment otherwise due amounts required due to stop payment notices timely filed or where the District has incurred costs or requests reasonable financial assurances regarding defective work by the Contractor.

d. Payments Do Not Imply Acceptance of Work:

The payment of any Lease Payment by the District or the receipt thereof by the Contractor shall not constitute acceptance of the work or of any portion thereof, and shall in no way lessen the liability of the Contractor to replace unsatisfactory work or material, whether or not the unsatisfactory character of such work or material was apparent or detected at the time such payment was made.

e. Retention of Sums Charged Against Contractor:

It is mutually understood and agreed that when, under any provision of this Contract, the District shall charge any sums of money against the Contractor, the amount of such charge shall be deducted and retained by the District from the amount of the next succeeding Lease Payment, or from any other monies due or that may become due the Contractor on account of the Contract. If on completion or termination of the Contract such monies due the Contractor are found insufficient to cover the District's charges against the Contractor, the District shall have the right to recover the balance from the Contractor or the Contractor's Sureties.

f. Release:

The Contractor shall, if required by the District, execute and deliver at the time of the final Lease Payment and as a condition precedent to the final Lease Payment, a release in the form required by Civil Code section 8136. In addition, if required by the District, the Contractor shall provide a release in the form required by Civil Code section 8138 upon receipt of the final Lease Payment.

g. Payment to Subcontractors and Suppliers:

The Contractor shall pay each Subcontractor and supplier promptly on receipt of each Lease Payment from the District for the materials, labor and equipment delivered to the site or incorporated in the work by each Subcontractor, less any withhold for disputed amounts.

h. Stop Payment Notice Costs:

The District reserves the right to charge the Contractor or Surety all costs incurred by the District, including attorney's fees, for defending stop payment notice claims.

28. MODIFICATIONS OF CONTRACT

a. Changes In The Work:

- 1) The District, before the date of acceptance of the work, may, without notice to the Sureties, order changes in the work ("Modifications"), may order extra materials and extra work in connection with the performance of the Contract, and the Contractor shall promptly comply with such orders. All Modifications must be approved by DSA and the State Fire Marshall, if applicable, as required by law.
- 2) If changes ordered in design, workmanship or materials are of such a nature as to increase or decrease the cost of any part of the work, Total Base Rent shall be increased or decreased by such amount as represents the reasonable and proper allowance for the increase or decrease in the cost of the work in accordance with the provisions of this Article, and any other applicable terms of the Contract, including, but not limited to, the Contractor's schedule of values and the price for allowances, if any. Except as provided by law or as set forth in Exhibit D, the total cost of all Modifications shall not exceed ten (10) percent of the original Contract price.
- 3) In the case of a disputed work item, the District may direct the Contractor to perform the disputed work at no additional cost to the District on the grounds that the work is adequately indicated in the Contract Documents. If the Contractor maintains that the disputed work represents a modification to the

Contract, Contractor may submit a claim in accordance with Article 50, Resolution of Construction Claims. Notwithstanding any dispute regarding the requirements of the Contract Documents, Contractor shall promptly and fully comply with the District's directive. Contractor's failure to do so shall be deemed a material breach of this Contract, and in addition to all other remedies, District may, at its sole discretion, hire another contractor and/or use its own forces to complete the disputed work at Contractor's sole expense, and may deduct the cost of such work from the Total Base Rent.

b. Cost Breakdown:

When the Modification is proposed, the Contractor shall furnish a complete breakdown of actual costs of both credits and extras, itemizing materials, labor, taxes, overhead and profit. Subcontract work shall be so indicated. All costs must be fully documented. The following limitations shall apply:

1) Limitations Where Contract Price Changes are Involved:

- (a) Overhead and Profit for the Contractor. The Contractor's overhead and profit on the cost of subcontracts shall be a sum not exceeding ten percent (10%) of such costs. The Contractor's overhead and profit on the costs of work performed by the Contractor shall be a sum not exceeding fifteen percent (15%) of such costs. Overhead and profit shall not be applied to the cost of taxes and insurance, if applicable, by Contractor or Subcontractors or to credits. No processing or similar fees may be charged by the Contractor in connection with the Modification.
- (b) Bond Premiums. The actual rate of bond premiums as paid on the total cost (including taxes) will be allowed, but with no markup for profit and overhead.
- (c) Taxes. State and city sales taxes should be indicated. Federal excise tax shall not be included. (District will issue an exemption on request.)

2) Change Order Certification:

All change orders and requests for proposed change orders shall include the following language, unless modified by agreement of the Parties:

"The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the price specified for each item and as to the extension of time allowed, if any, for completion of the Project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code sections 12650 *et seq.* It is

understood that the changes to the Contract Documents set forth herein shall only be effective upon approval by the Governing Board of the District.

"It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included herein are deemed waived."

c. Time and Materials:

If it is impractical, because of the nature of the work, or for any other reason, to fix an increase in price in advance, the Change Order may fix a maximum price which shall not under any circumstances be exceeded, and subject to such limitation, such alteration, modification or extra shall be paid for at the actual necessary cost as determined by the sum of the following items (1) to (5) inclusive:

- 1) Labor, including premium on compensation insurance and charge for Social Security taxes, and other taxes pertaining to labor.
- 2) Material, including sales taxes and other taxes pertaining to materials.
- 3) Plant and equipment rental.
- 4) Overhead and profit computed at fifteen percent (15%) of the total of Items (1) to (3) inclusive.
- 5) The proportionate cost of premiums on bonds computed at one and one-half percent (1-1/2%) of the total of items (1) to (4) inclusive.

If the Time and Materials work is done by a Subcontractor, the amount shall be determined as set forth above under items (1) to (5) inclusive. The Contractor's overhead and profit on the costs of subcontracts (exclusive of taxes and insurance) shall not exceed ten percent (10%) of such costs.

The District reserves the right to furnish such materials as it may deem expedient, and no allowance will be made for profit thereon. The above-described methods of determining the payment for work and materials shall not apply to the performance of any work or the furnishing of any material which, in the judgment of the District, may properly be classified under items for which prices are established in the Contract.

d. Oral Modifications:

No oral statements of any person shall in any manner or degree modify or otherwise affect the terms of the Contract.

e. COVID-19

Contractor may submit a Proposed Change Order Request for increased costs attributable to COVID-19 which are not included in the schedule of values if the cost is an Unknown COVID-19 Cost. In order to be entitled to compensation for increased costs attributable to COVID-19, Contractor must affirmatively demonstrate the cost arises out of an Unknown COVID-19 Condition.

The cost must also:

- i. be solely attributable to an Unknown COVID-19 Condition;
- ii. be reasonable under the circumstances;
- iii. not be the result of the Contractor's failure to comply with the Contract Documents or a COVID-19 Proclamation; and
- iv. not be the result of a subcontractors' or suppliers' failure to comply with COVID-19 Protocols while on site.

Unknown COVID-19 Condition cost increases shall be satisfied from the Owner's Contingency amount.

29. INDEMNITY

Contractor shall defend with counsel acceptable to the District, indemnify and hold harmless to the full extent permitted by law, the District and its Board of Trustees, officers, agents, Architect, construction manager, employees and volunteers from and against any and all liability, loss, damage, claims, expenses, fines, judgments and costs (including, without limitation, reasonable attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Contractor's performance of the Contract or its failure to comply with any of its obligations contained in these Contract Documents, except such Liability caused by the active negligence, sole negligence or willful misconduct of the District. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of construction of the Project as well as during the progress of the work. Pursuant to Public Contract Code section 9201, District shall timely notify Contractor of receipt of any third-party claim relating to this Project.

30. WARRANTY OF TITLE

Contractor warrants that title to all work, materials or equipment included in a request for payment shall pass and transfer to the District whether or not they are installed or incorporated in the Project, free from any claims, liens or encumbrances, when such payment is made to the Contractor. Contractor further warrants that no such work, materials or equipment have been purchased for work under the Contract subject to an agreement by which an interest therein or an encumbrance thereon is retained by the seller or supplier.

31. USE OF COMPLETED PARTS OF THE WORK BEFORE ACCEPTANCE

Whenever the work or any part thereof is in a condition suitable for use, and the best interest of the District requires such use, as determined by the District, the District may take possession of, connect to, open for public use, or use the work or a part thereof. When so used, maintenance and repairs due to ordinary wear and tear or vandalism will be made at District's expense. The use by the District of the work or part thereof as contemplated in this section shall in no case be construed as constituting acceptance of the work or any part thereof, including, but not limited to, the right to assess liquidated damages. Such use shall neither relieve the Contractor of any of Contractor's responsibilities under the Contract nor act as a waiver by the District of any of the conditions thereof. Contractor shall continue to maintain all insurance, including Builder's Risk insurance, if applicable, on the entire Project, and diligently pursue full completion of the work.

32. GUARANTEE AND WARRANTY

- a. By signing this Contract, Contractor agrees to the following guarantee and warranty:

**Guarantee & Warranty**

Contractor hereby guarantees and warrants its work on the Project for a period of one (1) year from the date of Final Completion as follows.

Contractor shall promptly repair or replace to the satisfaction of the District any or all work that is defective in workmanship, equipment and/or materials for whatever reason, ordinary wear and tear and unusual abuse or neglect excepted, together with any other work which may be damaged or displaced in so doing.

Contractor agrees to promptly correct and remedy any failure by the Contractor to conform its work, activities and services to the requirements of the Contract Documents.

In the event of the Contractor's failure to comply with the above-mentioned obligations within ten (10) calendar days of notice, or sooner if required by an emergency, Contractor hereby authorizes the District to have the defects or deficiencies repaired, remedied, corrected and made good at Contractor's expense, and Contractor shall pay the costs and charges therefore upon demand. The Surety agrees to be responsible for these costs and charges



as well.

33. PROTECTION OF WORK AND PROPERTY

- a. The Contractor shall be responsible for each operation and all work on the Project, both permanent and temporary. The Contractor shall protect the work and materials from damage due to negligence, the action of the elements, the carelessness of third parties, vandalism, or any other cause whatsoever, until the final completion and acceptance of the Project. Should improper work by the Contractor be covered by another contractor and damage or defects result, the whole work affected shall be made good by the Contractor to the satisfaction of the Architect and District without expense to the District. The Contractor shall take reasonable care to avoid damage to existing facilities or utilities, whether on the Project or adjacent to it, and Contractor shall be liable for any damage thereto or interruption of service due to Contractor's operations. If the Contractor encounters any facilities or utilities not shown on the drawings or not reasonably inferable therefrom, Contractor shall promptly notify the Architect about them, and shall do no further work which may cause damage to same. If it is determined that some action needs to be taken regarding facilities not shown, the Contractor will be given directives on what action to take, and any additional cost to the Contractor incurred thereby will be handled by Change Order.
- b. The property limits of the area of the Project are indicated in the Site Lease. Except for work specifically shown or noted, Contractor shall confine Contractor's operations within the indicated property limits. The Contractor shall provide, install, and maintain all shoring, bracing and underpinning necessary to support adjacent property, streets, buildings and structures, that may be affected by building operations for this work; shall serve or cause to be served all legal notices to adjoining property owners that may be necessary for their protection; and shall protect from damage all adjacent buildings, fences, landscaping, and repair or replace any such property damaged in the course of work under the Contract.

34. USE OF ROADWAYS AND WALKWAYS

The Contractor shall not unnecessarily interfere with use of any roadway, walkway or other facility for vehicular or pedestrian traffic by any party entitled to use it. Wherever such interference becomes necessary for the proper and convenient performance of the work and no satisfactory detour route exists, the Contractor shall, before beginning the interference, provide a satisfactory detour, temporary bridge, or other proper facility for traffic to pass around or over the interference and shall maintain it in satisfactory condition as long as the interference continues, all without extra payment unless otherwise expressly stipulated in the Contract Documents.

35. MATERIALS

- a. Unless explicitly stated otherwise, all specified equipment and material comprising the work of this Contract, as being provided or furnished or installed, shall imply the inclusion of all components, hardware and accessories, required for complete installation and satisfactory operation as intended by the manufacturer. Wherever the method of installation of any material is not explicitly specified, the installation shall be as recommended by manufacturer.
- b. Wherever in the Contract Documents it is provided that the Contractor shall furnish materials or equipment for which no detailed specifications are set forth, such materials or equipment shall be new and of the best grade for the purpose for which they will be used when incorporated in the work. Materials specified by reference to a number or symbol of a specific standard, such as A.S.M., Federal Specification, State Standard, Trade Association, or similar standards, shall comply with requirements in the latest revision thereof and any amendment or supplement in effect on the date of the award of the contract.
- c. None of the materials to be provided furnished or installed on this project shall contain asbestos or any other "hazardous substance" as that term is defined by federal or state law.

36. SUBSTITUTIONS

- a. Wherever in the drawings or Specifications a material or product is called for by trade or brand names or manufacturer and model number, alternative items of equal quality and purpose may be proposed for use by the Contractor. The burden of proof of equality is on the Contractor, and Contractor shall furnish all information and supplies necessary for the Architect to make a thorough evaluation of the proposed substitution. The Architect's decision about the equality of the proposed substitution is final, and if the proposed substitution is not approved, the Contractor shall install the item called for. Proposed substitutions and any changes in adjacent work caused by them shall be made by the Contractor at no additional cost to the District.
- b. No substitutions will be considered after Notice to Proceed unless compelling circumstances are presented (e.g. items are unavailable).
- c. In the event Contractor makes substitutions in materials, equipment, or designs, with or without the District's approval, other than those authorized herein, the Contractor shall then assume full responsibility for the effects of such substitutions on the entire Project, including the design, and shall reimburse the District for any charges resulting from such substitutions, including any charges for modifications in the work of other trades, and including any charges for additional design and review, plus reasonable and customary mark-ups.

37. TESTING

- a. Materials, equipment, or other work requiring tests may be specified in the Contract Documents, and they shall be adequately identified and delivered to the site in ample time before intended use to allow for testing. If such materials, equipment or other work should be covered without required testing and approval, they shall be uncovered at the Contractor's expense, including any repairs or replacement resulting therefrom. The Contractor shall notify the District and Architect when and where such materials, equipment or other work are ready for testing, and Contractor shall bear the cost of making them available for testing. The Contractor shall notify the District and Architect sufficiently before the need for testing so as to cause no delay in the work and, in any case, at least forty-eight (48) hours prior to the need for testing.
- b. The cost of initial tests called for will be paid by the District and will be performed by independent testing consultants retained by the District, but if so specified in the Contract Documents, the amount paid or a portion thereof may be collected from the Contractor. All other tests and inspections specified or otherwise required to substantiate compliance with specified requirements for quality of material or performance of operation shall be paid for by the District, but if so specified in the Contract Documents, the amount paid may be collected from the Contractor. If retesting or additional testing is necessary because of substandard initial test results, the costs thereof shall be paid by the District, but if so specified by the District, the amount paid may be collected from the Contractor, including any repairs or replacement resulting therefrom.

38. INSPECTION

- a. All materials, equipment and workmanship used in the work of the Project shall be subject to inspection or testing at all times and locations during construction and/or manufacture. The District's and Architect's authorized representatives and representatives of other agencies having authority over the work shall have access to the work for the above purposes at all reasonable times and locations. Any material or work found to be unsatisfactory or not according to the Contract Documents shall be replaced with the correct material or work and the defective items promptly removed, all at the Contractor's expense, when directed to do so by any of the above-named persons having authority over the work. The cost of review time and analysis by the Architect or other District consultants necessitated by incomplete or defective work by the Contractor shall be charged to the Contractor.
- b. Inspection and testing by the District or its representatives shall not relieve the Contractor from complying with the requirements of the Contract Documents. The Contractor is responsible for its own quality control.
- c. Whenever required by the District or Architect, the Contractor shall furnish all tools, labor and materials necessary to make an examination of work in place by uncovering the same. Should such work be found unsatisfactory, the cost of examination and reconstruction shall be paid by the Contractor. Should such work be found satisfactory,

the cost of examination and reconstruction of the work shall be paid by Change Order unless the Contractor improperly covered the work before it could be inspected or tested. If the Contractor considers it necessary or desirable to work on Saturday, Sunday or a holiday, Contractor shall seek written approval from the District at least forty-eight (48) hours before the commencement of such work.

39. CLEANUP

- a. The Contractor shall maintain the premises and area of the work in a neat and clean condition. No burning of rubbish on site shall be allowed. The Contractor shall control dust on the site by sprinkling at whatever intervals are necessary to keep it laid down and shall take measures to prevent dust and debris from being accidentally transported outside the area of the work.
- b. Final cleaning, such as sweeping, dusting, vacuuming, dry and wet mopping, polishing, sealing, waxing and other finish operations normally required on newly installed work shall be taken to indicate the finished conditions of the various new and existing surfaces at the time of acceptance. Prior to the time of acceptance, all marks, stains, fingerprints, dust, dirt, splattered paint and blemishes resulting from the various operations shall be removed throughout the Project. Stair treads and risers shall be wet-mopped. Glass shall be left clean and polished both inside and outside. Plumbing fixtures and light fixtures shall be washed clean. Hardware and other unpainted metals shall be cleaned and all building papers and other temporary protections shall be removed throughout the building, or portion of the building where Contractor was involved, all to the satisfaction of the Architect and District. The exterior of the buildings, playfields, exterior improvements, and planting spaces and other work areas shall be similarly clean and in good order.

40. CONSTRUCTION WASTE MANAGEMENT REQUIREMENTS

a. Scope

- 1) This Article includes requirements for the diversion by the Contractor of construction and demolition debris from landfills. The Contractor shall develop and implement a Waste Management Plan as specified herein for the construction work. The Contractor shall take a proactive, responsible role in the management of construction and demolition waste and require all subcontractors, vendors, and suppliers to participate in the effort.
- 2) The District has established that this Project shall generate the least amount of waste practicable and that processes shall be utilized that ensure the generation of as little waste as possible due to overpackaging, error, poor planning, breakage, mishandling, contamination or other factors.

- 3) As much of the waste materials as economically feasible shall be reused, salvaged or recycled. Waste disposal in landfills shall be minimized.
- 4) The Contractor is encouraged to use waste hauling companies that separate recyclable materials. The Contractor shall work with its waste haulers in providing other recycling methods as appropriate.
- 5) The Contractor is responsible for implementation of any special programs involving rebates or similar incentives related to the recycling of waste. Revenues or other savings obtained for salvage or recycling accrue to the Contractor.

b. References

- 1) "Builders' Guide to Reuse and Recycling, A Directory for Construction and Demolition Materials."
- 2) "Construction Site Recycling, a Guide for Building Contractors ". For a copy of the guide call 18884422666 or go to [www.recycleworks.org](http://www.recycleworks.org).
- 3) "Where to Recycle Construction and Demolition Debris." For a copy of the guide call 18884422666 or go to [www.recycleworks.org](http://www.recycleworks.org).

c. Definitions

- 1) General: Construction and demolition waste includes products of demolition or removal, excess or unusable construction materials, packaging materials for construction products, and other materials generated during the construction process but not incorporated into the work.
- 2) Divert" means to use material for any lawful purpose other than disposal in a landfill or transfer facility for disposal
- 3) "Recycling Service" means an offsite service that provides processing of material and diversion from a landfill.
- 4) "Hauler" means the entity that transports construction and demolition debris to either a landfill or a recycling service.

d. Compliance with regulatory requirements:

- 1) The Contractor shall perform all handling, storage, transportation and disposal of construction debris in compliance with all applicable Federal, State, regional, and local statutes, laws, regulations, rules, ordinance, codes and standards.
- 2) Nothing stated on the drawings, in this Article 40 or in any other provision of the

Contract Documents shall be construed as allowing work that is not in strict compliance with all applicable Federal, State, regional, and local statutes, laws, regulations, rules, ordinances, codes and standards.

e. Performance Requirement

- 1) The Contractor shall divert a minimum of 50 percent (50%) of the total Project construction and demolition waste from landfills.

f. Quality Control

1) General:

- i) The Contractor shall not permit materials designated for diversion to become contaminated or to contaminate the site or surrounding areas.

2) Training and Coordination:

- i) The Contractor shall designate an onsite party [or parties] who will be responsible for instructing workers and subcontractors, and overseeing and documenting the results of the Waste Management Plan for the Project.
- ii) The Contractor shall furnish copies of the Waste Management Plan to all onsite supervisors, each subcontractor, and the District's representative.
- iii) The Contractor shall include construction waste management as an item on the agenda of all progress meetings.

3) The Waste Management Plan:

- i) The Contractor shall prepare a Waste Management Plan for diverting the specified percentage of construction debris from landfills, including written and graphic information indicating how the waste will be diverted.
- ii) Include in the plan both onsite recycling of construction debris and offsite diversion from landfills.
- iii) Identify the means and methods for collecting and separating each type of debris deemed reusable or recyclable.
- iv) List the offsite recycling service and hauler of each designated debris item who has agreed to accept and divert that item from the landfill in the proposed quantities anticipated. List the service and hauler company name, address, telephone number, and persons contacted.

- v) List the name of individuals on the Contractor's staff responsible for waste prevention and management.
- vi) List the actions that will be taken to reduce solid waste generation, including coordination with subcontractors to ensure awareness and participation.
- vii) Describe the specific approaches to be used in recycling/reuse of the various materials generated, including the areas on site and equipment to be used for processing, sorting, and temporary storage of wastes.
- viii) Characterize the waste to be generated, including estimated types and quantities. Name the landfills and/or incinerator to be used.
- ix) List the specific waste materials that will be salvaged for resale, salvaged and reused on the Project, salvaged and stored for reuse on a future project, or recycled. Recycling facilities that will be used shall be identified by name, location, and phone number.
- x) Identify the materials that cannot be recycled or reused with an explanation or justification, to be approved by the Architect.

The Contractor shall submit the Plan to the Architect within 10 calendar days after receipt of the Notice to Proceed, or prior to any waste removal in connection with the work, whichever occurs first. The Contractor shall promptly revise and resubmit the Plan as required by the Architect. Review of the Contractor's Waste Management Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations or meeting Project diversion requirements.

g. Plan Implementation

- 1) The Contractor shall implement the approved Waste Management Plan.
- 2) The Contractor shall maintain a log of each load and of each category of waste that is diverted from the landfill. The Contractor shall separately log the debris sent to a Class III landfill and materials sent to recycling facilities.
- 3) The Contractor shall include in the log the type of load, load weight, name of the hauling service, recycling service or landfill, and the date accepted by the recycling service or by the landfill.
- 4) The Contractor shall retain and make available all weight tickets and copies of receipts and invoices relating to the implementation of the Plan.

- 5) The District reserves the right to audit the log at any time.

h. Material Handling

- 1) Designate a specific area or areas on site to facilitate the separation of materials for potential reuse, salvage, recycling, and return. Clearly mark bins for each category of waste.
- 2) Keep waste bins and pile areas neat and clean. Do not contaminate nonrecyclable waste with materials designated for reuse or recycling.

i. Contractor's Responsibilities

- 1) Provide onsite instruction of the appropriate separation, handling, recycling, salvage, reuse, and return methods to be used by all parties in the Project.
- 2) Separate, store, protect, and handle at the site identified recyclable and salvageable waste products in a manner that maximizes recyclability and salvagability of identified materials. Provide the necessary containers, bins and storage areas to facilitate effective waste management. Provide barriers and enclosures around recyclable material storage areas which are non hazardous and recyclable or reusable and which shall be located away from construction traffic. Provide adequate space for pickup and delivery. Use cleaning materials that are non hazardous and biodegradable.

41. INSTRUCTIONS AND MANUALS

Three copies of the maintenance instructions, application/installation instructions and service manuals called for in the Specifications shall be provided by the Contractor. These shall be complete as to drawings, details, parts lists, performance data and other information that may be required for the District to easily maintain and service the materials and equipment installed under this Contract. All manufacturer's application/installation instructions shall be given to the Architect at least ten (10) days prior to first material application or installation of the item. The maintenance instructions and manuals, along with any specified guarantees, shall be delivered to the Architect for review prior to submitting to District, and the Contractor or appropriate Subcontractors shall instruct District's personnel in the operation and maintenance of the equipment prior to final acceptance of the Project.

42. AS-BUILT DRAWINGS

The Contractor and all Subcontractors shall maintain on the work site a separate complete set of contract drawings which will be used solely for the purpose of recording changes made in



any portion of the work during the course of construction, regardless of the reason for the change. As changes occur, there will be included or marked on this record set on a daily basis if necessary to keep them up to date at all times. Actual locations to scale shall be identified on the drawings for all runs of mechanical and electrical work, including all site utilities installed underground, in walls, floors, and furred spaces, or otherwise concealed. Deviations from the drawings shall be shown in detail. All main runs, whether piping, conduit, duct work, drain lines, etc., shall be located in addition by dimension and elevation. The Contractor shall verify that all changes in the work are included in the "AS-BUILT" drawings and deliver the complete set thereof to the Architect for review and approval within thirty (30) calendar days after District's notice of completion.

43. NOT USED

44. NO DISCRIMINATION

It is the policy of the District that there shall be no discrimination against any prospective or active employee or any other person engaged in the work because of actual or perceived race, color, ancestry, national origin, ethnic group identification, religion, sex, gender, sexual orientation, age, physical or mental disability, or marital status. The Contractor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code §12900, Government Code §11135, and Labor Code §§ 1735, 1777.5, 1777.6 and 3077.5. In addition, the Contractor agrees to require like compliance by all Subcontractors and suppliers.

45. LABOR STANDARDS

a. Work Hours:

In accordance with Labor Code section 1810, eight (8) hours of labor shall constitute a legal day's work under this Contract. Contractor and any Subcontractor shall pay workers overtime pay as required by Labor Code section 1815. The Contractor shall pay each worker, laborer, mechanic or persons performing work under this Contract at a rate not less than the prevailing wage for each craft or classification covering the work actually performed.

b. Penalty:

Contractor shall forfeit to District as a penalty the sum of twenty-five dollars (\$25.00) for each worker employed in the execution of this Contract by Contractor or any Subcontractor for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one (1) calendar day or more than forty (40) hours per calendar week in violation of Article 3, Division 2, Part 7, Chapter 1 of the California Labor Code.

c. Employment of Apprentices:

Contractor shall comply with Labor Code sections 1773.3, 1777.5 and 1777.6, and 3077 *et. seq.*, each of which is incorporated by reference into this Contract. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one (1) hour of apprentice work for every five (5) hours of labor performed by a journeyman, unless an exception is granted and that Contractors and Subcontractors shall not discriminate against otherwise qualified employees as apprentices on any public works solely on the ground of actual or perceived race, religion, color, national origin, ethnic group identification, sex, gender, sexual orientation, age, or physical or mental disability. Only apprentices who are in training under written apprenticeship occupations shall be employed. The responsibility for compliance with these provisions for all apprenticeable occupations rests with Contractor.

- d. The Contractor shall be knowledgeable of and comply with Labor Code sections 1727, 1773.5, 1775, 1777, 1777.5, 1810, 1813, 1860, including all amendments thereto; each of these sections is incorporated by reference into this Contract.

46. GENERAL RATE OF PER DIEM WAGES

- a. On File:

As required by Labor Code section 1773.2, the District has available copies of the general prevailing rate of per diem wages for workers employed on public work as determined by the Director of the Department of Industrial Relations, which shall be available to any interested party on request. Contractor shall post a copy of the document at each job site.

- b. Prevailing Wage Rate:

The Contractor and each Subcontractor shall pay each worker performing work under this Contract at a rate not less than the prevailing wage as defined in Labor Code sections 1771 and 1774 and section 16000(a) of Title 8, California Code of Regulations.

- c. Penalty:

In accordance with section 1775 of the Labor Code, the Contractor shall forfeit to the District as penalty, the sum of \$200 for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates, as determined by the Director of the California Department of Industrial Relations, for any work done under this Contract by Contractor or by any Subcontractor. Contractor shall also pay each worker the difference between the stipulated prevailing wages rates and the amount actually paid to such worker.

47. RECORD KEEPING

- a. The Contractor agrees to comply with the provisions of sections 1776 and 1812 of the Labor Code. The Contractor and each Subcontractor shall keep or cause to be kept an accurate record showing the names, addresses, social security numbers, work classifications, straight time and overtime hours worked each day and week of all workers employed by Contractor in connection with the execution of this Contract or any subcontract thereunder and showing the actual per diem wages paid to each of such workers. These records shall be certified and shall be open at all reasonable hours to the inspection of the District, its officers and agents, and to the Chief of the Division of Labor Statistics and Law Enforcement of the State Department of Industrial Law Enforcement of the State Department of Industrial Relations, and his or her other deputies and agents.
- b. In addition, copies of the above records shall be available as follows:
  - 1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request;
  - 2) A certified copy of all payroll records shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations;
  - 3) A certified copy of all payroll records shall be made available upon request by the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been previously provided, the requesting party shall, prior to being provided the records, reimburse the costs of the Contractor, Subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal office of the Contractor.
- c. The Contractor shall file a certified copy of the records with the entity requesting the records within ten days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated.
- d. The Contractor shall inform the Owner of the location of the records, including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.
- e. In the event of noncompliance with the requirements of this section, the Contractor shall

have ten days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this section. Should noncompliance still be evident after the ten day period, the Contractor shall, as a penalty to the District, forfeit \$100 for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from Lease Payments then due.

- f. Responsibility for compliance with this provision shall be with the Contractor.

48. PROJECT COMPLETION

- a. When all of the construction work to be performed under this Contract has been fully completed, the Contractor shall notify the Architect and District, in writing, setting a date for inspection. The Contractor and Subcontractor representatives shall attend the inspection. As a result of this inspection, the Architect will prepare a list of items ("punch list") that are incomplete or not installed according to the Contract Documents. Failure to include items on this list does not relieve the Contractor from fulfilling all requirements of the Contract Documents.
- b. The Architect will promptly deliver the punch list to the Contractor and it will include a period of time by which the Contractor shall complete all items listed thereon. On completion of all items on the punch list, verified by a final inspection, and all other Contract requirements, so that Final Completion has been achieved to the District's satisfaction, the District will file a Notice of Completion with the County Recorder.

49. TRENCHING OR OTHER EXCAVATIONS

- a. Excavations or Trenches Deeper than Four Feet:

If the Project involves digging trenches or other excavations that extend deeper than four feet, the following provisions shall be a part of this Contract:

- 1) The Contractor shall promptly, and before the following conditions are disturbed, provide written notice to the District if the Contractor finds any of the following conditions:
  - (a) Material that the Contractor believes may be a hazardous waste, as defined in section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with the provisions of existing law.
  - (b) Subsurface or latent physical conditions at the site which are different from those indicated or expected.
  - (c) Unknown physical conditions at the site of any unusual nature or which are materially different from those ordinarily encountered and generally

recognized as inherent in work which the Contractor generally performs.

- 2) In the event that the Contractor notifies the District that Contractor has found any of the conditions specified in subparagraphs (a), (b) or (c), above, the District shall promptly investigate the condition(s). If the District finds that the conditions are materially different or that a hazardous waste is present at the site which will affect the Contractor's cost of, or the time required for, performance of the Contract, the District shall issue a change order in accordance with the procedures set forth in this Contract.
- 3) In the event that a dispute arises between the District and the Contractor regarding any of the matters specified in Paragraph (2), above, the Contractor shall proceed with all work to be performed under the Contract and the Contractor shall not be excused from completing the Project as provided in the Contract. In performing the work pursuant to this Paragraph, the Contractor retains all rights provided by Article 50 which pertains to the resolution of disputes between the contracting parties.

b. Regional Notification Center:

The Contractor, except in an emergency, shall contact the appropriate regional notification center at least two (2) days prior to commencing any excavation if the excavation will be conducted in an area that is known, or reasonably should be known, to contain subsurface installations other than the underground facilities owned or operated by the District, and obtain an inquiry identification number from that notification center. No excavation shall be commenced and/or carried out by the Contractor unless an inquiry identification number has been assigned to the Contractor or any Subcontractor and the Contractor has given the District the identification number. Any damages or delays arising from Contractor's failure to make appropriate notification shall be at the sole risk and expense of the Contractor and shall not be considered for an extension of the Contract time.

c. Existing Utility Lines:

- 1) Pursuant to Government Code section 4215, the District assumes the responsibility for removal, relocation, and protection of main or trunk utility lines and facilities located on the construction site at the time of commencement of construction under this Contract with respect to any such utility facilities that are not identified in the plans and Specifications. Contractor shall not be assessed liquidated damages for delay in completion of the Project caused by the failure of the District or the owner of a utility to provide for removal or relocation of such utility facilities.
- 2) Locations of existing utilities provided by the District shall not be considered exact, but approximate within reasonable margin and shall not relieve Contractor of responsibilities to exercise reasonable care nor costs of repair due

to Contractor's failure to do so. The District shall compensate Contractor for the costs of locating and repairing damage not due to the failure of Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and Specifications with reasonable accuracy.

- 3) No provision herein shall be construed to preclude assessment against Contractor for any other delays in completion of the Project. Nothing in this section shall be deemed to require the District to indicate the presence of existing service laterals, appurtenances, or other utility lines, with the exception of main or trunklines, whenever the presence of such utilities on the site of the construction Project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site of the construction.
- 4) If Contractor, while performing work under this Contract, discovers utility facilities not identified by the District in the Project plans and Specifications, Contractor shall immediately notify the District and the utility in writing. The cost of repair for damage to above-mentioned visible facilities without prior written notification to the District shall be borne by the Contractor.

d. Prompt Notification:

Contractor understands, acknowledges and agrees that the purpose for prompt notification to the District pursuant to these provisions is to allow the District to investigate the condition(s) so that the District shall have the opportunity to decide how the District desires to proceed as a result of the conditions. Accordingly, failure of Contractor to promptly notify the District in writing, pursuant to these provisions, shall constitute Contractor's waiver of any claim for damages incurred as a result of the conditions.

e. Trenches Five Feet and Deeper:

Pursuant to Labor Code section 6705, if the Contract price exceeds \$25,000 and involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall, in advance of excavation, promptly submit to the District and/or a registered civil or structural engineer employed by the District or Architect, a detailed plan showing the design of shoring for protection from the hazard of caving ground during the excavation of such trench or trenches.

50. RESOLUTION OF CONSTRUCTION CLAIMS

Claims shall be subject to the requirements of Public Contract Code sections 20104 *et seq.* and 9204. A summary of those provisions is set forth below. A waiver of the rights granted by the referenced statutes is void and contrary to public policy, provided, however, that upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable. To the extent that the summary below is inconsistent with any requirement of those statutes, the statutes shall

control.

- a. Public work claims of \$375,000 or less between the Contractor and the District are subject to the provisions of Article 1.5 (commencing with section 20104) of Chapter 1 of Part 2 of the Public Contract Code ("Article 1.5 Claim"). For purposes of Article 1.5, "public work" has the same meaning as set forth in sections 3100 and 3106 of the Civil Code; "claims" means a separate demand by Contractor for a time extension or payment of money or damages arising from work done by or on behalf of Contractor pursuant to the Contract and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to or the amount of the payment which is disputed by the District. To the extent that this subsection is inconsistent with section 21, section 21 shall control.
- b. All Article 1.5 Claims shall be submitted on or before the date of the final Lease Payment and shall include all documents necessary to substantiate the claim. District shall respond in writing within 45 days of receipt of claim if the claim is less than or equal to \$50,000 ("\$50,000 claim") or within 60 days if the claim is over \$50,000 but less than or equal to \$375,000 ("50,000 - \$375,000 claim"). In either case, District may request in writing within 30 days of receipt of claim any additional documentation supporting the claim or relating to any defenses to the claim which the District may have against the Contractor. Any additional information shall be requested and provided upon mutual agreement of the District and the Contractor. District's written response to the claim shall be submitted to Contractor within 15 days after receipt of the further documentation for \$50,000 claims or within 30 days after receipt of the further documentation for \$50,000 - \$375,000 claims or within a period of time no greater than that taken by the Contractor in producing the additional information, whichever is greater.
- c. Within 15 days of receipt of the District's response, if Contractor disputes the District's written response, or within 15 days of the District's failure to respond within the time prescribed, the Contractor shall provide written notification to District demanding an informal conference to meet and confer ("conference") to be scheduled by District within 30 days. Following the conference, if any claim or portion remains in dispute, the Contractor may file a claim as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the period of time within which a claim must be filed is tolled from the time the claimant submits a written claim pursuant to this section until the time that claim is denied as a result of the conference process, including any period of time utilized by the meet and confer process.
- d. Pursuant to Public Contract Code section 20104.2(f), this section does not apply to tort claims and does not change the period for filing claims or actions specified by Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.
- e. If a civil action is filed, within 60 days, but no earlier than 30 days, following the filing

of responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide that both parties select a disinterested third person mediator within 15 days, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days of the commencement of the mediation unless time is extended upon a good cause showing to the court or by stipulation of the parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

- f. If the matter remains in dispute, the case shall be submitted to judicial arbitration as set forth in Public Contract Code sections 20104.4 (b)(1) through (b)(3).
- g. For any claim in excess of \$375,000, the Contractor and the District shall follow the same process as for an Article 1.5 Claim. The District will forward a response within 60 days of submittal of any such claim. Judicial arbitration is not required for claims in excess of \$375,000.

Claims shall also be processed consistent with Public Contract Code section 9204, which provides processing timelines and procedures, and requires that undisputed claims be promptly paid in accordance with this code provision.

- h. In addition, for all unresolved claims that the Contractor wishes to pursue, the Contractor shall file a timely claim pursuant to the Government Claims Act and shall otherwise comply with the procedures set forth in that Act prior to commencing any litigation against the District. The accrual date for any such claim is the date the dispute or controversy first arose regarding the issues raised in the claim.
- i. "The date of Final Payment," as used in this Article 50, means the date of the final Lease Payment.
- j. The claims required by this Article are jurisdictional and conditions precedent to the commencement of any further legal proceedings. Strict compliance with all filing deadlines is mandatory.

#### 51. DISABLED VETERANS PARTICIPATION GOALS

In accordance with Education Code section 17076.11, this District has a participation goal for disabled veteran business enterprises ("DVBE") of at least 3 percent (3%) per year of the overall dollar amount of funds allocated to the District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization and expended each year by the District. Prior to, and as a condition precedent for final payment under any contract for such project, the Contractor shall provide appropriate documentation to the District identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that the District can assess its success at meeting this goal.



52. RETENTION OF DVBE RECORDS

The Contractor agrees that, for all contracts subject to DVBE participation goals, the State and the District have the right to review, obtain and copy all records pertaining to performance of the contract in accordance with DVBE requirements. The Contractor agrees to provide the State or the Owner with any relevant information requested and shall permit the State or Owner access to its premises upon reasonable notice for purposes of interviewing employees and inspecting records. The Contractor agrees to maintain such records for a period of three years after final payment under the contract.

53. FINGERPRINTING

District Determination of Fingerprinting Requirement Application

The District has considered the totality of the circumstances concerning the Project and has determined that the Contractor and Contractor's employees (which includes Subcontractor employees) are subject to the requirements of Education Code §45125.2 and Paragraph (a) below is applicable.

- a. Contracts for Construction, Reconstruction, Rehabilitation or Repair of a School Facility Involving More than Limited Contact with Students (§45125.2)

By execution of the Contract, the Contractor acknowledges that Contractor is entering into a contract for the construction, reconstruction, rehabilitation, or repair of a school facility where the Contractor and/or Contractor's employees will have more than limited contact with students and the services to be provided do not constitute an emergency or exceptional situation. In accordance with Education Code §45125.2 the Contractor shall, at Contractor's own expense, (1) install a physical barrier to limit contact with students by Contractor and/or Contractor's employees, and/or (2) provide for the continuous supervision and monitoring of the Contractor and/or Contractor's employees by an employee of the Contractor who has received fingerprint clearance from the California Department of Justice, and/or (3) provide for the surveillance of the Contractor and Contractor's employees by a District employee.

- b. Other Conditions

The parties agree that the following conditions apply to any work performed by the Contractor and Contractor's employees on a school site: (1) Contractor and Contractor's employees shall check in with the school office each day immediately upon arriving at the school site; (2) Contractor and Contractor's employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, Contractor and Contractor's employees shall not change locations without contacting the school office; (4) Contractor and Contractor's employees shall not use student restroom facilities; and (5) If Contractor and/or Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office

and request that a member of the school staff be assigned to the work location.

54. NOT USED.

54. DRUG-FREE WORKPLACE CERTIFICATION

Contractor certifies all of the following:

- 1) Contractor is aware of the provisions and requirements of California Government Code §§ 8350 et seq., the Drug Free Workplace Act of 1990.
- 2) Contractor is authorized to certify, and does certify, that a drug free workplace will be provided by doing all of the following:
  - a) Publishing a statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for a violation of the prohibition;
  - b) Establishing a drug-free awareness program to inform employees about all of the following:
    - (i) The dangers of drug abuse in the workplace;
    - (ii) Contractor's policy of maintaining a drug-free workplace;
    - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
    - (iv) The penalties that may be imposed upon employees for drug abuse violations;
  - c) Requiring that each employee engaged in the performance of Work on the Project be given a copy of the statement required by subdivision (a), above, and that as a condition of employment by Contractor in connection with the Work on the Project, the employee agrees to abide by the terms of the statement.
- 3) Contractor understands that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of Government Code §§ 8350 et seq., the Contract is subject to termination, suspension of payments, or both. Contractor further understands that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of Government Code §§ 8350, et seq.

55. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted, and this Contract shall be read and enforced as though it were included, and if through mistake or otherwise any provision is not inserted or is not correctly inserted, upon application of either party the Contract shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and enactments on the subject which are in effect as of the date of this Contract.

--END--

## PAYMENT BOND

WHEREAS, the Gravenstein Union School District (“District”) and \_\_\_\_\_ (“Principal”) have entered into a contract (“Contract”) for the furnishing of all materials, labor, services, equipment, tools, supervision and transportation necessary, convenient and proper for the Hillcrest Middle School Heat Mitigation Lease Leaseback Project (“Project”) which Contract dated \_\_\_\_\_, 2\_\_\_\_, and all of the Contract Documents made part thereof are fully incorporated herein by this reference; and

WHEREAS, Contractor/Principal is required by Division 4, Part 6, Title 3, Chapter 5 (commencing at Section 9550) of the California Civil Code to furnish a bond in connection with the contract;

NOW, THEREFORE, we, the Contractor/Principal and \_\_\_\_\_ as Surety, are held firmly bound unto Owner in the penal sum of \$ \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States of America for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Contractor/Principal, his/her or its heirs, executors, administrators, successors, or assigns, or a subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100 or fail to pay for any materials or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to work or labor thereon of any kind, or shall fail to deduct, withhold, and pay over to the Employment Development Department any amounts required to be deducted, withheld, and paid over by Section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, then said Surety will pay for the same, in or to an amount not exceeding the amount set forth above, and in case suit is brought upon this bond Surety will also pay such reasonable attorney's fees as shall be fixed by the court, awarded and taxed as provided in Division 4, Part 6, Title 3, Chapter 5 (commencing at Section 9550) of the California Civil Code.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the California Civil Code so as to give a right of action to such person or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration, or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement described above or pertaining or relating to the furnishing of labor, materials, or equipment therefor, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement described above, nor by any rescission or attempted rescission of the contract, agreement, or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond, and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Owner and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall

be that claimant is a person described in Section 8400 and 8402 of the California Civil Code and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration, or modification.

In witness whereof, this instrument has been duly executed by the Principal and Surety this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*To be signed by  
Principal and Surety  
and acknowledgment  
and notarial seal to  
be attached.*

\_\_\_\_\_  
PRINCIPAL

By:

\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
SURETY

By:

\_\_\_\_\_

\_\_\_\_\_  
Title

The above bond is accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Authorized District Signature

## PERFORMANCE BOND

WHEREAS, the Gravenstein Union School District (“District”), has awarded to \_\_\_\_\_ (“Principal”), the Contract for performance of the following project (“Project”): the Hillcrest Middle School Heat Mitigation Lease Leaseback Project.

WHEREAS, the Principal is required under the terms of the Contract to furnish a bond to the District as obligee ensuring its full and faithful performance of the Contract Documents, which are fully incorporated herein by this reference,

NOW, THEREFORE, we, the Principal and \_\_\_\_\_, as Surety, hereby guarantee the Principal’s full, faithful and complete performance of the Contract Document requirements in the penal sum of \_\_\_\_\_ Dollars (\$xxxxxx) for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors, administrators and successors, jointly, severally, and firmly by this agreement to perform or have performed all of the work and activities required to complete the Project pursuant to the Contract Documents and to pay to the District all damages the District incurs as a result of the Principal’s failure to fully perform in accordance with the Contract Documents.

The condition of the obligation is such that if the Principal, its heirs, executors, administrators, successors or assigns shall in all things abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any amendment thereof made as therein provided, on its or their parts to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall insure and indemnify and save harmless the District, its officers and agents, as therein stipulated, then this obligation shall become null and void. Otherwise, it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the Contract Documents shall in any way affect its obligations on this bond and it does hereby waive notice of any such change, extension of time, alteration or addition.

Principal and Surety further agree to pay all costs incurred by the District in connection with enforcement of this bond, including, but not limited to the District’s reasonable attorney’s fees and costs incurred, with or without suit, in addition to any other sum required by this bond. Surety further agrees that death, dissolution, or bankruptcy of the Principal shall not relieve the Surety of its obligations hereunder.

In witness whereof, five (5) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

*To be signed by  
Principal and Surety  
and acknowledgment  
and notarial seal to  
be attached.*

\_\_\_\_\_  
PRINCIPAL

By: \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_  
SURETY

By: \_\_\_\_\_

TITLE \_\_\_\_\_

The above bond is accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

By: \_\_\_\_\_  
Authorized District Signature

**Gravenstein Union School District**  
3840 Twig Ave  
Sebastopol, CA 95472

**REQUEST FOR PROPOSALS AND QUALIFICATIONS**

**for**

**LEASE LEASEBACK CONSTRUCTION SERVICES FOR THE  
HILLCREST MIDDLE SCHOOL HEAT MITIGATION PROJECT**

RFP Issued: \_\_\_\_\_ 2021

Mandatory Walk-Thru: \_\_\_\_\_ 2021\*

Sealed Proposals Due: \_\_\_\_\_ 2021

Interviews: \_\_\_\_\_ 2021

Selection by Governing Board: \_\_\_\_\_ 2021

\*Provisions will be made for virtual participation in the Mandatory Walk-Thru



**Request for Sealed Fee Proposals**  
**For Lease-Leaseback Construction Services**  
**Hillcrest Middle School Heat Mitigation Project**

Pursuant to Education Code section 17400 et seq., the Gravenstein Union School District (“District”) invites qualified firms to submit responses to this request for proposals and qualifications (“RFP”) to provide lease leaseback (“LLB”) construction services for the Hillcrest Middle School Heat Mitigation Project (“Project”) located at 725 Bloomfield Rd., Sebastopol, CA 95472.

Respondents must mail or hand-deliver an original + three (3) copies of their sealed proposal and one (1) digital copy on a thumb drive, for the Project to:

Counterpoint Construction Services, Inc.  
3663 North Laughlin Rd, Ste 200,  
Santa Rosa, CA 95403  
[sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com)

**All responses must be received by the District no later than \_\_\_ p.m. on \_\_\_\_\_, 2021.**

A mandatory informational meeting will be held at \_\_\_ pm on \_\_\_\_\_, 2021. The meeting will be held at the Hillcrest Middle School, located at 725 Bloomfield Rd., Sebastopol, CA. **To attend the meeting virtually, please contact Dave Rose at [drose@grav.k12.ca.us](mailto:drose@grav.k12.ca.us) no later than \_\_\_ p.m. on \_\_\_\_\_ 2021 for the Zoom link.**

The RFP, construction documents, and schematic design drawings and outline specifications are available for download at the following link:

\_\_\_\_\_

Questions regarding this RFP shall be directed to the District’s Project Manager, Scott Baer with Counterpoint Construction Services, Inc. at [sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com) and must be submitted on or before \_\_\_ pm on \_\_\_\_\_ 2021.

**For the proposal to be considered, respondents shall have been prequalified by the District pursuant to Public Contract Code section 20111.6.**

All Mechanical, Electrical and Plumbing Subcontractors that General Contractors intend to use on the Project must also be prequalified by the District pursuant to Public Contract Code section 20111.6.

However, prequalification of MEP Subcontractors is not required prior to submission of the lease leaseback proposal.

Sincerely,

Dave Rose,  
Superintendent

## PART I

### BACKGROUND & INSTRUCTIONS

#### A. Background

The Gravenstein Union School District (“District”) is a school district that serves students in grades TK-8. The District is located in Sonoma County.

The District has retained QKA Architects as its architect and Counterpoint Construction Services, Inc. as its construction management firm for the Project (“Architect”). DSA approval of the plans and specifications for the Project has not yet been issued, but will be obtained after award of the Lease-Leaseback Agreement. Any preconstruction services in the Lease-Leaseback Agreement may be performed before DSA approval, but the Work may not commence until DSA approval is received by the District.

#### B. Scope of Work

The Project will consist of two primary phases of work which will include heat mitigation upgrades at the Hillcrest Middle School campus, as further set forth in Attachment A.

The District will have the sole discretion to remove Phase Two from the Project scope of work, as further provided in the Lease-Leaseback Agreement.

#### Preconstruction Services:

Pursuant to the attached Lease-Leaseback Agreement, Contractor shall undertake the following pre-construction services:

1. In consultation with Architect, review design documents for constructability, scheduling, clarity, consistency and coordination; and work with the Architect and the District on scheduling and sequencing of the Project to meet the District’s needs.
2. Undertake a value engineering analysis and prepare a report with recommendations for reducing construction costs as needed.
3. Perform a constructability review of plans and specifications to ensure buildability of the Project.
4. Development of a preliminary cost estimate for the Project based on the Architect’s pre-DSA-approved drawings and specifications.
5. Development and update of the Total Base Rent estimates throughout pre-construction, with monthly updates until execution of the Exhibit D: Schedule of Lease Payments amendment to the Lease Leaseback Agreement.

Construction and Post Construction Services:

The Contractor shall perform all work and obligations described in the attached Lease-Leaseback Agreement, including the following construction and post-construction services:

1. Construction of the Project in accordance with the plans and specifications.
2. Coordinate and expedite record drawings and specifications.
3. Compile operations and maintenance manuals, warranties/guarantees, and certificates.
4. Prepare final accounting and close-out reports.
5. Other responsibilities necessary for the completion of the Project in accordance with the plans and specifications.

**C. Contract Requirements**

DSA approval of the plans and specifications for the Project has not yet been obtained. The Contractor will be expected to enter into the Lease-Leaseback Agreement for all preconstruction and construction work for Phases I & II. Once all Phase I preconstruction services are completed and DSA approval is obtained, the selected Contractor shall provide the District with objectively verifiable information of its costs to perform Phase I of the Project and a written rationale for the total construction cost, including documentation sufficient to support the calculation (“Total Base Rent”). Contractor’s written rationale shall detail the “base construction cost” for Phase I of the Project, consisting of (a) all subcontracts to be awarded by Contractor for the Project, plus (b) any separately awarded contracts for materials and supplies for Phase I of the Project. The District Governing Board shall approve or reject the Total Base Rent for Phase I at a public meeting and execute the Exhibit D: Schedule of Lease Payments before the Contractor may proceed with the Project. The same process will be used for Phase II.

We are anticipating the construction time frame of the Project as follows:

1. Construction drawings completed by \_\_\_\_\_
2. DSA submittal by \_\_\_\_\_
3. Expected DSA back-check & approval by \_\_\_\_\_
4. LLB contractor’s submission of final Total Base Rent & approval by \_\_\_\_\_
5. Construction administration: \_\_\_\_\_
6. DSA Close-out: \_\_\_\_\_

See the Lease-Leaseback Agreement and other Contract Documents for additional details.

The Contract Documents for the Project will consist of:

- i. Prequalification Questionnaire and Contractor’s Response
- ii. Prequalification Certification
- iii. District’s Administrative Regulation 3311.2
- iv. RFP and the Contractor’s completed Response

- v. Lease-Leaseback Agreement for Preconstruction and Construction Services, including the Site Lease, Facilities Lease, Plans and Specifications, Drawings, and General Conditions
- vi. Payment and Performance Bonds, and
- vii. Certificates of Insurance for the Project.

**D. Scope of Fee Proposal**

The District’s proposed estimate of Phase I of the Project price is not to exceed \$1,730,727.00, and \$909,469.00 for Phase II, which are both inclusive of contingency costs and preconstruction services fees. This estimate is based solely on the Architect’s most recent estimate of the total Project costs and is subject to change.

Preconstruction Services

Contractor’s fee for preconstruction services shall be a fixed lump sum fee and is expected to be offered at a competitive rate.

Construction and Post Construction Services

Contractor’s fee proposal for Phase I & Phase II construction and post construction work shall be in the form of a percentage (“Percentage”) to be applied to the construction cost for the applicable phase of the Project as determined in accordance with Education Code section 17406(a)(3). Once the construction cost is determined, the successful Contractor’s Percentage will be applied to that construction cost to determine the Total Base Rent for each phase of the Project. Contractor will accept the Total Base Rent as total compensation for its overhead, general conditions expenses and profit on the Project. Contractor’s costs that are intended to be covered by the Total Base Rent, include, but are not limited, to, the following:

1. General conditions and general requirements, including but not limited to temporary facilities, utilities, structures, fences, dust control, scheduling, safety, scaffolding, and SWPPP.
2. Overhead and profit.
3. Supervision of subcontractors and suppliers and other management responsibilities.
4. All bonds and insurance, including but not limited to payment and performance bonds.
5. Contractor mark-up on subcontracted labor and materials.
6. Contractor mark-up on materials.
7. Contractor mark-up on self-performed labor.

**E. Subcontractors**

**MEP Subcontractors that the Contractor intends to use will be required to prequalify by the District pursuant to Public Contract Code section 20111.6. However, prequalification of MEP Subcontractors is not required prior to submission of this proposal.**

All subcontractors who will perform more than 0.5% of the construction work must be selected by a competitive bidding process or best value process as described in Education Code section 17406(a)(4) and must be registered with DIR as required by law. Contractor shall establish reasonable qualification criteria and standards for subcontractors and shall provide public notice of availability of work to be subcontracted in accordance with the publication date applicable to the District's competitive process, including a fixed date and time on which qualifications statements, bids, or proposals will be due.

All subcontractors shall be afforded the protections of the Subletting and Subcontracting Fair Practices Act (commencing with Public Contract Code section 4100).

## **F. Selection Procedures and Guidelines**

The purpose of this RFP is to enable the District to select the Contractor that submitted the proposal that is the best value to the District for the Project as required by Education Code section 17406. The term "best value" as used in this RFP is defined in Education Code section 17400, and is inclusive of a competitive procurement process whereby the Contractor is selected on the basis of objective criteria for evaluating qualifications with the resulting selection representing the best combination of price and qualifications.

The District will use the selection process outlined below, which conforms to Education Code section 17406 and ensures that the best value selection by the District is conducted in a fair and impartial manner. A review and selection committee composed of key District officials and consultants will review and evaluate all proposals.

Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing Contractors prior to and during the review and evaluation process. Following selection of a Contractor pursuant to this RFP, proposals may be subject to disclosure in accordance with applicable law.

### **Selection Process**

#### **Qualification Questionnaire Portion**

For the qualifications portion of the best value analysis, the District will evaluate the specific criteria listed below and each Contractor's qualifications will be scored on a one hundred (100) point scale using the District's Proposal Scoring Sheet, attached hereto. Each criterion has a point value that corresponds to a weighted percentage, which are listed next to the criterion. Each criterion will be evaluated by the District and the District will award a point value to Contractor for each criterion. The maximum cumulative number of points available to any Contractor is 100 points. The criteria, their weighted percentages, and their corresponding point values are as follows:

- Number of Audit Exceptions (points possible: 10)
- Experience (points possible: 20)
- History of the Business and Organizational Performance (points possible: 20)
- Disputes (points possible: 10)

- Criminal Matters and Related Civil Suits (point possible: 10)
- Bonding (points possible: 10)
- Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety (points possible: 10)
- Prevailing Wage and Apprenticeship Compliance Record (points possible: 10)

For the qualifications portion of the best value analysis and for the purpose of evaluating Contractors' qualifications pursuant to the criteria set forth above, the District will evaluate each Contractor on the basis of the responses provided in the Contractor's completed Prequalification Questionnaire, which was required to be completed and submitted to District as part of the prequalification process and as a condition precedent to submitting a lease leaseback proposal for the Project. In conjunction with a proposal, each proposing Contractor must submit the Prequalification Certification certifying that Contractor's responses in its Prequalification Questionnaire continue to be true and correct at the time Contractor submits its lease leaseback proposal.

If any of Contractor's answers to the Prequalification Questionnaire have changed since submitting the completed Prequalification Questionnaire, then the proposing Contractor must also complete the applicable section of the Prequalification Certification, which requires Contractor to specify which answers have changed and provide amended answers to the District with the Prequalification Certification. Contractor's amended answers will be used for the qualifications portion of the best value analysis and for the purpose of evaluating Contractors pursuant to the criteria set forth above, provided, however, that Contractor's revised response may result in disqualification subject to the terms of the Prequalification application.

### **Preconstruction Services Lump Sum**

For the preconstruction services lump sum portion of the best value analysis, the District will evaluate the total lump sum amount for each phase of the Project. Each phase's lump sum will be awarded on a 50 point scale, in increments of 5 points, based on the amount of the lump sum, with the Contractor with the best price receiving the most points available. In the event two Contractors submit lump sum proposals with the same amount, both Contractors shall be awarded the same amount of points.

### **Fee Percentage Proposal Portion**

For the fee percentage proposal portion of the best value analysis, the District will evaluate the amount of Contractor's fee percentage proposal for each phase. The fee percentage proposal portion of the best value analysis will be scored on a 100 point scale for each phase. The District will score Contractors on the basis of the lowest to highest price proposal submitted. All Contractors submitting a price proposal will receive points, in increments of ten (10), based on the amount of the fee proposal for each phase, with the Contractor with the lowest price proposal receiving the most points available and the Contractor with the highest price proposal receiving the fewest points available. Specifically, for each phase, the Contractor with the lowest fee percentage proposal will receive 100 points, the Contractor with the second lowest

fee percentage proposal will receive 90 points, the Contractor with the third lowest fee percentage proposal will receive 80 points, and so forth until all Contractors have received points. In the event two Contractors submit fee percentage proposals with the same overall percentage, both Contractors shall be awarded the same amount of points.

### **Interview Portion**

The interview portion will consist of interviewing selected contacts listed in Qualification Questionnaire from at least two completed similar type projects and an interview with the Contractor.

### Reference Interviews

In each interview question, the person being interviewed is asked to rate a certain aspect of the Contractor's performance, using a scale of 1 to 10. The highest possible score is 130 points for each interview. A score of between 91 and 110 on one interview indicates the District should conduct another interview to collect additional information. If an additional interview is required, the District shall take the highest two interview scores to determine the best value score. Contractors will be ranked based on their combined interview scores.

### Contractor Interviews

Each Contractor will be asked the identical set of questions. The questions will be scored based on the enclosed Interview Scoring Matrix. The highest possible score is 400 points for the interview. Contractors will be ranked based on their overall interview score.

### **Total Best Value Score**

After the District has allocated points to qualifying Contractors for the qualification, price proposal, and interview portions of the best value analysis, the District will combine the points received by each Contractor based on Contractor's qualifications, price proposal and interviews to create each Contractor's best value score. District will then rank all Contractors based on each Contractor's best value score. The Contractor with the highest best value score (highest combined point total from the qualifications and price proposal analysis) shall be ranked highest, and all remaining Contractors shall be ranked in descending order based on the Contractor's best value score, such that the Contractor receiving the lowest best value score receives the lowest ranking.

## **G. Award**

The District reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFP. The Lease-Leaseback Agreement shall be awarded to the responsive Contractor with the highest best value score. In the event of a tie (more than one Contractor have the same highest best value score), District may award the Project to the Contractor of its choice.



The Board is expected to make its selection at a regular meeting on \_\_\_\_\_ 2021. The District will issue a statement regarding the basis of the award.

If the Contractor to which the Board awards the Project refuses to execute the Lease-Leaseback Agreement or submit the required documentation within ten (10) business days following award, the Board may revoke the award to that Contractor and award to the Contractor that submitted the next highest ranked proposal.

**H. Anticipated Schedule for selecting the LLB Contractor**

The following schedule has been established by the District for selection of the Contractor:

|                          |  |
|--------------------------|--|
| _____, 2021; _____, 2021 | Advertisement of the request for proposals;                          |
| _____ 2021 @ ____ pm     | Mandatory Walk-Thru  |
| _____ @ _____ pm         | Deadline for Questions to District                                   |
| _____ 2021               | RFP Addendum Deadline  |
| _____ 2021               | Response to RFP due  |
| _____ 2021               | Contractor Interviews  |
| _____ 2021               | Estimated date for selection of the Contractor by the District Board |

This timeline may be revised as needed. Evaluations, selection and recommendation will be based on the Contractor's response, demonstrated competence and overall qualifications as presented in the response to this RFP.

**I. Instructions for Submitting Proposals**

1. **GENERAL:** The District intends to select the firm that best meets the District's needs to perform the preconstruction and construction services described in this RFP.
2. **RECEIPT OF PROPOSALS:** All proposals shall be sealed and delivered to and in the possession of the District by the time and date specified in this RFP.
3. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District Board of Trustees will accept the best value proposal for the Project. The Board of Trustees of the District reserves the right to reject any and all proposals, or any or all items of any proposal as permitted by law, and to waive non-material variances.
4. **PROPOSAL FORM REQUIREMENTS:** All proposals must be typed. No changes can be made after the time for submitting the proposals without the District's written approval.

5. SIGNATURE FORMAT: All proposals shall be signed at the end of the document by an authorized representative with authority to bind the firm; the signature shall be preceded by the following statement: “The undersigned is authorized to sign this response on behalf of the Contractor, and he/she hereby attests that all of the answers and responses to this RFP are true and correct to the best of his/her knowledge, after due investigation, under penalty of perjury under the laws of the State of California.”
6. ADDENDA OR BULLETINS: The District reserves the right to issue addenda or bulletins prior to the opening of the proposals subject to the limitations of Public Contract Code §4104.5. Any addenda or bulletins issued prior to the proposal deadline will be posted on the District’s website and shall be considered a part of the Contract Documents.
7. ASSIGNMENT PROHIBITED: No contract awarded under this RFP shall be assigned except with the prior written approval of the Board of Trustees of the District. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
8. FEDERAL OR STATE REGULATIONS: The proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
9. NON-DISCRIMINATION: The Contractor shall not discriminate against any employee or applicant for employment because of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
10. SECURITIES: The substitution of appropriate securities in lieu of retention amounts from progress payments in accordance with Public Contract Code §22300 is permitted.
11. BINDING FOR 60 DAYS: No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening for proposals except as provided by Public Contract Code §§5100 *et seq.* The District reserves the right to reject any and all proposals and to waive any informalities or irregularities in the process.
12. PREVAILING WAGE MONITORING: The project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. In accordance with SB 854, all contractors and subcontractors working at the site shall be duly registered with the Department of Industrial Relations at time of proposal opening and at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work.

13. MANDATORY WALK-THRU MEETING: A mandatory walk-thru meeting will be held at Hillcrest Middle School, on \_\_\_\_\_ 2021 at \_\_\_\_ p.m. for the purpose of acquainting all prospective proposers with the Contract Documents and the Project site. Failure to attend the conference will result in the disqualification of the proposer of the non-attending firm.
14. REQUESTS FOR INFORMATION: A Contractor's failure to request clarification or interpretation of an apparent error, inconsistency or ambiguity in the Contract Documents waives that Contractor's right to thereafter claim entitlement to additional compensation based upon an ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent Contractor, subject to the limitations of Public Contract Code §1104. Any questions relative to the RFP shall be in writing and directed via email, to the District's Project Manager, Scott Baer with Counterpoint Construction Services, Inc. at [sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com) at the address specified in this RFP. These requests shall be submitted to the District no later than \_\_\_\_\_ 2021 at \_\_\_\_ pm.
15. NO LOBBYING OR CONTACTS: Except during a public meeting noticed under the Brown Act, proposers shall not contact District officials, employees or representatives regarding this RFP, except for the specific District representative identified in this RFP.
16. EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITE: Before submitting a proposal, all Contractors shall carefully examine the Contract Documents, including the plans and specifications, shall visit the site of the proposed work, and shall fully inform themselves of all conditions in and about the work site, as well as applicable federal, state and local laws and regulations that may affect the work. No Contractor shall visit the site without prior authorization of the District. Contractors shall contact the District Superintendent or designee for coordination of site visits.
17. SCORING/RANKING PROTEST PROCEDURE: Any protest of the best value scoring, ranking process and/or the determination shall be in writing and received by the District Office before 5:00 p.m. no later than three (3) working days following distribution by the District of the best value scoring and ranking report; any such protest shall comply with the following requirements:
  - a. The protest must contain a complete statement of the basis for the protest and all supporting documentation.
  - b. The party filing the protest must have actually submitted a proposal for the Project. A Subcontractor of a proposer submitting a proposal for the Project may not submit a proposal protest. A proposer may not rely on the proposal protest submitted by another proposer, but must timely pursue its own protest.
  - c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.
  - d. The protest must include the name, address and telephone number of the person representing the protesting proposer.
  - e. The proposer filing the protest must concurrently transmit a copy of the protest and all supporting documentation to all other proposers with a direct financial interest which may be affected by the outcome of the protest, including all other proposers who appear

to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

- f. The proposer whose ranking has been protested may submit a written response to the protest. Such response shall be submitted to the District before 5 p.m. no later than two (2) working days after the deadline for submission of the protest or receipt of the protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting firm and to all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- g. The District shall evaluate all of the evidence presented and shall make a determination as to whether the protest is warranted and whether any additional action needs to be taken. The decision of the District shall be final.
- h. The procedure and time limits set forth in this section are mandatory and are the proposer's sole and exclusive remedy in the event of proposal protest. The proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.
- i. If the District determines that a protest is frivolous, the protesting proposer may be determined to be non-responsible and that proposer may be determined to be ineligible for future contract awards by the District.
- j. A "working day" for purposes of this section means a weekday during which the District's office is open and conducting business, regardless of whether or not school is in session.

## ATTACHMENT A

### PHASE I

1. NEW HIGH REFLECTIVE ROOF AND INSULATION.
  - DETAILED IN THE RAMP REPORT FROM GARLAND
  - ROOF IS LIKELY IN NEED OF REPLACEMENT REGARDLESS OF HEAT MITIGATION EFFORT
2. MECHANICAL IMPROVEMENTS (3 LEVELS)
  - LEVEL 1
    - TEST AND REPROGRAM EXISTING HVAC SYSTEM, NIGHT FLUSH AND REPAIR AS NEEDED
  - LEVEL 2
    - VRF OR PACKAGE UNITS (MAY HAVE ELECTRICAL IMPACT)
  - LEVEL 3
    - ADDITIONAL FILTRATION FOR IMPROVED IAQ
  - LEVEL 4
    - FULL AC RETROFIT AND ELECTRICAL SERVICE UPGRADE

### PHASE II

1. PLANTING ALONG THE EAST AND WEST WALKWAY
  - WOULD HELP REDUCE THE HEAT GAIN FROM THE EARLY MORNING OR AFTERNOON SUN.
  - NEED TO BE MINDFUL OF SEPTIC SYSTEM ON WEST SIDE
  - CONSIDER MAINTENANCE OF THE PLANT SPECIES
  - LIKELY NEED TO BE POTTED
2. ENVELOPE IMPROVEMENTS
  - LEVEL 1 - RETROFIT SOLUTIONS (CAN BE DONE IN STAGES)
    - EXTERIOR PAINTING
      1. LIGHT COLORS REFLECT MORE HEAT
    - RETROFIT INSULATION
    - CONFIRM EXISTING BUILDINGS HAVE NO INSULATION
    - A RETROFIT FOAM INJECTION SOLUTION
  - LEVEL 2 - COMPREHENSIVE RECLADDING
    - REMOVE/REPLACE EXISTING STONE/STUCCO CLADDING
    - INSULATE WALLS
      1. CAVITY AND/OR EXTERIOR INSULATION SYSTEMS
    - THERMALLY IMPROVED WINDOWS & LOW-E GLAZING
      1. REDUCE HEAT GAIN THROUGH FRAME AND GLAZING
3. IRRIGATION FOR WEST SIDE HILL
  - HELP REDUCE HEAT GAIN FROM SOIL

## **PART II**

### **PROPOSAL REQUIREMENTS**

An original + three (3) copies of the proposal must be provided along with one (1) digital copy on a thumb drive, via mail or hand delivery, with **no more than 30 single-sided pages in total length**.

All Contractors submitting an RFP are required to follow the order and format specified below. Failure to follow the specified order and format may result in rejection of a proposal. Please tab each section of the submittal to correspond to the numbers/headers shown below.

#### **A. Proposal Cover**

The proposal shall include a cover page, which cover page shall set forth the RFP's title and submittal due date, the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association).

#### **B. Proposal Content**

Your firm's Proposal shall include the following information:

1. Prequalification Certification
2. Proposal
3. Worker's Compensation Certification
4. Fingerprinting Certification

**PREQUALIFICATION CERTIFICATION**  
**FOR LEASE-LEASEBACK PROPOSAL**

I, \_\_\_\_\_, am authorized to represent \_\_\_\_\_ [insert name of Contractor] and sign this certification on its behalf to accompany the proposal that \_\_\_\_\_ [insert name of Contractor] is submitting for the Hillcrest Middle School Heat Mitigation Lease-Leaseback Project ("Project"). I certify and declare that:

- \_\_\_\_\_ [insert name of Contractor] was previously prequalified by the Gravenstein Union School District ("District") to submit bids and proposals on District public works projects;
- The District issued such prequalification on \_\_\_\_\_, 20\_\_;
- To the best of my knowledge, such prequalification has not expired; and
- The scope of such prequalification covers the Project.

In addition, I certify and declare that: *(Choose one)*

- The answers and financial statements of \_\_\_\_\_ [insert name of Contractor] submitted in response to the previous prequalification questionnaire are still accurate and complete, and require no updated information.
- Some of the answers and/or financial statements of \_\_\_\_\_ [insert name of Contractor] submitted in response to the previous prequalification questionnaire are no longer accurate and complete, and updated information is required. Attached is a separate sheet setting forth all such updated information and answers. I understand that if this prequalification certification is submitted after the deadline for prequalification for this Project, and if any of the updated information attached to this certification would result in my company not being prequalified for this Project, the District reserves the right to discard and not consider my company's lease-leaseback proposal.

I understand that any statement which is proven to be false shall be grounds for disqualification of \_\_\_\_\_ [insert name of Contractor] from submitting a proposal for the Project. I represent and warrant that I have authority to bind \_\_\_\_\_ [insert name of Contractor].

I certify and declare that I have read all the foregoing answers in this certification and all of the documents mentioned in the certification above, and know their contents. The matters stated in this certification are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Proposing Contractor

\_\_\_\_\_  
Typed Name

## PRICE PROPOSAL

### 1. Receipt of Addenda

Receipt of the following addenda is hereby acknowledged:

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

### 2. Preconstruction Services Lump Sum:

- Phase I: \$ \_\_\_\_\_
- Phase II: \$ \_\_\_\_\_

### 3. Construction and Post-Construction Services Fee Percentage Proposal for the Project:

- Phase I Fee Percentage: \_\_\_\_\_%
- Phase II Fee Percentage: \_\_\_\_\_%





## WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
  
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

---

Contractor

By: \_\_\_\_\_

*In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.*

**CRIMINAL BACKGROUND INVESTIGATION / FINGERPRINTING  
CERTIFICATION**

This Certification pertains to the Hillcrest Middle School Heat Mitigation Lease-Leaseback Project ("Project") between the Gravenstein Union School District (the "District" or the "Owner") and \_\_\_\_\_ (the "Contractor").

The undersigned does hereby certify to the Governing Board of the District that (1) he/she is a representative of the Contractor, (2) he/she has personal knowledge regarding the facts herein certified, (3) he/she is authorized and qualified to execute this certificate on behalf of Contractor; and (4) that the following is true and correct:

**1. Education Code.** Contractor has taken at least one of the following actions with respect to the Project (check all that apply):

\_\_\_\_\_ The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all of Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, the Contractor has installed or will install, prior to commencement of any work, a physical barrier at the Project site, as approved in writing by the District, that will limit contact between Contractor's and subcontractors' employees and District pupils at all times; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, the Contractor certifies that all Contractor and subcontractor employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is:

**Name:**

**Title:**

\_\_\_\_\_ The Work on the Contract is at an unoccupied school site and no Contractor employee and/or subcontractor employee or supplier of any tier of Contract shall come in contact with the District pupils.

2. **Megan's Law (Sex Offenders)**. I have verified and will continue to verify that the employees of Contractor and any subcontractor who will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Note: The Contractor's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees, subcontractors or acting as independent contractors of the Contractor.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_  
Name of Contactor: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

## INTERVIEW PORTION

### Reference Interviews

The following questions will be used to interview selected contacts listed in the Qualification Questionnaire from at least two completed similar type projects for each Contractor. District will conduct the interviews. No action on the Contractor's part is necessary. These questions are included in the package given to the Contractor for information only.

In each interview question, the person being interviewed is asked to rate a certain aspect of the Contractor's performance, using a scale of 1 to 10. The highest possible score is 130 points for each interview; 260 points total for both interviews. A score of between 91 and 110 on one interview indicates the District should conduct another interview to collect additional information. If an additional interview is required, the District shall take the highest two interview scores to determine the best value score. Contractors will be ranked based on their combined interview scores.

### **Interview Questions**

First, please give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims currently unresolved on contracts for which notices of completion were recorded more than 120 days ago? (If answer is "No" = 10 points; 1 point for each is deducted from overall score)
2. On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel? (Max. 10 points)
3. On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision? (Max. 10 points)
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)
5. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? (Max. 10 points)
6. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your [agency] [business] approved? (Max. 10 points)
7. Was the project completed on time? (10 points if the answer is "Yes").

Or, if the answer is "no," on a scale of 1-10, with 10 being the best, to what extent was the contractor responsible for the delay in completion?

8. On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of reasonable cost and time estimates to perform change order work. (Max. 10 points)
9. On a scale of 1-10, with 10 being the best, rate the contractor on how well the contractor performed the work after a change order was issued, and how well the contractor integrated the change order work into the existing work. (Max. 10 points).
10. On a scale of 1-10, with 10 being the best, rate how well the contractor performed in the areas of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 10 points)
11. On a scale of 1-10, with 10 being the best, rate the contractor on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them. (Max. 10 points)
12. On a scale of 1-10, with 10 being the highest, rate the contractor with respect to timely payments by the contractor to either subcontractors or suppliers. (If the person being interviewed knows of no such difficulties, the score on this question should be "10.")
13. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall? (Max. 10 points)

### **Contractor Interviews**

Each Contractor will be asked the following identical set of questions. The questions will be scored based on the enclosed Interview Scoring Matrix. The highest possible score is 400 points for the interview. Contractors will be ranked based on their overall interview score.

1. What staff from your firm will be on site daily? In other words, what levels of staff will be on site? Superintendent? Project Engineer? Project Manager etc.?
2. Please discuss your current workload and schedules, and describe how you intend to complete this work given your current workload.
3. Can you share how your firm handles document control and the processing of all the project documentation, such as RFI's, RFP's, etc.?
4. Describe your experience with similar type projects? How have you delivered these projects on time?
5. Can you provide us with examples of other projects you have completed using the lease-leaseback method? Do you currently have any projects that are currently complete but in the lease phase?
6. How do you evaluate your subcontractors to ensure you are selecting a quality sub? What is the process you go through in determining whether to self-perform the work or sub it out?

7. Has your firm completed at least one public works project within the county which the project is located in the last five years? If not, how would you go about mobilizing a project in this area?

8. Do you have any questions for the committee?

## Interview Scoring Matrix

Contractor: \_\_\_\_\_

|  | Unsatisfactory | Below Average | Average | Above Average | Excellent |
|--|----------------|---------------|---------|---------------|-----------|
| 1. Staffing                                | 0              | 10            | 15      | 20            | 25        |
| 2a. Workload and Scheduling                | 0              | 10            | 15      | 20            | 25        |
| 2b. Project management of current workload | 0              | 10            | 15      | 20            | 25        |
| 3a. Paperwork Processing                   | 0              | 10            | 15      | 20            | 25        |
| 3b. Document Control                       | 0              | 10            | 15      | 20            | 25        |
| 4a. Experience with similar projects       | 0              | 10            | 15      | 20            | 25        |
| 4b. Delivery of projects on time           | 0              | 10            | 15      | 20            | 25        |
| 5. Lease-leaseback experience              | 0              | 10            | 15      | 20            | 25        |
| 6. Subcontractor relationships             | 0              | 10            | 15      | 20            | 25        |
| 7. Local experience                        | 0              | 10            | 15      | 20            | 25        |

Total Score per interview questions:

(250 max. score possible)

Overall Assessment based on the interview:

|  | Unsatisfactory | Average | Above Average |
|--|----------------|---------|---------------|
| <b>Assessment of Project Team, including qualifications, experience</b>  | 0              | 25      | 50            |
| <b>Experience with Similar Projects; owner evaluation, quality and budget control</b>  | 0              | 25      | 50            |
| <b>Project Management, including planning, coordination, scheduling, cost control, local experience, capabilities and techniques</b> | 0              | 25      | 50            |
| <b>Total:</b>  |                |         |               |

(150 max. score possible)

Contractors score \_\_\_\_\_

Max score possible: \_\_\_\_\_

400



**\*\* For Informational Purposes Only. Do Not Fill Out\*\***

**Ranking of Best Value Scores**

**SECTION I – CONTRACTOR QUALIFICATIONS**

In the follow table, enter all proposing Contractors and the total points received from the qualifications evaluation (*Refer to the Lease-Leaseback Best Value Analysis Proposal*) (Maximum points available is 100).

| <b>CONTRACTOR</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |

**SECTION II – PRICE PROPOSALS**

In the following tables, enter all proposing Contractors based on their preconstruction lump sum amount for each phase and their fee percentage proposal for each phase of the Project in order from lowest to highest. In the event two Contractors submit the same price proposal, both Contractors shall be awarded the same amount of points. (Maximum points available is 300)

**Phase I Preconstruction Services Lump Sum**

| <b>CONTRACTOR</b> | <b>PRICE PROPOSAL</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|-----------------------|
|                   |                       | 50                    |
|                   |                       | 45                    |
|                   |                       | 40                    |
|                   |                       | 35                    |
|                   |                       | 30                    |
|                   |                       | 25                    |
|                   |                       | 20                    |
|                   |                       | 15                    |
|                   |                       | 10                    |
|                   |                       | 5                     |

**Phase II Preconstruction Services Lump Sum**

| <b>CONTRACTOR</b> | <b>PRICE PROPOSAL</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|-----------------------|
|                   |                       | 50                    |
|                   |                       | 45                    |
|                   |                       | 40                    |

|  |  |    |
|--|--|----|
|  |  |    |
|  |  | 35 |
|  |  | 30 |
|  |  | 25 |
|  |  | 20 |
|  |  | 15 |
|  |  | 10 |
|  |  | 5  |

**Phase I Construction and Post Construction Services – Fee Percentage**

| <b>CONTRACTOR</b> | <b>PRICE PROPOSAL</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|-----------------------|
|                   |                       | 100                   |
|                   |                       | 90                    |
|                   |                       | 80                    |
|                   |                       | 70                    |
|                   |                       | 60                    |
|                   |                       | 50                    |
|                   |                       | 40                    |
|                   |                       | 30                    |
|                   |                       | 20                    |
|                   |                       | 10                    |

**Phase II Construction and Post Construction Services – Fee Percentage**

| <b>CONTRACTOR</b> | <b>PRICE</b> | <b>POINTS</b> |
|-------------------|--------------|---------------|
|-------------------|--------------|---------------|

|  | <b>PROPOSAL</b> | <b>AWARDED</b> |
|--|-----------------|----------------|
|  |                 | 100            |
|  |                 | 90             |
|  |                 | 80             |
|  |                 | 70             |
|  |                 | 60             |
|  |                 | 50             |
|  |                 | 40             |
|  |                 | 30             |
|  |                 | 20             |
|  |                 | 10             |

**SECTION III – INTERVIEW PORTION**

**Reference Interviews** (Maximum 260 points per Contractor)

| <b>CONTRACTOR</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |
|                   |                       |

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|--|--|
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**Contractor Interviews** (Maximum 400 points per Contractor)

| <b>CONTRACTOR</b> | <b>POINTS AWARDED</b> |
|-------------------|-----------------------|
|                   |                       |
|                   |                       |
|                   |                       |
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**PART IV - BEST VALUE SCORE**

In the following table, enter all proposing Contractors, their scores from the qualifications, price proposal evaluations, interviews, and their total combined score. The total combined score is the Contractor's "best value score."

| <b>CONTRACTOR</b> | <b>SECTION I<br/>POINT TOTAL</b> | <b>SECTION II<br/>POINT TOTAL</b> | <b>SECTION III<br/>POINT<br/>TOTAL</b> | <b>SECTION I, II &amp;<br/>SECTION III<br/>COMBINED TOTAL</b> |
|-------------------|----------------------------------|-----------------------------------|--|---|
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |
|                   |                                  |                                   |  |   |

**SECTION V – BEST VALUE RANK**

In the following table, enter all proposing Contractors and best value score in order from the highest best value score to the lowest best value score. The Contractor with the highest best value score shall be ranked No. 1 overall.

| <b>CONTRACTOR</b> | <b>BEST VALUE SCORE<br/>(highest to lowest)</b> | <b>RANK</b> |
|-------------------|---|-------------|
|                   |   | <b>1</b>    |
|                   |   | <b>2</b>    |
|                   |   | <b>3</b>    |
|                   |   | <b>4</b>    |
|                   |   | <b>5</b>    |
|                   |   | <b>6</b>    |
|                   |   | <b>7</b>    |
|                   |   | <b>8</b>    |
|                   |   | <b>9</b>    |
|                   |   | <b>10</b>   |



**\*\*For District Use Only. Do Not Fill Out\*\***

**Lease-Leaseback Best Value Analysis**

**Proposal Scoring Sheet**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License Number(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Instructions for Scoring**

For the qualifications portion of the best value analysis and for the purpose of evaluating Contractors' qualifications, the District will evaluate each Contractor on the basis of the responses provided in the Contractor's completed prequalification questionnaire and, if applicable, any updated and/or new information provided in conjunction with Contractor's Prequalification Certification.

The District will evaluate the specific criteria listed below and each Contractor's qualifications will be scored accordingly. Each criterion will be evaluated by the District and the District will award a point value to Contractor for each criterion. The maximum cumulative number of points available to any Contractor is 100 points. The criteria, their weighted percentages, and their corresponding point values are as follows:

- Number of Audit Exceptions (points possible: 10)
- Experience (points possible: 20)
- History of the Business and Organizational Performance (points possible: 20)
- Disputes (points possible: 10)
- Criminal Matters and Related Civil Suits (point possible: 10)
- Bonding (points possible: 10)

- Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety (points possible: 10)
- Prevailing Wage and Apprenticeship Compliance Record (points possible: 10)

**Scoring**

**1. Number of Audit Exceptions - 10 points possible**

Contractor's number of audit exceptions: \_\_\_\_ (this information should be included in Contractor's audited year-end financial statement, which is required to be submitted with the Prequalification Questionnaire).

Point Allocation for Audit Exceptions:

| <b>Contractor's Audit Exceptions</b> | <b>Points Awarded<br/>(10 points possible)</b> |
|--------------------------------------|--|
| 0                                    | 10   |
| 1                                    | 9  |
| 2                                    | 8  |
| 3                                    | 7  |
| 4                                    | 6  |
| 5                                    | 5  |
| 6                                    | 4  |
| 7                                    | 3  |
| 8                                    | 2  |
| 9                                    | 1  |
| 10 or more                           | 0  |

Points to Contractor for number of Audit Exceptions: \_\_\_\_\_

**2. Contractor's Experience - 20 points possible**

Contractor has completed \_\_\_ California public school K-12 construction projects subject to DSA approval within the last three (3) years. (Use information provided in Contractor's response to in Part 1, Section 5, and Part III of Contractor's Prequalification Questionnaire).

Point Allocation for Contractor's Experience:

| <b>Number of California Public school K-12 construction projects completed that were similar in size and subject to DSA approval.</b> | <b>Points Awarded (20 points possible)</b> |
|---|--|
| 10 or more  | 20   |
| 9   | 18   |
| 8   | 16   |
| 7   | 14   |
| 6   | 12   |
| 5   | 10   |
| 4   | 8  |
| 3   | 6  |
| 2   | 4  |
| 1   | 2  |
| 0   | 0  |

Points to Contractor for Experience: \_\_\_\_\_

**3. History of the Business and Organizational Performance - 20 points possible**

District will evaluate Contractor’s history and organizational performance based on Contractor’s responses to Part II, Section B, of the prequalification questionnaire, and specifically, the score given to Contractor for its responses as part of the prequalification process.

Contractor’s Total Score for Part II, Section B is: \_\_\_\_\_ (use total score for Part II, Section B from Contractor’s Prequalification Questionnaire Scoring Sheet).

Point Allocation for Contractor’s History & Organizational Performance:

| <b>Contractor’s Total Score for Part II, Section B</b> | <b>Points Awarded (20 points possible)</b> |
|--|--|
| 30   | 20   |
| 25-29  | 15   |
| 20-24  | 10   |
| 10-19  | 5  |
| Less than 10   | 0  |

Points to Contractor for History and Organizational Performance: \_\_\_\_\_

**4. Disputes - 10 points possible**

District will evaluate Contractor's qualifications with regard to disputes based on Contractor's responses to Part II, Section C, of the Prequalification Questionnaire, and specifically, the score given to Contractor for its responses as part of the prequalification process.

Contractor's Total Score for Part II, Section C is: \_\_\_\_ (use total score for Part II, Section C from Contractor's Prequalification Questionnaire Scoring Sheet).

Point Allocation for Disputes:

| <b>Total Score for<br/>Part II, Section C</b> | <b>Points Awarded<br/>(10 points possible)</b> |
|---|--|
| 40  | 10   |
| 35-39   | 9  |
| 30-34   | 8  |
| 25-29   | 7  |
| 20-24   | 6  |
| 15-19   | 5  |
| 10-14   | 4  |
| 5-9   | 3  |
| 1-4   | 2  |
| 0   | 0  |

Points to Contractor for Disputes: \_\_\_\_

**5. Criminal Matters and Related Civil Suits - 10 points possible**

District will evaluate this section based on Contractor's responses to Part II, Section D, of the Prequalification Questionnaire, and specifically, the score given to Contractor for its responses as part of the prequalification process.

Contractor's Total Score for Part II, Section D is: \_\_\_\_ (use total score for Part II, Section D from Contractor's Prequalification Questionnaire Scoring Sheet).

Point Allocation for Compliance with Law:

| <b>Total Score for<br/>Part II, Section D</b> | <b>Points Awarded<br/>(10 points possible)</b> |
|---|--|
| 15  | 10   |
| 14  | 9  |
| 13  | 8  |
| 12  | 7  |
| 11  | 6  |
| 10  | 5  |
| 9   | 4  |
| 8   | 3  |
| 7   | 2  |
| 6   | 1  |
| 5 or less                                     | 0  |

Points to Contractor for Criminal Matters and Related Civil Suits: \_\_\_\_\_

**6. Bonding - 10 points possible**

Contractor's current maximum bonding capacity is: \$ \_\_\_\_\_ (insert bonding capacity from Contractor's response to Part 1I, Section E, Question No. 1 of Contractor's Prequalification Questionnaire).

The Cost Estimate for the Project is: \$2,639,740 for Phase I & Phase II.

Contractor's current maximum bonding capacity is \_\_\_\_\_% of the Project Estimate (divide Contractor's maximum bonding capacity by the Project Estimate to determine percentage).

Point Allocation for Bonding Capacity:

| <b>Maximum Bonding Capacity %</b> | <b>Points Awarded (10 points possible)</b> |
|-----------------------------------|--|
| 200% or greater                   | 10   |
| 190% - 199%                       | 9  |
| 180% - 189%                       | 8  |
| 170% - 179%                       | 7  |
| 160% - 169%                       | 6  |
| 150% - 159%                       | 5  |
| 140% - 149%                       | 4  |
| 130% - 139%                       | 3  |
| 120% - 129%                       | 2  |
| 110% - 119%                       | 1  |
| 100% - 109%                       | 0  |
| 99% or less                       | Unable to perform Project                  |

Points to Contractor for Bonding: \_\_\_\_\_

**7. Compliance with Occupational Safety and Health Laws and with Other Laws - 10 points possible**

District will evaluate this section based on Contractor's responses to Part II, Section F, of the Prequalification Questionnaire, and specifically, the score given to Contractor for its responses as part of the prequalification process.

Contractor's Total Score for Part II, Section F is: \_\_\_\_\_ (use total score for Part II, Section F from Contractor's Prequalification Questionnaire Scoring Sheet).

Point Allocation for OSHA and Other Laws:

| <b>Total Score for<br/>Part II, Section F</b> | <b>Points Awarded<br/>(10 points possible)</b> |
|---|--|
| 30  | 10   |
| 27-29   | 9  |
| 24-26   | 8  |
| 21-23   | 7  |
| 18-20   | 6  |
| 15-17   | 5  |
| 12-14   | 4  |
| 9-11  | 3  |
| 6-8   | 2  |
| 3-5   | 1  |
| Less than 3                                   | 0  |

Points to Contractor for OSHA and Other Laws: \_\_\_\_\_



**8. Prevailing Wage and Apprenticeship Compliance Record - 10 points possible**

District will evaluate Contractor's prevailing wage and apprenticeship compliance record based upon Contractor's scored responses to Part II, Section G, of the Prequalification Questionnaire, and specifically, the score given to Contractor for its responses as part of the prequalification process.

Contractor's Total Score for Part II, Section G is: \_\_\_\_ (use total score for Part II, Section G from Contractor's Prequalification Questionnaire Scoring Sheet).

Point Allocation for Wage and Apprenticeship Compliance Record:

| <b>Total Score for<br/>Part II, Section G</b> | <b>Points Awarded<br/>(10 points possible)</b> |
|---|--|
| 15  | 10   |
| 14  | 9  |
| 13  | 8  |
| 12  | 7  |
| 11  | 6  |
| 10  | 5  |
| 9   | 4  |
| 8   | 3  |
| 7   | 2  |
| 6   | 1  |
| Less than 6                                   | 0  |

Points to Contractor for Wage and Apprenticeship Compliance Record: \_\_\_\_

**Contractor's Total Score**

1. \_\_\_\_ Points for Number of Audit Exceptions
2. \_\_\_\_ Points for Experience
3. \_\_\_\_ Points for History of the Business and Organizational Performance
4. \_\_\_\_ Points for Disputes
5. \_\_\_\_ Points for Criminal Matters and Related Civil Suits
6. \_\_\_\_ Points for Bonding
7. \_\_\_\_ Points for OSHA Compliance and Other Laws
8. \_\_\_\_ Points for Wage and Apprenticeship Compliance Record

Contractor's Total Points: \_\_\_\_\_

(Maximum Point Total Available is 100)

**NOTICE TO GENERAL CONTRACTORS  
AND  
MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION AND  
UNDERGROUND PIPELINE SUBCONTRACTORS  
A, B, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46**

**PREQUALIFICATION FOR THE  
GRAVENSTEIN UNION SCHOOL DISTRICT  
HILLCREST MIDDLE SCHOOL HEAT MITIGATION  
LEASE LEASEBACK PROJECT**

**FEBRUARY 12, 2021**

**INCLUDES:**

**PART A. INSTRUCTIONS & APPEALS PROCESS  
PART B. PRE-QUALIFICATION QUESTIONNAIRE  
PART C. SCORING INFORMATION**

**Gravenstein Union School District  
3840 Twig Ave, Sebastopol, CA 95472**

# **TABLE OF CONTENTS**

**PART A. NOTICE**

**PART B. INSTRUCTIONS AND APPEAL PROCESS**

**PART C. PRE-QUALIFICATION QUESTIONNAIRE**

**PART D. SCORING INFORMATION**

**PART E. SMALL BUSINESS DECLARATION**

**NOTICE REGARDING PREQUALIFICATION  
FOR HILLCREST MIDDLE SCHOOL HEAT MITIGATION  
LEASE LEASEBACK PROJECT  
GRAVENSTEIN UNION SCHOOL DISTRICT**

Notice is hereby given by Gravenstein Union School District (“District”) that General Contractors planning to submit a proposal for the District’s Hillcrest Middle School Heat Mitigation Lease Leaseback Project (“Project”) will be required to prequalify pursuant to Public Contract Code § 20111.6 prior to submitting a proposal. Mechanical, Electrical and Plumbing (“MEP”) Subcontractors are strongly encouraged to prequalify pursuant to this notice and will be required to prequalify for the Project; however, MEP Subcontractors will have another opportunity for prequalification prior to subcontractor selection for the Project. Prequalification application packages are available at the District’s Business Office located at: 3840 Twig Ave., Sebastopol, CA or an electronic copy can be obtained by contacting the District’s Project Manager, Scott Baer with Counterpoint Construction Services, Inc. at [sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com). Prequalification application packets must be completed and returned to the District’s Business Office no later than 3:00 p.m., on February 26, 2021 General Contractors will be notified of their prequalification status no later than March 2, 2021.

## INSTRUCTIONS AND APPEALS PROCESS

### I. BACKGROUND AND OVERVIEW

The Gravenstein Union School District (“District”) is prequalifying General Contractors and Mechanical, Electrical, Plumbing subcontractors pursuant to Public Contract Code § 20111.6 (“MEP Subcontractors”) and holding one of the following licenses: **C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46** to prequalify for the following lease-leaseback project: Hillcrest Middle School Heat Mitigation (“Project”).

The District has determined that, pursuant to Education Code section 17406, it will require that all General Contractors and MEP Subcontractors who intend to submit a lease leaseback proposal on the Project provide all information and materials requested in this Prequalification Application and be prequalified by the District prior to submitting a proposal. Any MEP Subcontractors, as defined by Public Contract Code § 20111.6, required for the Project must be prequalified pursuant to these prequalification forms and requirements, and all General Contractors must use prequalified MEP Subcontractors. MEP Subcontractors will have another opportunity for prequalification prior to subcontractor selection for the Project.

### II. PROJECT DESCRIPTION

This Project is estimated to cost approximately \$1,730,272.00 for Phase I and \$909,469.00 for Phase II.

### III. PREQUALIFICATION PROCESS

The following process will govern the conduct of General Contractor and MEP Subcontractors prequalification for the Project. A General Contractor and MEP Subcontractors who submit prequalification responses thereby consent to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. **Submittal** Applicants are encouraged to submit prequalification packages as soon as possible, so that they may be notified of prequalification status well in advance of the lease leaseback proposal deadline. Prequalification responses for this Project shall be received by the District no later than 3:00 pm on February 26, 2021. All prospective licensed General Contractors and MEP Subcontractors who wish to pre-qualify for the Project shall submit a complete Prequalification Questionnaire and Certification (“Prequalification Questionnaire”) in a sealed envelope or via email to:

**Counterpoint Construction Services, Inc.**

**Attn: Scott Baer**

**Address: 3663 North Laughlin Rd, Ste 200, Santa Rosa, CA 95403**

**[sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com)**

Prequalification materials will only be accepted in accordance with the requirements of the law. The District reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion. **General Contractors will be notified of their prequalification status no later than March 2, 2021.**

- B. **Form** Applicants shall complete the Prequalification Questionnaire and timely submit all documents as indicated in the Prequalification Questionnaire. No other prequalification documents previously completed by the Applicant will meet these requirements. All information requested in the

Prequalification Questionnaire must be provided in order to be considered “responsive” to the requirements of prequalification. If a question is not applicable, then indicate a response of “N/A.” “You” or “Yours” as used herein refers to the prospective bidders’ firm and any of its owners, officers, principals and qualifying individuals. If two or more business entities submit a proposal on this Project as a joint venture, or expect to submit a proposal as part of a joint venture, each entity within the joint venture must be separately qualified to be selected.

The Prequalification Questionnaire shall be submitted as one package – it shall not be submitted “piecemeal.” Applicants shall submit one (1) completed Prequalification Questionnaire with required attachments either in “hard copy” format (i.e., 8-1/2”x11” paper) in a sealed envelope or via email. Any questions regarding this package should be directed to the District’s Project Manager, Scott Baer with Counterpoint Construction Services, Inc. at [sbaer@counterpointcs.com](mailto:sbaer@counterpointcs.com). Submission of an incomplete and/or unclear Prequalification Questionnaire may result in a determination that the Applicant is non-responsive and/or not qualified.

- C. **Financial Statement** In addition to completing the Questionnaire, each Applicant must submit its most current reviewed or audited year-end financial statement, which must have been prepared by a certified public accountant within twelve (12) months of each Applicant’s submission of the Prequalification Questionnaire. Each Applicant must also provide its most current financial statement, which must have been prepared within three (3) months of each Applicant’s submission of the Prequalification Questionnaire. Applicants are exempt from providing the financial statements if they qualify as a small business pursuant to Government Code 14837 and the lease leaseback proposal is not more than 25% of the qualifying amount provided in Government Code 14837. Exempt Applicants will be required to complete the Small Business Declaration, enclosed in Part E. Finally, each Applicant must submit a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California) which states the Applicant’s current bonding capacity.

Reviewed or audited financial statements submitted with the Prequalification Questionnaire shall not be prepared by any individual who is in the regular employ of the firm submitting the statement, nor by any individual or entity who has more than a ten percent (10%) financial interest in the firm’s business. If the individual or entity that prepared a reviewed or audited financial statement submitted with the Prequalification Questionnaire has any financial interest in the firm’s business, the firm shall notify the District of such financial interest in a separate signed statement accompanying the Prequalification Questionnaire.

- D. **District’s Review** Applicants that have submitted a Prequalification Questionnaire shall receive written notification of their prequalification status. The Applicant will receive a rating of “Prequalified” or “Not Prequalified.” All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purposes of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of General Contractors/MEP Subcontractors applying for prequalification status shall be public records subject to disclosure, and the first page of the Prequalification Questionnaire will be used for that purpose. The District reserves the right to reject any Prequalification Questionnaire or to waive irregularities in any Prequalification Questionnaire received, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a future public works project.
- E. **Addenda** Any addenda issued will be posted on the District’s website by 3:00 p.m. on February 23, 2021. The receipt of all addenda must be acknowledged on the Prequalification Questionnaire. The District reserves the right to waive minor irregularities and omissions in the information contained in the Prequalification Questionnaire submitted and to make all final determinations.

- F. Non-responsiveness A Prequalification Questionnaire may be deemed nonresponsive if:
1. The Prequalification Questionnaire is not submitted on time.
  2. Applicant does not provide all requested information.
  3. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Applicant on whose behalf they are signing.
  4. Information contained in the Prequalification Questionnaire is not updated under penalty of perjury when it is no longer accurate.
  5. Any information provided by the Applicant is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after an Applicant has been determined to be qualified, the District reserves the right to revoke that determination at any subsequent time, to terminate any contract awarded, and to cease making payments if it determines that any information provided by the Applicant was incomplete, misleading, inaccurate or false in any manner.

#### IV. QUALIFICATION CRITERIA

##### ESSENTIAL CRITERIA

As detailed herein, each potential Applicant must provide specific information that will be reviewed and scaled by the District. Certain qualifications are essential. Any potential Applicant who cannot satisfy all Part 1 “Essential Criteria”, regardless of the ranking or ability to meet other criteria, will not be prequalified.

The Prequalification Questionnaire also contains questions for which a numerical score will be given for specific answer(s). An Applicant must receive a minimum score of 115 points, regardless of its ability to meet other criteria, or the Applicant will not prequalify for the Project.

#### V. APPEAL PROCEDURE

Pursuant to Public Contract Code § 20101(d) an Applicant who has timely submitted a completed application form, may appeal the District’s prequalification decision by giving notice to the District no later than five (5) business days after receipt of notice of its qualification status. There is no appeal from a finding that the Applicant failed to submit the required information. Notice shall be sent to the District’s address listed above. The appeal shall contain all evidence supporting the Applicant’s challenge to the District’s decision. The District will consider the Applicant’s evidence and will make a final determination.

Unless an Applicant files a timely appeal, the Applicant waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding. The District reserves the right to resolve appeals before or after the opening of proposals or award of any contract.

If the Applicant gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five (5) business days after the District’s receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the Board of Trustees of the District has delegated responsibility to hear such appeals (“Appeals Panel”). At or prior to the hearing, the Applicant will be



advised of the basis for the District's prequalification determination. The Applicant will be given the opportunity to present information and present reasons in opposition to the prequalification determination. At the conclusion of the hearing or no later than one (1) day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

# QUESTIONNAIRE

**CONTACT INFORMATION**

Firm Name: \_\_\_\_\_ Check One:  Corporation  
 (as it appears on CSLB license)  Partnership  
 Sole Prop.  
 LLC  
 Joint Venture

Contact Person/Title: \_\_\_\_\_  
 (List Owner(s) if Firm is a Sole Proprietorship or Partnership)

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

List all California construction or other professional license numbers, classifications and expiration dates held by your firm:

| License Number | Classification | Expiration Date |
|----------------|----------------|-----------------|
|                |                |                 |
|                |                |                 |
|                |                |                 |
|                |                |                 |
|                |                |                 |

List your firm's DIR Public Works Contractor (PWCR) Registration Number(s):

| PWCR Number | Entity Name | Expiration Date |
|-------------|-------------|-----------------|
|             |             |                 |
|             |             |                 |
|             |             |                 |
|             |             |                 |
|             |             |                 |

If any of your firm's license(s) are held in the name of a corporation, limited liability company, or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

| License Number | Qualifying Individual | Expiration Date |
|----------------|-----------------------|-----------------|
|                |                       |                 |
|                |                       |                 |
|                |                       |                 |
|                |                       |                 |
|                |                       |                 |

Acknowledge receipt of Addenda(s):

**PART I.**  
**ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

1. Does your firm possess a valid and current California Contractor's license or other professional license as required by law for the for the Project which it intends to submit a proposal?  
 Yes  No
2. If you are a general contractor, do you have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate? If you are a mechanical, electrical or plumbing subcontractor, do you have a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?  
 Yes  No
3. Does your firm meets the "skilled workforce" requirements set forth under Education Code section 17407.5?  
 Yes  No
4. Does your firm have current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.?  
 Yes  No       Contractor is exempt from this requirement, because it has no employees
5. Has your firm completed at least two California public school K-12 construction projects, subject to DSA approval within the last three (3) years?  
 Yes  No

If "Yes" list on a separate sheet the names of the projects, their location, the owner, the project manager, the project superintendent, contact information, project amount, and the date each project was commenced and completed.

6. Is your firm currently registered with the Department of Industrial Relations and qualified to submit a bid or proposal and to otherwise perform work on a public project pursuant to Section 1725.5 of the Labor Code?  
 Yes  No
7. Has your contractor's license been revoked or suspended at any time in the last five years, even if later reinstated retroactively?  
 Yes  No
8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five years?  
 Yes  No
9. Is your firm, any of its officers, supervisors, managers, or any firm or individual identified herein ineligible to bid or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to Labor Code section 1777.1 or Labor Code section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works?  
 Yes  No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

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10. Has your firm, any of its officers, supervisors, managers, or any firm or individual identified herein been convicted of a crime involving the awarding of a contract of a government construction project, the bidding or performance of a government contract, antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty?
- Yes  No

**PART II.**  
**ORGANIZATION, HISTORY, ORGANIZATIONAL**  
**PERFORMANCE, COMPLIANCE WITH CIVIL AND**  
**CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated : \_\_\_\_\_  
 1b. Under the laws of what state: \_\_\_\_\_  
 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

| Name | Position | Years with Co. | % Ownership |
|------|----------|----------------|-------------|
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation.**

| Person's Name | Construction Firm | Dates of Person's Participation with Firm |
|---------------|-------------------|---|
|               |                   |   |
|               |                   |   |
|               |                   |   |
|               |                   |   |

**For Firms That Are Limited Liability Companies (LLC):**

- 1a. Date Article of Organization filed: \_\_\_\_\_  
 1b. Under the laws of what state: \_\_\_\_\_  
 1c. Provide all the following information for all members of the LLC:

| Name | Position | Years with Firm | % Ownership |
|------|----------|-----------------|-------------|
|      |          |                 |             |
|      |          |                 |             |
|      |          |                 |             |
|      |          |                 |             |
|      |          |                 |             |

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

| Person’s Name | Construction Firm | Date of Person’s Participation with Firm |
|---------------|-------------------|--|
|               |                   |  |
|               |                   |  |
|               |                   |  |
|               |                   |  |
|               |                   |  |

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_  
 1b. Under the laws of what state: \_\_\_\_\_  
 1c. Provide all the following information for each partner who owns 10 percent or more of the firm.

| Name | Position | Years with Co. | % Ownership | Social Security # |
|------|----------|----------------|-------------|-------------------|
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
|---------------|----------------------|--|
|               |                      |  |
|               |                      |  |
|               |                      |  |
|               |                      |  |

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business: \_\_\_\_\_  
 1b. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
|---------------|----------------------|--|
|               |                      |  |
|               |                      |  |
|               |                      |  |
|               |                      |  |



**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture. \_\_\_\_\_
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

| Name of firm | % Ownership of Joint Venture |
|--------------|------------------------------|
|              |                              |
|              |                              |
|              |                              |
|              |                              |

**Note: Explain on a separate sheet. Provide all other pertinent information required in the sections above, for each Corporation, LLC, Partnership, or Sole-Proprietorship that is a part of the Joint Venture**

**For All Applicants:**

- 1. At any time during the past five years, has your firm shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other construction firm? (If yes, identify and explain below.)

| Construction Firm | Description of Sharing Agreement | Location of Facilities |
|-------------------|----------------------------------|------------------------|
|                   |                                  |                        |
|                   |                                  |                        |
|                   |                                  |                        |
|                   |                                  |                        |
|                   |                                  |                        |

- 2. State your firm's gross revenues for each of the last three fiscal years:  
 Current year (\$): \_\_\_\_\_  
 Previous year (\$): \_\_\_\_\_  
 Year prior to previous year (\$): \_\_\_\_\_

- 3. How many years has your firm been in business in California as a contractor under your present business name and license number? \_\_\_\_\_

- 4. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.

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5. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates on which they were issued:

| Name | Address | Date |
|------|---------|------|
|      |         |      |
|      |         |      |
|      |         |      |
|      |         |      |

6. Does your firm regularly utilize a third party consultant to review labor compliance documents of subcontractors on a public works project?  Yes  No

7. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to employ on any public works project awarded by the District.

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |
|      |         |       |

8. Has your firm changed names or license number in the past five years?  Yes  No  
 (If yes, explain on a separate sheet, including the reason for the change.)

9. Has there been any change in ownership of your firm at any time during the last five years?  Yes  No  
 (If yes, explain on a separate sheet.)

**NOTE: A corporation whose shares are publicly traded is NOT required to answer this question.**

10. Is your firm a subsidiary, parent, holding company or affiliate of another construction firm?  Yes  No  
 (If yes, explain on a separate sheet.)

**NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

11. Has any owner, partner and/or officer of your firm operated or been connected to a construction firm under any other name in the last five years not listed above at any time in the past five years?  Yes  No

(If yes, provide the person's name, construction firm name, and dates of participation.)

| Name | Construction Firm | Dates of Participation |
|------|-------------------|------------------------|
|      |                   |                        |
|      |                   |                        |
|      |                   |                        |
|      |                   |                        |

12. Please attach your most current reviewed or audited year-end financial statement, which must have been prepared by a certified public accountant, within twelve (12) months of submission of this prequalification package. Also, please provide your most current financial statement, which must have been prepared within three (3) months of submission of this prequalification package.<sup>1</sup>

13. Name of accounting firm and primary contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

14. How many years has this accounting firm prepared financial statements for you? \_\_\_\_\_

**B. History of the Business and Organizational Performance**

1. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ years

2. Is your firm currently the debtor in a bankruptcy case?

Yes  No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

3. Was your firm in bankruptcy or receivership at any time during the last five years?

Yes  No

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<sup>1</sup> Public Contract Code section 20101(e) exempts from this requirement as Applicant who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the proposal is "no more than 25 percent of the qualifying amount provided in section 14837(d)(1)." An Applicant seeking to invoke this exemption shall submit the enclosed Small Business Declaration Form (Part E). As of January 1, 2001, the qualifying amount is \$10 million, and 25% of that amount is \$2.5 million.

If “yes,” please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court’s discharge order, or of any other document that ended the case, if no discharge order was issued.

4. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes  No

If “yes,” please explain on a separate signed sheet.

5. Does your firm currently have a permanent administrative office in Sonoma County, California that has been in existence for at least two years (jobsite field offices shall not be included)?

Yes  No

6. Has your firm completed at least two public works projects in Sonoma County within the last two years?

Yes  No

**C. Disputes**

1. At any time in the last five years has your firm been assessed liquidated damages after completion of a project under a construction contract with either a public or private owner?

Yes  No

If yes, explain on a separate signed page, identifying all such projects by owner, owner’s address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

2. In the last five years has your firm, or any firm with which any of your company’s owners, officers or manager was associated, been debarred, suspended, disqualified, denied a classification rating or pre-qualification or otherwise been declared not responsible or prevented from bidding on, or performing work on any public works contract or subcontractor for any reason?

**NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to Part II (A) on this form.**

Yes  No

If “yes,” explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

3. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes  No

If “yes,” explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

4. In the past five years has any claim against your firm concerning your firm’s work on a construction project been filed in court or arbitration?

Yes  No

If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (e.g. “pending” or, if resolved, a brief description of the resolution).

5. In the past five years has your firm made any claim in court or arbitration against a project owner concerning work on a project or payment for a contract?

Yes  No

If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

6. At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?

Yes  No

If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

7. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes  No

If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

8. In the last five years has your firm held a public works contract on which more than three stop payment notices were served against the firm?

Yes  No

If “Yes” explain on a separate signed page.

**D. Criminal Matters and Related Civil Suits**

1. Has your firm or any of its owners, officers, supervisors, or managers ever been found liable in a civil suit or convicted of a federal or state crime of fraud, theft, or involving any other act of dishonesty, such as making any false claim or material misrepresentations?

Yes  No

If “yes,” explain on a separate signed page, including the identity of the person or persons convicted or found liable, court [the county, if a state court, the district or location if federal court], year, and conduct involved.

2. Has your firm or any of its owners, officers, supervisors, or managers ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes  No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

3. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes  No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

**E. Bonding**

1. Please attach a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California) which states that: (a) your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for single project; or valid for a year if you are seeking pre-qualification valid for a year; and (b) your current available bonding capacity.

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

2. Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address and telephone number:

\_\_\_\_\_

3. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last five years, state the percentage that your firm was required to pay, identify the project, identify the owner, and identify the dates of the project. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.

\_\_\_\_\_

5. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes  No

If "Yes" provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

**F. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

1. In the past five years, has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violation(s) of safety or health regulations?

**NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**

Yes  No

If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

2. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes  No

If "yes," attach a separate signed page describing each citation.

3. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor/subcontractor, in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes  No

If "yes," attach a separate signed page describing each citation.



4. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

\_\_\_\_\_

5. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

**NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

6. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes       No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

**G. Prevailing Wage and Apprenticeship Compliance Record**

1. Has there been any occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state or federal** prevailing wage laws for work performed by **your firm**?

**NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**

Yes  No

If "yes," attach a separate signed page or pages describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that your firm was required to pay.

2. During the last five years, has your own firm or any subcontractor hired by your firm been required to pay back wages and/or penalties related to state or federal prevailing wage laws for work performed by a subcontractor?

Yes  No

If “yes,” attach a separate signed page or pages identifying the subcontractor’s business name and CSLB license number, describe the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages that were required to be paid along with the amount of any penalty paid.

3. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you have requested and/or employed apprentices in the past three years.

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |
|      |         |       |

4. If your firm operates its own State-approved apprenticeship program:
- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year;
  - (b) State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s);
  - (c) For each craft, list the number apprentices employed by your firm and the number of individuals that completed apprenticeships while employed by your firm during the last three years.

| Craft | Year | No. Apprentices | No. Completed |
|-------|------|-----------------|---------------|
|       |      |                 |               |
|       |      |                 |               |
|       |      |                 |               |
|       |      |                 |               |

5. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

**NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.**

Yes  No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

**PART III.  
RECENT CONSTRUCTION  
PROJECTS COMPLETED**

1. Applicant shall provide information about all public works projects, subject to DSA approval, completed within the last three years. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

General Contractors: Provide a list of all projects which your firm performed as the general contractor.

MEP Subcontractors: Provide a list of all projects which your firm performed as the general contractor or as a subcontractor. For subcontractor contracts, please provide the general contractor's name and contact information.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Inspector of Record (name and current phone number):

\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Date Construction Commenced: \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

General Contractor's Project Manager, if applicable: \_\_\_\_\_

General Contractor's Superintendent, if applicable: \_\_\_\_\_

**CERTIFICATION**

Prequalification Questionnaires submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of each officer signing on behalf of a corporation shall be furnished.

Prequalification Questionnaires submitted by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature.

**Each person signing below makes the following representations under penalty of perjury:**

The submitter of the foregoing answers to the Prequalification Questionnaire has read the same and the matters stated therein are true to the best of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on the Project(s), and any individual, company or other agency named herein is hereby authorized to supply the awarding body with any information necessary to verify the prospective bidder's statements. By signing below, the submitter and the named contractor/subcontractor hereby grant permission to the Gravenstein Union School District to contact any or all of the above listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

I, \_\_\_\_\_ (Name), the undersigned, am the \_\_\_\_\_ (Title), with the authority to act for and on behalf of \_\_\_\_\_ (Contractor Entity Name), declare under penalty of perjury under the laws of the State of California that the foregoing information provided in this Prequalification Questionnaire is true, full, and correct.

I understand that making a false statement may result in disqualification from bidding on any public works project, registering as a Public Works Contractor with the Department of Industrial Relations, and may be grounds for termination of a public works contract.

Executed on this: \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_  
(Date) (Month / Year) (City / State)

Name of Contractor Representative: \_\_\_\_\_

Signature of Contractor Representative: \_\_\_\_\_

## **SCORING INFORMATION**

### **The Scores Needed for Prequalification**

To prequalify, a General Contractor/MEP Subcontractor must have a passing score within each of the following two parts. The specific requirements for the scoring of each section are set forth at the beginning of the section.

Part I: Essential Requirements for Qualifications requires that applicants provide Yes or No answers.

Part II: Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws consists of seven subparts which are assigned points to each of the possible answers to the questions, for a combined score. A total minimum score of 115 is required for prequalification.

**PART I: Essential Requirements for Qualification**

Applicant must answer “Yes” to questions 1 through 6 below. Any “No” (or blank) answers shall result in a rating of “Not Prequalified.”

|    |  | Yes | No |
|----|--|-----|----|
| 1. | Valid and current contractor’s license   |     |    |
| 2. | Liability Insurance with Appropriate Limits<br>General Contractor: \$2,000,000 & \$4,000,000<br>MEP Subcontractor: \$1,000,000 & \$2,000,000 |     |    |
| 3. | Meets “skilled workforce” requirements   |     |    |
| 4. | Valid worker’s compensation insurance policy   |     |    |
| 5. | At least 2 DSA-approved CA public school K-12 projects w/in 3 years  |     |    |
| 6. | Currently registered with DIR  |     |    |

Applicant must answer No to questions 7 through 10 below. Any Yes (or blank) answers shall result in a rating of “Not Prequalified”.

|     |  |  |  |
|-----|--|--|--|
| 7.  | Applicant’s License Revocation or Suspension within last 5 Years |  |  |
| 8.  | Surety completed a project due to applicant’s default            |  |  |
| 9.  | Applicant ineligible to bid due to Labor Code violations         |  |  |
| 10. | Convicted of a crime involving construction laws                 |  |  |

**Part II: Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws**

Section A. Current Organization and Structure of the Business

Information provided in this section must be complete and to the District’s satisfaction. Failure to provide all requested information shall result in a “Not Prequalified” rating.

Section B. History of the Business and Organizational Performance

|    |   | Possible Scores  | Score |
|----|---|--|-------|
| 1. | Years in business under same name/license | 6 years or more = 5<br>5 years = 4<br>4 years = 3<br>3 years or less = 2 |       |
| 2. | Debtor in a bankruptcy case               | No = 5<br>Yes = 0  |       |
| 3. | Bankruptcy last 5 years                   | No = 5<br>Yes = 0  |       |
| 4. | Suspended license last 5 years            | No = 5<br>Yes = 0  |       |
| 5. | Local Admin Office                        | Yes = 5<br>No = 0  |       |



|    |                |                   |  |
|----|----------------|-------------------|--|
| 6. | Local Projects | Yes = 5<br>No = 0 |  |
|----|----------------|-------------------|--|

(Maximum Possible Score 30)

II.B Total Score \_\_\_\_\_

Section C. Disputes

|    |   | Possible Scores                                   | Score |
|----|---|---|-------|
| 1. | Liquidated Damages in last 5 years  | No = 5<br>1 or 2 times = 3<br>2 times or more = 0 |       |
| 2. | Debarred, Disqualified, removed or prevented from bidding in last 5 years | No = 5<br>Yes = 0                                 |       |
| 3. | Denied bid on grounds of non-responsibility                               | No = 5<br>Yes = 0                                 |       |
| 4. | Claim against firm in court or arbitration                                | No = 5<br>1-2 instances = 3<br>More than 2 = 0    |       |
| 5. | Made claim against owner in court or arbitration                          | No = 5<br>1 instance = 3<br>More than 2 = 0       |       |

|    |   |  |  |
|----|---|--|--|
| 6. | Surety payments on Applicant's behalf                             | No = 5<br>1 instance = 3<br>More than 1 = subtract 5 |  |
| 7. | Insurance carrier refused to renew insurance policy               | No = 5<br>Yes = 0                                    |  |
| 8. | Project with more than 3 stop payment notices in the last 5 years | No = 5<br>Yes = 0                                    |  |

(Maximum Possible Score 40)

II.C Total Score \_\_\_\_\_

Section D. Criminal Matters and Related Civil Suits

|    |   | Possible Scores            | Score |
|----|---|----------------------------|-------|
| 1. | Liabe or convicted of crime or civil suit involving false claim | No = 5<br>Yes = subtract 5 |       |
| 2. | Convicted of crime involving construction law                   | No = 5<br>Yes = subtract 5 |       |
| 3. | Convicted of a crime involving fraud, dishonesty, etc.          | No = 5<br>Yes = subtract 5 |       |

(Maximum Possible Score 15)

II.D Total Score \_\_\_\_\_

Section E. Bonding

\*\*Questions 1-3: Information provided in these questions must be complete to the District's satisfaction. Failure to provide all requested information shall result in a "Not Prequalified" rating.

|    |                           | Possible Scores  | Score |
|----|---------------------------|--|-------|
| 4. | Required to pay a premium | No = 5<br>1-1.25% premium = 4<br>1.25-1.5% premium = 3<br>More than 1.5% = 0 |       |
| 5. | Denied coverage by surety | No = 5<br>Yes = 0  |       |

(Maximum Possible Score 10)

II.E Total Score \_\_\_\_\_

Section F. Compliance with OSHA and Other Labor Legislation Safety

|    |  | Possible Scores   | Score |
|----|--|---|-------|
| 1. | CAL OSHA violations last 5 years                 | No = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0 |       |
| 2. | Federal OSHA citations last 5 years              | No = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0 |       |
| 3. | EPA, Air Quality or RWQCB citations last 5 years | No = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0 |       |
| 4. | Safety meetings                                  | Weekly = 5<br>Monthly = 3<br>Quarterly = 1<br>None = 0          |       |
| 5. | Experience Modification Rate                     | EMR .95 or less = 5<br>.95 - 1 = 3<br>Other = 0                 |       |
| 6. | Workers' comp lapse in last five years           | No = 5<br>Yes = 0   |       |

(Maximum Possible Score 30)

II.F Total Score \_\_\_\_\_

Section G. Prevailing Wage and Apprenticeship Compliance Record

**\*\*Questions 3 & 4:** Information provided in these questions must be complete to the District's satisfaction. Failure to provide all requested information shall result in a "Not Prequalified" rating.

|    |   | Possible Scores   | Score |
|----|---|---|-------|
| 1. | Firm required to pay back wages under State or Federal prevailing wage law          | No = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0   |       |
| 2. | Subcontractor required to pay back wages under State or Federal prevailing wage law | No = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0   |       |
| 5. | Apprentice violations   | None = 5<br>1 instance = 4<br>2 instances = 3<br>3+ instances = 0 |       |

(Maximum Possible Score 15)

II.G Total Score \_\_\_\_\_

II.A Total Score \_\_\_\_\_  
 II.B Total Score \_\_\_\_\_  
 II.C Total Score \_\_\_\_\_  
 II.D Total Score \_\_\_\_\_  
 II.E Total Score \_\_\_\_\_  
 II.F Total Score \_\_\_\_\_  
 II.G Total Score \_\_\_\_\_

Grand Total \_\_\_\_\_  
 (Maximum Possible Grand Total = 140)

If Grand Total for Part III is 115 or greater, and Applicant met the requirements of Part I, then Applicant is **prequalified**.

If Grand Total for Part III is less than 115 and/or Applicant did not meet the requirements of Part I, then Applicant is **not prequalified**.

# PART E

## SMALL BUSINESS DECLARATION

I, \_\_\_\_\_, state as follows:

1. I am authorized to make this declaration as the Small Business applicant for prequalification, or as an authorized representative of \_\_\_\_\_; and

2. I have personal knowledge of the matters set forth herein and if called upon as a witness could and would testify competently thereto.

3. I warrant that \_\_\_\_\_ qualifies as a "small business" pursuant to California Government Code section 14837(d) which states that:

"Small business" means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees.

4. I understand and acknowledge that pursuant to Public Contract Code 20101(f), if \_\_\_\_\_ qualifies as "small business" it will only be permitted to submit proposals on District projects which are less than \$2.5 million dollars.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ [City], California.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_