

**CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH INTEGRATED PROJECT SOLUTIONS, INC.
AGREEMENT NUMBER _____**

This "Agreement" is made as of this ____ day of _____, 2024 by and between the City of Santa Rosa, a municipal corporation ("City"), and Integrated Project Solutions, Inc., a California Corporation ("Consultant").

R E C I T A L S

A. City desires to rehabilitate critical infrastructure ancillary to the Santa Rosa Regional Water Reuse System, by replacing obsolete gas-fired boilers at the Laguna Treatment Plant and installation of standby emergency power at the Delta Pond pump station.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

2. COMPENSATION

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by

Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of three hundred ninety-two thousand, two hundred eighty-two dollars and zero cents (**\$392,282.00**). The City's Chief Financial Officer is authorized to pay all proper claims from **Charge Number 86628 and 86630**.

3. DOCUMENTATION; RETENTION OF MATERIALS

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

4. INDEMNITY

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

5. INSURANCE

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights

and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

6. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

7. NOTICES

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Chris Balanesi
69 Stony Circle
Santa Rosa, CA 95401
Phone (707) 543-3914

Consultant Representative:

Khaled Abdel-Rahim
1255 Treat Blvd Suite 300
Walnut Creek, CA 94597
Phone (208) 596-3391

8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and

Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

9. ADDITIONAL SERVICES

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

10. SUCCESSORS AND ASSIGNS

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

11. TERM, SUSPENSION, TERMINATION

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

12. TIME OF PERFORMANCE

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than August 6, 2025.

13. STANDARD OF PERFORMANCE

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et*

seq., comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

16. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

17. CONSULTANT INFORMATION

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information

for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or

military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing corporation formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

20. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated. LH TD
LH TD

CONSULTANT:

Name of Firm: Integrated Project Services, Inc. **CITY OF SANTA ROSA**
a Municipal Corporation

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
 Partnership
 Corporation
 Limited Liability Company
 Other (please specify: _____)

By: _____

Print Name: Daniel J. Galvin III

Title: Chair, Board of Public Utilities

Signatures of Authorized Persons:

By: Khaled Abdel-Rahim
Khaled Abdel-Rahim (Feb 21, 2024 16:13 PST)

APPROVED AS TO FORM:

J.M.
Jessica Mullan (Feb 28, 2024 12:14 PST)

Print Name: Khaled Abdel-Rahim

Office of the City Attorney

Title: President

By: Mir Sulaiman Amini
Mir Sulaiman Amini (Feb 22, 2024 13:49 PST)

Print Name: Mir Amini

Title: Chief Financial Officer

City of Santa Rosa Business Tax Cert. No.

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services
- Exhibit B - Compensation

**ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICES AGREEMENTS**

A. Insurance Policies: Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
 - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Scope of Services

In order to complete this design project for the Delta Pond, Integrated Project Solutions anticipates the following services will be required to complete this project:

- **Architectural Design**
 - Space planning of new equipment using the City provided drawings.
 - Life safety studies and analysis of the affected areas of the project

- **Mechanical Engineering Design**
 - Sizing of new boiler equipment
 - Specifying and selecting new boiler equipment in partnership with the City
 - Sizing and specifying piping distribution and other required boiler support systems.
 - Analysis and design of any required ventilation upgrades to bring affected areas to code (if a generator is installed indoors, for example)
 - Collaboration with Architectural Design for equipment layout and space planning

- **Electrical Engineering Design**
 - Sizing of new generator equipment
 - Specifying and selecting new generator equipment in partnership with the City
 - Sizing and specifying electrical distribution, panels, and switches to support generator.
 - Design to connect the generator power source to the control valves and SCADA system of the Delta Pond Pump Station
 - Collaboration with Architectural Design for equipment layout and space planning

- **Civil Engineering Design**
 - Review of Environmental regulations to meet in support of this project.
 - Planning and Coordination with jurisdiction to define all required construction and operating permits to support the new equipment installation.
 - Lead Right of Way determination efforts to support this project.

- **Structural Engineering Design**
 - Structural calculations for supporting the new equipment.
 - Design of concrete pads, anchor specifications, pipe supports, and other associated systems with the design.

- **Instrumentation and Controls Design**
 - Develop specifications for integrating the wastewater control system and control valves to the generator in collaboration with Electrical Engineering Design
 - Develop specifications to update the controls supporting the new boilers and integrating them into the facility's existing controls system.
 - Specification and design of instrumentation required for boiler system.

- **Project Management**
 - Point of contact with City and leader of review meetings
 - Interdisciplinary communication and coordination between teams and subconsultants to ensure project stays on track.
 - Utility Company Coordination (including power, natural gas, communication, and others) in partnership with other engineering disciplines.
 - QA/QC of project throughout lifecycle
 - Ensure all City revision comments are addressed with each revision.

- **Construction Contract Assistance (Engineering/Design Services During Construction)**
 - Pre-Bid Conference
 - Contractor Bid Documents, Walk, and Assistance
 - Review Contractor pricing and/or change orders as requested by the City
 - Reviewing Contractor Submittals as required by Technical Specifications
 - Answering Contractor RFIs during pre-construction and construction phases
 - Engineering assistance in coordination with City CM team as needed
 - Up to (6) onsite visits during the construction phase
 - Punch walk with contractors

- **Assumptions**
 - Boiler and generator types and sizing will be selected and confirmed by the City by the design memo issuance.
 - Project will follow a 65%, 90%, 100% schedule.
 - Project software use will be AutoCAD and Civil 3D; no 3D/BIM modeling is included.
 - Existing utilities are deemed to be sufficient (utility power, natural gas) and no efforts for expansion are included in this scope.
 - Project fee is T&M, Not to Exceed structure.

Executive Summary

Integrated Project Solutions, in partnership with our engineering sub-contracting partner, Bradford Consulting Engineers, is pleased to propose our comprehensive approach to delivering architectural and engineering design services to the City of Santa Rosa. Our team is qualified and experienced to assist the jurisdiction in developing construction contract documents and plans, specifications, and estimates for the Delta Pond Standby Generator and LTP Annex Boiler Replacement Project.

IPS team members have been responsible for projects through every step of the project life cycle, from concept, design, site work, construction, start-up, occupancy, and closeout. Our project experiences demonstrate our capabilities, credentials, and familiarity with this design scope of work. IPS' experience makes it well suited for A/E design of public buildings and facilities, with an experienced track record of successful design and design management of facilities in public and private sectors.

At IPS, our unwavering commitment is to excel in every project we undertake. We leverage our personnel's combined expertise, over a century's worth, in engineering and project management to deliver unparalleled results across diverse industries. Our differentiators lie in our dedication to quality, integrity, and our steadfast commitment to achieving our clients' objectives, making us the ideal Architecture and Engineering (A/E) Consultant for the City of Santa Rosa to provide design services for the Delta Pond Standby Generator and LTP Annex Boiler Replacement Project.

IPS understands that it is the City of Santa Rosa's objective to provide design services for a project to add a new generator and replace outdated boilers. The scope of work for this project is to add emergency power to the City's critical wastewater infrastructure supply valves/actuators and SCADA/communication, and its desire to replace its outdated firetube boilers used as a secondary heating source for the LTP. IPS understands that it is the intent of the City to procure the services of a professional A/E firm to complete the design and the coordination of all permitting, right of way, and utility company approval efforts.

Upon project inception and kickoff, we will engage closely with City officials to define project scope, objectives, constraints, and stakeholder expectations. This encompasses initial meetings to grasp project goals, identifying key stakeholders, and following our Integrated Project Delivery and Quality Management Process as a guiding reference throughout the project's lifecycle. As the project advances, our seamless collaboration extends to internal and external resources, including our sub-consultants, as dictated by project requirements. We are well-equipped to offer our expertise in project management, collaboration, design leadership, architecture, mechanical, electrical, plumbing, and structural engineering design, cost estimating, project scheduling, bidding, construction support and close-out services as needed.

We meticulously uphold contract terms to safeguard project integrity. IPS stands ready to represent your interests as an A/E Consultants for the City to perform design for the Delta Pond Standby Generator and LTP Annex Boiler Replacement project. Our distinctive blend of experience as project owners, design engineers, and general contractors positions us effectively as an extension of the City's team and poised to best serve your interests. Our dedication to meticulous design quality, project and quality management, transparent communication, risk mitigation, and unwavering commitment to client satisfaction are the driving forces to our success.

Our team at Integrated Project Solutions, a qualified and experienced Consultant firm, has conducted a thorough review of the RFQ, addressed all the essential elements and requirements as specified. We have also examined and accept the City's Sample Consultant Agreement without any major changes.

We acknowledge all addendums, and our proposal is bound for a 90-calendar day period.

We appreciate the opportunity to submit our proposal and look forward to the possibility of working with the City of Santa Rosa on this significant project. Mr. Abdel-Rahim, principal of the company, is our authorized individual who will negotiate the consulting agreement, contractually bind the firm, and receive correspondence and other communication during the selection process. Should you have any questions or require additional information, please do not hesitate to contact us at 1255 Treat Blvd, Suite 300, Walnut Creek, CA 94597, or at (208)-596-3391 or khaled@intprojectsolns.com

Thank you,

Khaled Abdel-Rahim

Project Team

At IPS, our design and engineering approach is firmly grounded in the tenets of transparency, risk mitigation, safety, constructability, serviceability, cost-consciousness, and client satisfaction. We recognize the paramount importance of meeting project timelines and budget constraints while adhering to the highest quality standards. Our motto is succinct:

"PLAN THE WORK AND WORK THE PLAN."

IPS will be the project leaders and design managers for this project, and provide the project management & coordination, architecture, mechanical, and structural engineers licensed in CA required for this scope of work. Brandford Consulting Engineers will provide electrical, mechanical, plumbing, and civil engineers licensed in California. Together, our team has the resources, experience, qualifications, and capability of fulfilling the jurisdiction's scope of work to provide design services for the **"Delta Pond Standby Generator & LTP Annex Boiler Replacement"** project. Our team members are familiar with the entirety of the jurisdiction's needs, including site investigation, confirming existing conditions, project scoping, development of construction plans and specifications, cost estimates, and providing services for bidding, construction, and closeout support.

Office Organization and Involvement: Our team is organized as shown in our organization chart. This contract will be managed by the PM, and key disciplines provided by the Integrated Project Solutions main office. All Integrated Project Solutions personnel supporting this contract are familiar with all applicable codes and standards. Regardless of their location, these individuals work as one team and utilize the same design processes and design tools.

Our key positions required to execute the project team's responsibilities are and will remain appropriately staffed and will stay for the duration of the project. In case of a change in key personnel, IPS will notify the Client's PM and obtain approval prior to implementing any personnel change.

Currently, the proposed Project Managers have sufficient bandwidth to take on the responsibilities of managing this project and are committed to dedicating an average of 10-14 hours per week.

Duties/Roles/Responsibilities: Integrated Project Solutions personnel shown in the organizational chart below will be responsible for evaluating provided information, observing, and collecting site specific information and preparing a complete set of biddable design documents, contract management, project management, quality control management, value engineering, and cost estimation.

Integrated Project Solutions will lead all interdisciplinary coordination for this contract and will be the only firm responsible for communication with the City of Santa Rosa.

Upon contract award, the project manager will determine the project team member roles required to carry out the task order scope of work and will coordinate with subcontractor management to confirm availability of key personnel identified below who best align with the scope of the task order.

As shown in our organizational chart, project management will be responsible for overseeing key personnel and additional project support team members. Project manager is responsible for providing leadership in executing task orders to confirm design solutions and deliverables achieve City's desired objectives, quality, schedule, and cost limitations. They are responsible for identifying and managing project risks, developing schedules, facilitating meetings, informing, and coordinating with all stakeholders, building positive relationships with the City of Santa Rosa and their customers, and delivering the project successfully.

Design leads are responsible for managing the design of their corresponding discipline. They identify the required information from site investigations and stakeholder input to implement into their design solutions and deliverables. Analysis and calculations are performed to support design decisions. Formal and informal coordination occurs across the disciplines to deliver a cohesive integrated solution complying with project standards, codes, and stakeholder requirements.

The subconsultants will be engaged from the initial design kick-off through construction completion and will be incorporated into our Design Quality Management Plan (DQMP). They will attend the project design charrette and will be present and participate in all team design coordination meetings and review meetings. Plans, specifications, and other project documentation subconsultants are responsible for will be incorporated into our documents and reviewed in the same manner as those prepared by our in-house team.

The subconsultants will be held accountable for their work. Documents will conform to the project standards and will be transmitted electronically as work is in progress. Final work products will be archived with all other project documents.

Use of Project Management Software: IPS's Project Manager's uses well-known project management software tools for planning, executing, and monitoring every aspect of a construction project that brings order to complexity which is key to efficiently and effectively executing construction projects.

Work Plan

Integrated Project Solutions is please to submit its proposal to the City of Santa Rosa to support its desire to add emergency power to the City's critical wastewater infrastructure supply valves/actuators and SCADA/communication, and its desire to replace it's outdated firetube boilers used as a secondary heating source for the LTP.

Delta Pond Pump Station

The Delta Pond Pump Station currently does not have a source of emergency power to back up its critical infrastructure in the case of a utility power outage/interruption from PG&E. The risk of utility outages during periods of inclement weather creates a vulnerability in the critical infrastructure of the City of Santa Rosa, and inability for City personnel to monitor the system due to potential flooding of main access roads. The City is desiring to reduce the risks associated with inclement weather by installing a generator to support the control valves/actuators, and the SCADA/communication system of the pump station.

Our approach to the design will first require our team to determine the electrical loads required to support the requested infrastructure of the project, and our team will confirm with the City if there is a desire to accommodate future loads in addition to the loads in the scope of this project. This will allow us to determine the load of the generator in kilowatts and/or kVA. The load of the generator will determine the footprint and space required in the pump station area where a generator and its associated switches and panels can be installed.

Once this is known, we will investigate the site and determine the available space for a generator, including space for supporting panels and the Automatic Transfer Switch (ATS), clearances required by code, and routes for fuel trucks to be able to refill the generator as needed (if a diesel fuel generator is specified). Concurrently, we will work to determine the required operating permits and environmental regulations associated with different generator types (diesel, natural gas etc.) to determine which fuel type will be best for this application. We will review the advantages and disadvantages of each fuel type with the City to select a generator type and size as a part of the design memo summarizing project information.

We will also take care to specify equipment with all measures and features available to best comply with environmental regulations. An example of this would be specifying a diesel generator with a double wall fuel tank, which in many jurisdictions satisfies the containment requirements to protect stormwater resources and minimize the cost of construction of a containment basin. We will be able to determine conform a generator specification and design to the local environmental requirements and regulations.

Dependent on if the generator is located indoors or outdoors, we will combine our electrical design efforts with the required supporting life safety compliance measures, mechanical design, instrumentation and controls design, structural design, and environmental design efforts. Our Project Manager will be responsible for all interdisciplinary coordination between internal team members and subconsultants. IPS will utilize its Integrated Project Delivery and Quality Management Process in this project to ensure coordination for team members, quality assurance/quality control for the duration of the project, and that client comments and feedback are thoroughly addressed.

Throughout the design, our team will coordinate with all applicable utility companies as needed to determine schematic locations of underground utilities and advise the City on where to perform locations prior to construction. We will also coordinate and ensure any utility work orders required are established, and any designs required are integrated into our final design package. It is assumed that the City will provide the base survey map for our team to use for our design, and that our team will conduct due diligence to ensure the provided documents are accurate for use.

LTP Annex Boiler Replacement

The LTP uses a CHP source as a primary source of heat for the digester heating water supply and return systems, and gas fired, fire-tube boilers as a secondary or additional source of heat when needed. One boiler is currently non-operational due to failing Air Board emission testing requirements, the other experiences irregular and unreliable operation. Both boilers were installed in 1990 and are past their useful life. The City is looking to replace these boilers with modern style equipment that will comply with all applicable environmental regulations and perform with an improved efficiency to support the City's LTP and wastewater operations.

Our first action will be to verify with the City if we are to match the current heating capacity of the existing equipment, or if we will need to factor any future loads. We will also examine if any of the current infrastructure (such as distribution steam piping, feedwater system, tanks, relief valves, steam traps etc.) will be adequate for future operation or if additional modification will be required. From this effort, we will be able to determine the and specify the heating capacity and horsepower required of the boilers. We will start by discussing the available options in the market today (gas-fired or electric, dual fuel, fire-tube, or water tube etc.) and work to recommend an optimal solution factoring cost and benefit to the City. We will work to determine the required operating permits and environmental regulations associated with different boiler types in the cost benefit analysis to give the City the information needed for its decision making during the design phase.

Our expertise and connections in the industry grant us collaboration capabilities with different boiler vendors and suppliers. We will, as a part of our design efforts, work to specify the new boiler equipment with emission control measures to meet the jurisdiction's stringent Air Quality requirements. Specifying the equipment in this way will lower the costs associated with the construction later in the project life cycle.

Once the boiler type and size are agreed on and specified, we will begin space planning to determine the footprint and layout of the required equipment and supporting systems. Concurrently with the mechanical design will be the electrical design, structural design, instrumentation and controls design, and environmental design efforts. Our Project Manager will be responsible for all interdisciplinary coordination between internal team members and subconsultants. IPS will utilize its Integrated Project Delivery and Quality Management Process in this project to ensure coordination for team members, quality assurance/quality control for the duration of the project, and that client comments and feedback are thoroughly addressed.

Project Execution, Schedule, and Management

As our point of contact with the City, the Design Team Project Lead will review the scope of work, deliverables, initial project timeline, and assign the appropriate resources to provide services required. The Design Team Project Lead will work with our internal practice management to assign the right technical staff members with those who possess the right facility/infrastructure experience, technical expertise, and knowledge of the locality. The Design Team Project Lead will establish a kickoff meeting to introduce a project team, scope of work, expectations, schedule, and initial design requirements. For this project, we will conduct the kickoff meeting concurrently with the initial site visit, allowing key project team members to investigate the site conditions and existing utilities with City personnel.

Relative to our technical resources, the Design Team Project Lead meets with practice management weekly to discuss workload and commitments of technical staff. These meetings focus on both current and pending projects. The discussions focus on each project, its current status and state (design milestone, etc.), and requirements to provide proper staffing to meet the next milestone while complying with our quality assurance processes. As such, the Integrated Project Solutions team knows weekly where our project commitments are and what our associated workload capacity is. With this knowledge, we avoid to the greatest extent possible an overcommitment of resources while providing the flexibility to respond to increased or decreased project schedules.

To effectively manage schedules across locations and time zones, at the beginning of the project our Design Team Project Lead identifies a day/time for recurring weekly coordination

meetings for the internal and sub-consultant key team members. These meetings take place throughout the duration of the project for the team to connect and coordinate design solutions, outstanding actions, and ensure all team members are aligned towards project deadlines. We have found regular and recurring meetings established from the start of design to be effective in keeping an open line of communication with all parties to achieve scheduled design submittal milestones.

The Design Team Project Lead will be the main point of contact with the City and will be responsible for regular and responsive communication, keeping you updated on all major developments in the project design. IPS will develop design packages per the milestone schedule specified in the project RFP. At each design milestone, we will set up design review meetings to present the iteration to the City. Design feedback and action items will be documented and published via design review meeting minutes within 2 days of each review meeting.

After the review meetings, each design iteration will be sent to the City for further in-depth review and comment. Per the project RFP, the City will be allotted 10 business days for this review, which the Design Team Project Lead will be responsible for coordinating to keep the schedule on track. The Design Team Project Lead will be responsible for documenting and keeping track of all City comments, and the following design iteration will be published with a document showing the addressing of each review comment, ensuring City feedback is addressed.

We have the ability and sufficient resources to meet the time schedule set forth in RFP document.

Quality Assurance/Quality Control Processes

The Integrated Project Solution's Design Quality Management Plan (DQMP) is applied on all of our projects. The DQMP structure includes quality management and interdisciplinary reviews by an independent team of subject matter experts and senior discipline-specific engineers, architects, and support personnel.

As work begins, our design quality control manager will implement the DQMP for the project and confirm final documents are coordinated and completed in accordance with the DQMP. The assigned project manager, acting as the task order manager, will assemble the required project team based on the scope of work and establish clear lines of communication with our team and the government team. Working with the quality control manager, the project

manager will schedule internal DQMP reviews and external reviews with the client and stakeholders, along with managing the comment database, if required.

Our program is highly effective and provides interdisciplinary reviews by professional engineers, architects, and support personnel at various milestones throughout execution of the project. Design quality control tasks are separately scheduled, identified and monitored within the accounting system.

The project manager will coordinate these items with the team to assure that the project design quality control plan is consistent with corporate procedures, the statement of work and the client's expectations.

Our design quality assurance/quality control tasks, or QTs, are integrated, scheduled, and monitored into each design contract and in concurrence with each design phase. How these are integrated is shown in our design process map in this proposal. Our QTs are:

QT-1: Conceptual and preliminary design review by an independent project quality control review team of senior staff members

QT-2: Review of design notes, drawings and specifications by the project manager, team leaders and design team at various milestones throughout the design

QT-3: Final review of design notes, drawings, and specifications by an independent project quality control review team of senior staff members. Review of "rough draft" specifications by an independent team in our specifications department

QT-4: Final review of drawings, specifications, and cost estimates by the review team in the company's quality control department.

Engineering Management

Process - The design process is led by an engineering discipline lead. These individuals will maintain logs of open RFI's / technical questions, attend weekly project update meetings, complete weekly document status reviews, and support the Design Team Project Lead with monthly billing requirements.

The discipline leads are responsible for coordinating the efforts of the engineering group for design, detailing, submittals, and value engineering. The quality management plan identifies the quality procedures which will be used for design.

Safety Through Design

Safety is a top priority for the Engineering and Design Team. Our team will evaluate and incorporate ways to provide a safer design and construction environment throughout the entire design process.

Our design teams will provide engineering practices that seek to design safe solutions that protect the health, safety, and welfare of people after construction and that provides a safe operational environment for the long-term operation and maintenance of the facility.

Completing a safe design starts with the definition of all hazards. The Engineering and Design team will complete a hazard analysis with the stakeholders that will review each alternative solution to be investigated. The project design team will work to design out and limit to the extent possible environmental, safety and health hazards and risks.

Throughout design development and associated reviews, the safety and health of workers will be considered when evaluating material handling, operation, maintenance as well as entrance and egress of personnel. The design team will work collaboratively with the project stakeholders to ensure all identified hazards and risks are understood throughout the design process.

Risk Management Plan

The purpose of this Risk Management Plan is to proactively identify and incorporate appropriate, efficient, cost-effective, and timely measures to handle project risks. Risks include both project-related threats and opportunities that impact the scope.

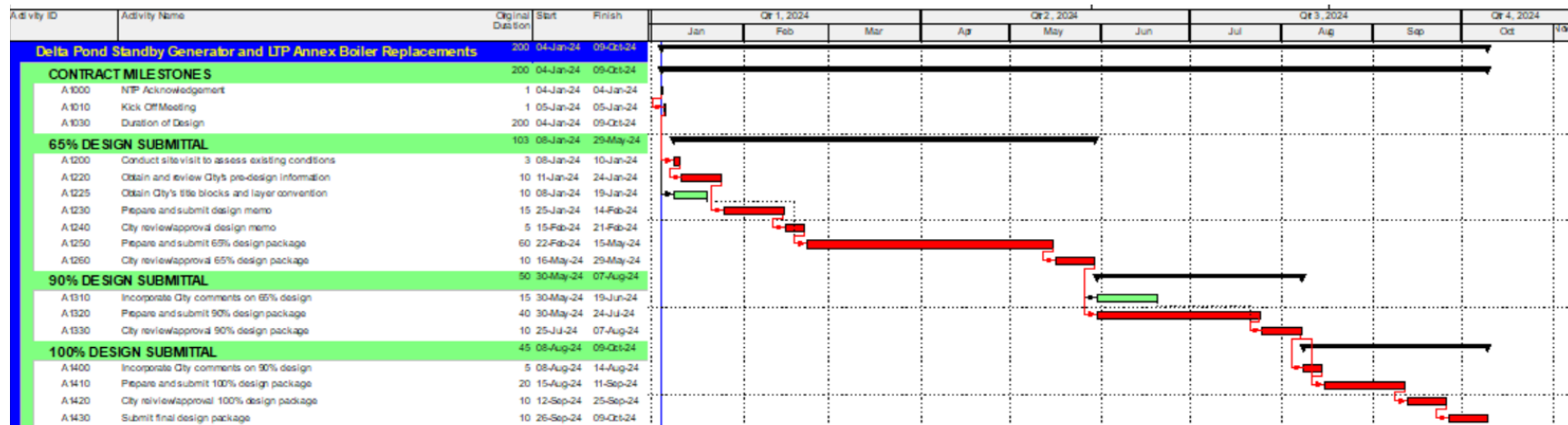
The A/E will support and participate in the Risk Management Program throughout the lifecycle of the project. Through the design phase the A/E will identify both risks and opportunities for consideration to be adopted into the Risk Management Program. As needed, the A/E will provide technical information to support evaluation and mitigation of the items.

We continually seek opportunities to streamline workflows, optimize resource allocation, and ensure that engineering and design works are carried out in the most efficient and cost-effective manner. This approach not only enhances design efficiency but also contributes to cost savings, allowing us to deliver the project on time and within budget without compromising quality.

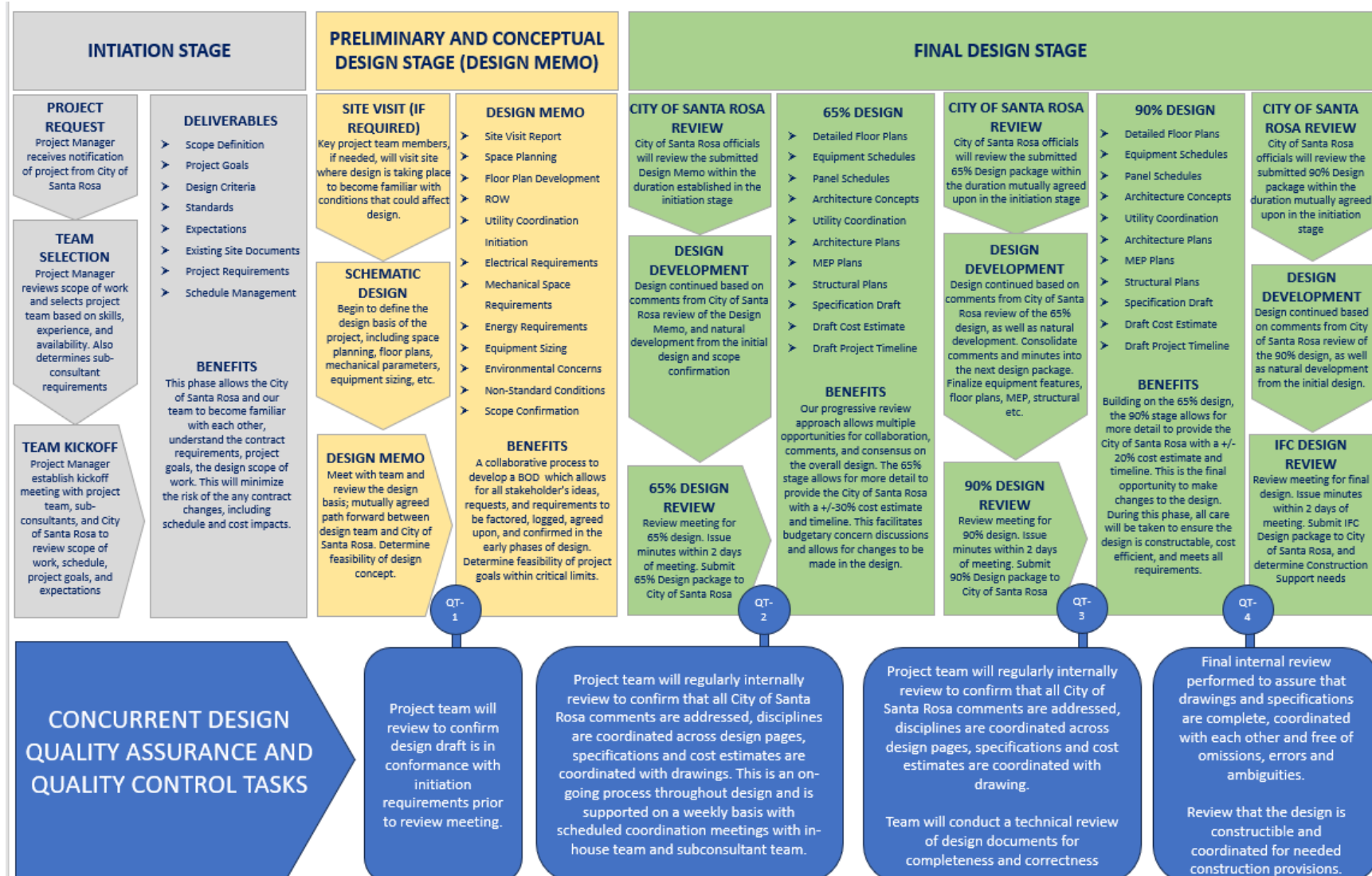
Cost and Schedule Control

We are committed to vigilant monitoring and control of project design - related aspects, ensuring that both schedule and budget remain steadfast throughout the project. We diligently track project hours with internal accounting weekly, comparing them against the budgeted hours at every stage. This allows us to identify potential budget overruns early and take corrective actions promptly. The Design Team Project Lead will be responsible for establishing the approved scope of work for the City prior to engaging IPS and sub-consultant team members and will take care to ensure no out-of-scope items are tasked without prior approval of the City.

Additionally, we will be overseeing and coordinating all project activities and action items. The Design Team Project Lead will be responsible for ensuring action items are completed by capable team members and by their due dates, including action items of the City team members (e.g. review comments, requests for information etc.).



Integrated Project Delivery and Quality Management Process



Reference Projects

Our team at IPS is exceptionally qualified to manage public projects, fully understanding the unique work and objectives associated with such endeavors. Our leadership team brings a wealth of experience in public projects, including municipal and federal, ensuring the efficient management of every aspect. Our team and leaders boast extensive experience in the public sector, including a deep understanding of public sector procurement processes and decision-making dynamics. This expertise positions us as an ideal partner to navigate the intricacies of public projects and ensure their successful execution.

Project Experience 1: R&D Lab Hydronic Expansion

- a. Client name: Skanska USA Building
- b. Client manager name: John-Thomas Buscarino
- c. Client contact information: Johnthomas.buscarino@skanska.com; 917-494-9754
- d. Location: San Jose, CA
- e. Role: Design Consultant
- f. Project Cost: \$97,689. Estimated Construction Cost ~\$1.1M
- g. Professional Services Provided: Mechanical, Electrical, Structural, Instrumentation and Controls Engineering
- h. Start Date: 05/2022
- i. Completion Date: 09/2022
- j. Project Description: The project was a design/build of a new hydronic and mechanical room renovation to provide cooling for the laboratory facilities of a world-renowned technology company. The project added a new, redundant pumping configuration, new chilling water piping loop and valves, plate and frame heat exchanger, and new instrumentation and controls as per local and client specifications and requirements. Responsibilities included an initial site visit and existing conditions assessment, submission of design package to the client and the local Authority Having Jurisdiction for permit review and approval, and procurement of long lead items. Responsibilities also included the leading of a progressive design phase (Basis of Design, 60%, 90%, 100% review, Issue for Permit) which consisted of mechanical, electrical, plumbing, instrumentation and controls, and structural engineering disciplines. We were crucial in the procurement efforts of subcontractors and equipment, and reviewed all purchases to ensure they met design and contractual requirements. Provided the construction support services to attend the sub-contractor bid walk, answer contractor RFIs, review and approve submittals/shop drawings.

Project Experience 2: On-Call Building Assessments

- a. Client name: Confidential
- b. Client manager name: Confidential
- c. Client contact information: Confidential
- d. Role: Engineering Inspector
- e. Project Cost: N/A. Project is ongoing and invoiced per task order. The current total value of task orders is \$44,027.
- f. Start Date: 03/2023
- g. Completion Date: Project is ongoing and invoiced per task order. Most recent assessment was completed 11/2023
- h. Professional Engineering Service Provided: Mechanical, Electrical
- i. Project Description: Upon client request, IPS personnel are tasked and dispatched to a series of newly constructed and renovated government buildings in the Western US. Scope includes reviewing, inspecting, and documenting the design and performance of the building, including facility boilers and chillers, HVAC systems, interior lighting, building envelope, controls system and new construction drawings as needed to support energy analysis. Post inspection, our team members provide our client with detailed reports on findings and provide detailed descriptions on the design and operating condition of systems inspected to develop energy model. Inspection requirement is to validate new project scope and ensure scope of work was completed as documented in construction documents. This work allows IPS to stay updated on the latest development in the industry and exposes our team to alternate methods and solutions for mechanical and electrical design, increasing our capabilities and knowledge to provide design options to our clients.

Project Experience 3: USACE-ARS Screenhouse Replacement

- a. Client name: Doyon Management Group (Prime Contractor, Native Alaskan owned)
- b. Client manager name: Scott Kincaid
- c. Client contact information: homemadekincaid@gmail.com; 518-810-1374
- d. Project Budget/Cost: ~\$500k (overall project budget is \$10M)
- e. Start Date: 02/2023
- f. Completion Date: Ongoing. Anticipated Completion Date is 08/2024.
- g. Project Description: US Army Corp of Engineers, on behalf of the USDA Agricultural Research Society, is replacing the existing screenhouses for plant genetic research, approximately 20,000 sq.ft. Responsibilities include Design, Design Assistance, Management, Construction Support, and Coordination on behalf of GC/Prime Contractor for new screenhouses as part of the deferred design scope. Responsible for managing the sub-contractor product submittals, methods, and activities and ensuring that they meet contract requirements and specifications. Acting as engineering point of contact between USACE/DOR and GC/Prime Contractor. Managing architectural, structural, mechanical, electrical, controls, and fire suppression discipline design efforts and sub-contractors.

Subconsultants Experience

TITLE AND LOCATION (City and State): Boiler and Controls Replacement – Hillsboro, OR

YEAR COMPLETED: 2021-2023

PROJECT OWNER'S INFORMATION

a. PROJECT OWNER: Intel Inc./Skanska USA Building Inc.

b. POINT OF CONTACT NAME: Venice Then

c. POINT OF CONTACT TELEPHONE NUMBER: 971-235-3526

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT:

Bradford Engineers played a vital role as the lead design subcontractor in a project to replace the boiler system within the RA4 Building on the Ronler Acres Campus. Collaborating closely with Skanska USA as the general contractor, this project encompassed the replacement of two existing boilers and the associated control systems.

Our comprehensive design approach encompassed multiple facets of the project. Bradford Engineers meticulously developed design plans, including architectural, mechanical, electrical, structural drawings, a sequence of operations, and industrial controls specifications, ensured a seamless transition from the old to the new boilers. Bradford Engineer's final deliverables and work product facilitated a seamless transition from legacy to new boilers, closely aligned with the project's design and construction specifications, as well as the owner's operating requirements.

One notable challenge involved relocating the controls for two large pumps within the boiler room. Our innovative design addressed this complex aspect, optimizing functionality and operational efficiency of the new boilers. The result was a streamlined control system that seamlessly integrated with the Building Management System.

Furthermore, our design included a distinctive solution for condensate line drainage, tailored to meet the specific drainage conditions within the boiler room. This meticulous approach showcased our ability to tailor designs to existing infrastructural constraints, ensuring both functional effectiveness and regulatory compliance.

Bradford Engineers extended its contribution providing construction assistance to facilitate the installation of the new boilers. Our collaborative approach with Skanska USA and meticulous design methodology ensured a seamless execution that met the project's objectives.

This project demonstrates our capacity and aptitude to deliver practical solutions within facility constraints, address intricate design challenges, and collaborate effectively with project stakeholders. This experience solidifies our capability to execute a boiler design project with precision, positioning us optimally as a key sub-consultant as a part of the Integrated Project Solutions team.

TITLE AND LOCATION (City and State): Samaritan Albany General Hospital Boiler Plant – Albany OR

YEAR COMPLETED: 2022- In Progress

PROJECT OWNER’S INFORMATION

a. PROJECT OWNER: Alliant Mechanical Systems

b. POINT OF CONTACT NAME: Jeremy Hammond

c. POINT OF CONTACT TELEPHONE NUMBER: 541-227-9999

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT:

Bradford Consulting Engineers, as the mechanical design lead, was a driving force in a collaborative project aimed at overhauling the boiler system within our operations of a hospital renovation and construction. In partnership with a trusted mechanical contractor and a specialized boiler vendor, our goal was clear: replace existing boilers, upgrade steam piping distribution, and enhance critical components such as steam traps, condensate blowers, deaerator tanks.

Central to this initiative was Bradford Consulting Engineers' meticulous mechanical design. We were responsible for sizing and specifying essential boiler support equipment, including steam traps, piping, valves, gauges, and tanks. Our expertise ensured seamless integration of these crucial components, enhancing overall system performance.

Collaborating effectively with the mechanical contractor and boiler vendor, we orchestrated the systematic replacement of boilers, refined piping upgrades, and seamless integration of vital components.

A strategic redesign of the boiler room optimized operational pathways for improved efficiency. This approach, paired with system support enhancements, solidified the operational excellence of the modernized boiler system.

With a project budget of approximately \$5 million, our contributions hold significant weight. As the project progresses through construction, Bradford Consulting Engineers' role as the mechanical design lead emphasizes our ability to deliver practical solutions through effective collaboration.

Bradford Engineers' essential involvement in this design project solidifies our capability to execute a boiler design project with precision, positioning us optimally as a key sub-consultant as a part of the Integrated Project Solutions team.

TITLE AND LOCATION (City and State): Electrical Capacity Upgrade and Generator Design (Portland, OR)

YEAR COMPLETED: 2019-2021

PROJECT OWNER'S INFORMATION

a. PROJECT OWNER: Ajinomoto Foods North America Inc.

b. POINT OF CONTACT NAME: Richard Khojayan

c. POINT OF CONTACT TELEPHONE NUMBER: (909) 921-6474

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT:

Led by Khaled Abdel-Rahim, the current Managing Partner at Integrated Project Solutions, Bradford Consulting Engineers provided the electrical engineering design services for a project to increase the facility's electrical capacity by 3000 amps, (480v). In partnership, the team was able to provide a new service from the 15kV electrical source from the utility company, provide the facility with a new distribution, and upgraded the generator of the facility from 15kW to 150kW. Due to the lack of available space in the facility, a 1,500 sq. ft. masonry building was added to house the new electrical room.

The project included: (1) new 15kV metering gear to accommodate the utility power; Khaled Abdel-Rahim, Managing Partner at Integrated Project Solutions worked with Bradford Consulting Engineers to coordinate the metering gear with the local utility company and equipment manufacturer to receive approval for design, fabrication, and energizing the equipment. The project also includes (1) new 3000-amp transformer to step the power down from 15kV to 480V for use in the facility, a series of 400-, 800-, and 1600-amp feeder panels for 480V distribution, and the required transformers/panels for stepping power down to 208/120V. The project also included a design and installation for a new generator, installed outdoors, including a new ATS to communicate with the existing emergency panel. Due to the added capacity from this project, the next phase of the design Bradford performed was to connect the new generator system to the plant critical infrastructure, namely the plant wastewater system and the data rooms.

The project total design cost was ~\$250,000 between all subcontractors, and the total project cost was ~\$3.5M.

Fee Schedule and Cost Proposal

Integrated Project Solutions proposes to perform the Scope of Services for the Scope of Work described in RFP, on a time & materials not to exceed basis with an estimated price of **\$392,282.00 USD**, pursuant to the Schedule of Hourly Professional Service Billing Rates provided below. This price is exclusive of third-party costs and inclusive of travel-related costs. An estimated cost breakdown for each major task is shown in the following table.

<i>Task</i>	<i>Estimated Hours</i>	<i>Hourly Rate</i>	<i>Estimated Cost</i>
<i>Design Memo and 65% Submittal</i>			
<i>Architectural</i>	56	\$160.00	\$8,960.00
<i>Electrical/Controls</i>	136	\$160.00	\$21,760.00
<i>Structural</i>	40	\$160.00	\$6,400.00
<i>Mechanical/Plumbing</i>	136	\$160.00	\$21,760.00
<i>Electrical Lighting</i>	20	\$160.00	\$3,200.00
<i>Civil</i>	40	\$160.00	\$6,400.00
<i>CAD</i>	100	\$100.00	\$10,000.00
<i>Meetings & Project Management</i>	95	\$160.00	\$15,200.00
<i>Repro/Expenses</i>	LS	\$5,000.00	\$5,000.00
		Subtotal:	\$98,680.00
<i>90% Submittal</i>			
<i>Architectural</i>	56	\$160.00	\$8,960.00
<i>Electrical/Controls</i>	96	\$160.00	\$15,360.00
<i>Structural</i>	80	\$160.00	\$12,800.00
<i>Mechanical/Plumbing</i>	96	\$160.00	\$15,360.00
<i>Civil</i>	40	\$160.00	\$6,400.00
<i>CAD</i>	100	\$100.00	\$10,000.00
<i>Meetings & Project Management</i>	75	\$160.00	\$12,000.00
<i>Repro/Expenses</i>	LS	\$5,000.00	\$5,000.00
		Subtotal:	\$85,880.00
<i>100% Submittal</i>			
<i>Architectural</i>	48	\$160.00	\$7,680.00
<i>Electrical/Controls</i>	48	\$160.00	\$7,680.00
<i>Structural</i>	48	\$160.00	\$7,680.00
<i>Mechanical/Plumbing</i>	48	\$160.00	\$7,680.00
<i>CAD</i>	40	\$100.00	\$4,000.00
<i>Meetings & Project Management</i>	72	\$160.00	\$11,520.00
<i>Repro/Expenses</i>	LS	\$2,500.00	\$2,500.00
		Subtotal:	\$48,740.00

Construction Contract Assistance			
Architectural	40	\$160.00	\$6,400.00
Electrical/Controls	40	\$160.00	\$6,400.00
Structural	40	\$160.00	\$6,400.00
Mechanical/Plumbing	40	\$160.00	\$6,400.00
Meetings & Project Management	24	\$160.00	\$3,840.00
Submittals	80	\$160.00	\$12,800.00
RFI's	80	\$160.00	\$12,800.00
Repro/Expenses	LS	\$15,000.00	\$15,000.00
		Subtotal:	\$70,040.00
As Needed			
Soils Report	LS	\$20,000.00	\$20,000.00
		Subtotal:	\$20,000.00
Plan Coordination and Research			
A/E Support	48	\$160.00	\$7,680.00
Project Management & Coordination	160	\$160.00	\$25,600.00
		Subtotal:	\$33,280.00
		SUBTOTAL COST	\$356,620.00
		CONTINGENCY (10%)	\$35,662.00
		TOTAL	\$392,282.00

This cost breakdown assumes IPS will perform all tasks, noting that many of these tasks are interrelated and it is difficult to separate into discrete units. Principle, and Discipline Lead costs are embedded within the breakouts.

Fee Schedule

Below is our complete schedule of hourly rates for each classification and function for the Scope of Services to be performed.

Title	Billing Rate (\$/hour)
Architect, Principal	\$245.00
Architect, Senior	\$160.00
Architect	\$145.00
Architectural Designer	\$110.00
Construction Admin, Senior	\$145.00
Construction Admin, Project	\$110.00
Construction Inspector, Senior	\$200.00
Construction Inspector, Project	\$170.00
Construction Inspector, Staff	\$140.00
Construction Manager, Senior	\$210.00
Construction Manager, Project	\$175.00
Cost Estimator, Senior	\$210.00
Cost Estimator, Project	\$165.00
Engineer, Principal	\$245.00
Engineer IV	\$195.00
Engineer III	\$160.00
Engineer II	\$135.00
Engineer I	\$100.00
Program Manager	\$245.00
Project Manager, Senior	\$195.00
Project Manager	\$160.00
Project Manager, Staff	\$125.00
Project Coordinator	\$100.00
Safety	\$175.00
Scheduler, Senior	\$200.00
Scheduler	\$165.00

Reimbursable Direct Costs

The following reimbursable expenses (if applicable) will be billed as follows.

Item	Unit	Standard billing rate
Travel Costs		
Subsistence (food & lodging)		At Cost
Mileage (company vehicles)	Per mile	\$0.655
Rental Car, Air Fare, Fuel		At Cost
Reproduction		At Cost
Photocopying	Per page	\$0.15 black & white \$0.75 color
Plotting	Per sq. ft.	\$1.00 black & white
Subconsultants		10% Markup
Field Equipment		Quoted per project
Miscellaneous Supplies		At Cost










PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement

Final Audit Report

2024-02-14

Created:	2024-02-13
By:	Allyson Gonyo (agonyo@srcity.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAA_fg0Z7cBoKMsZlc3zSEVd3YJbfmT94XL

"PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement" History

-  Document created by Allyson Gonyo (agonyo@srcity.org)
2024-02-13 - 11:43:38 PM GMT
-  Document emailed to lhanley@srcity.org for approval
2024-02-13 - 11:56:28 PM GMT
-  Email viewed by lhanley@srcity.org
2024-02-14 - 0:04:54 AM GMT
-  Signer lhanley@srcity.org entered name at signing as Liz Hanley
2024-02-14 - 0:08:30 AM GMT
-  Document approved by Liz Hanley (lhanley@srcity.org)
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-  Document emailed to Tracy Duenas (Tduenas@srcity.org) for approval
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-  Document approved by Tracy Duenas (Tduenas@srcity.org)
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-  Agreement completed.
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PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement

Final Audit Report

2024-02-22

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By:	Allyson Gonyo (agonyo@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAvmsdfAMHQO05WVxXCaoNWdSRY4rTOo

"PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement" History

-  Document created by Allyson Gonyo (agonyo@srcity.org)
2024-02-14 - 0:12:43 AM GMT
-  Document emailed to khaled@intprojectsolns.com for signature
2024-02-14 - 0:15:14 AM GMT
-  Document emailed to mir@intprojectsolns.com for signature
2024-02-14 - 0:15:14 AM GMT
-  Email viewed by khaled@intprojectsolns.com
2024-02-14 - 0:16:42 AM GMT
-  Email viewed by mir@intprojectsolns.com
2024-02-15 - 8:57:06 PM GMT
-  Signer khaled@intprojectsolns.com entered name at signing as Khaled Abdel-Rahim
2024-02-22 - 0:13:47 AM GMT
-  Document e-signed by Khaled Abdel-Rahim (khaled@intprojectsolns.com)
Signature Date: 2024-02-22 - 0:13:49 AM GMT - Time Source: server
-  Signer mir@intprojectsolns.com entered name at signing as Mir Sulaiman Amini
2024-02-22 - 9:49:03 PM GMT
-  Document e-signed by Mir Sulaiman Amini (mir@intprojectsolns.com)
Signature Date: 2024-02-22 - 9:49:05 PM GMT - Time Source: server
-  Agreement completed.
2024-02-22 - 9:49:05 PM GMT







PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement

Final Audit Report

2024-02-28

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By:	Allyson Gonyo (agonyo@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAP_DXMD85CSN2nipaU2eDIZ6c9TuWVzqP

"PSA Delta Pond Standby Generator and LTP Annex Boiler Replacement" History

-  Document created by Allyson Gonyo (agonyo@srcity.org)
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-  Document emailed to Patricia Salomon (PSalomon@srcity.org) for signature
2024-02-22 - 11:20:27 PM GMT
-  Document signing delegated to Jessica Mullan (jmullan@srcity.org) by Patricia Salomon (PSalomon@srcity.org)
2024-02-27 - 6:00:24 PM GMT
-  Document emailed to Jessica Mullan (jmullan@srcity.org) for signature
2024-02-27 - 6:00:25 PM GMT
-  Document e-signed by Jessica Mullan (jmullan@srcity.org)
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-  Agreement completed.
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