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 Engineering, Michael P. Cortez
 Administrative Services, Dale McDonald

DISTRICT BOARD
 Megan Clark
 Craig K. Murray
 Barry Nitzberg
 Gary E. Robards
 Crystal J. Yezman

August 30, 2024

To: Interested Parties

Re: **Request for Proposals (RFP)**
Battery Energy Storage System Rebid
Job No. 24600-14

Dear Prospective Contractors:

The Las Gallinas Valley Sanitary District (LGVSD) is seeking proposals for the design and installation a Battery Energy Storage System (BESS) at the LGVSD Wastewater Treatment Plant pursuant to the California Government Code Section 4217.10 to 4217.18 and other applicable law. The proposal shall be prepared as per the guidelines set forth in the attached RFP.

If you would like your firm to be considered, one (1) hard copy of your proposal must be delivered to the LGVSD Engineering Department, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903; Attention: Michael P. Cortez, PE, District Engineer, no later than **11:00 AM on October 16, 2024**. Proposals that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Proposals submitted by facsimile or other electronic means will not be accepted.

The Contractor’s Proposal must include:

1. Completed Proposal Sheets
2. Preliminary BESS Layout and Single Line Diagram
3. Proposed Schedule
4. Data sheets for the BESS and inverters.
5. Organizational structure of the proposing Team, including Design Firm, Engineering and Construction Firm, and Finance Company.

Note that “Bid” and “Proposal” are used interchangeably in this document.

The criteria that will be used in evaluating the proposals include, but are not limited to the following:

- Knowledge and understanding of District needs.
- Approach to Project and understanding of the Scope of Work.
- Demonstrated success of the technology and quality of the references.
- Commitment of key personnel and their experience.

The anticipated schedule for the project is:

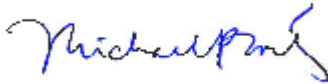
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|---|--------------|
| 1. Request for Proposals Published | Aug 30, 2024 |
| 2. Pre-Proposal Meeting (Virtual Meeting) | Sep 17, 2024 |
| 3. Notification of Intent to Bid | Sep 19, 2024 |
| 4. Questions on the RFP no later than: | Oct 1, 2024 |
| 5. Response to Questions | Oct 8, 2024 |
| 6. Proposal Deadline: | Oct 15, 2024 |

7. Board Meeting and Gov Code 4217 Public Hearing
8. Award of Energy Service Contract:
9. Contract Duration

TBD
Nov 7, 2024
~18 Months

Please contact me at (415) 472-1734 if you have any questions.

Sincerely,



Michael P. Cortez, PE
District Engineer

LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

NOTICE INVITING PROPOSALS

1. The Las Gallinas Valley Sanitary District hereby invites proposals for the **BATTERY ENERGY STORAGE SYSTEM REBID** project, pursuant to the California Government Code Section 4217.10 to 4217.18 and other applicable law, and the following:
2. All proposals must be delivered to the **Engineering Department, Las Gallinas Valley Sanitary District, 101 Lucas Valley Road, Suite 300, San Rafael, California 94903** on or before **11:00 AM, October 15, 2024**. Proposals must be made on the proposal forms included in the Request for Proposals (RFP) available at <https://www.lgvsd.org/request-for-proposals>. Proposals that are submitted late according to the official time kept by the District Engineer or a designee will be returned unopened. Proposals submitted by facsimile or other electronic means will not be accepted.
3. A pre-proposal meeting is scheduled for **September 17, 2024 at 10:00 AM, 101 Lucas Valley Road, Suite 300, San Rafael, California 94903**. The pre-proposal meeting is **not mandatory**. Please call 415-472-1734 or email pquinn@lgvsd.org to RSVP. The meeting can also be joined virtually via Zoom for Proposers who cannot attend in person. Proposers who wish to attend the virtual meeting must email pquinn@lgvsd.org for the meeting information and RSVP. In addition, this Project requires Proposers to submit a notarized copy of a Site Visit Affidavit to be submitted with the Proposal. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before proposal deadline.
4. The project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner for the **BATTERY ENERGY STORAGE SYSTEM REBID** project as shown in the project Technical Specifications and in accordance with the Contract Documents within **550 calendar days** of the project commencement date specified in the Notice to Proceed for the project.
5. SCOPE OF WORK.
The project work is generally described as: Design, procurement, and installation of a Battery Energy Storage System pursuant to California Government Code Section 4217.10 to 4217.18, through capital purchase.
6. Pursuant to California Public Contract Code Section 3300, a **Class A General Engineering** California contractor's license is required to propose on the project. The design must be stamped by a licensed professional engineer for the appropriate discipline in the State of California. In accordance with California Business and Professions Code Section 7028.15, all construction work must be performed by properly licensed contractors and subcontractors with active licenses in good

standing as of the proposal deadline. Licenses must be issued by the Contractor's State License Board of California and must be maintained in good standing throughout the project term. In accordance with California Business and Professions Code Section 7030.5, proposers shall verify their Contractor's License number and license expiration date on the proposal forms.

7. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform work as a subcontractor on the project.
8. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at www.dir.ca.gov/DLSR/PWD. In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.
9. In accordance with California Public Contract Code Section 3400, proposers may propose equals of products listed in the Technical Specifications or Drawings by manufacturer name, brand or model number unless the Technical Specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District Engineer's Office for review at least seven (7) working days before the proposal deadline in accordance with the instructions contained in the RFP.
10. In accordance with California Public Contract Code Section 22300, except where prohibited by federal regulations or policies, the project Contractor may, on request and at its expense, substitute securities in lieu of amounts withheld by the District from progress payments to ensure performance under the contract in accordance with the Contract Documents. Such securities will be subject to the terms of the escrow for security deposit agreement contained in the Contract Documents.

11. The District reserves the right to reject any and all proposals and/or to waive any irregularities to the extent permitted by law.
12. Questions regarding the RFP should be directed in writing as soon as possible (but no later than five (5) working days prior to the proposal deadline to: Michael P. Cortez, PE, District Engineer at mcortez@lqvsd.org or 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. Where appropriate, the District may respond to such questions by addenda transmitted to all RFP recipients.
13. All proposals will remain valid for ninety (90) calendar days after the proposal deadline. Except as permitted by law and subject to all applicable remedies, including forfeiture of proposer's security, proposers may not withdraw their proposal during the ninety (90) day period after the proposal deadline.

Las Gallinas Valley Sanitary District

By: /s/ Michael P. Cortez

Michael P. Cortez PE, District Engineer

Date: August 30, 2024

Las Gallinas Valley Sanitary District Request for Proposal BESS Rebid

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ATTACHMENT 2 – FACILITY SINGLE LINE DIAGRAM

ATTACHMENT 3 – LGVSD STANDARD AGREEMENT

PART 1 OBJECTIVE

- 1.1 The Las Gallinas Valley Sanitary District (LGVSD) is seeking proposals for the installation of a Battery Energy Storage System (BESS). The BESS will act as a grid forming entity that will allow for the seamless transition to microgrid operation and allow for the operation of other onsite generating assets. Seamless transition means the ability to seamlessly transition from utility power to BESS power under planned and most unplanned utility outage conditions without interrupting facility electrical operations.

PART 2 PROJECT DESCRIPTION

- 2.1 A 500 kW BESS located at Meter 4626. The BESS shall be rated for ~ 4 kWh per kW.
- 2.2 The Facility has an existing 60 kW cogeneration systems and a 1 MW PV system. The BESS will be designed to operate in parallel with the cogeneration system during microgrid mode.
- 2.3 The BESS will be set up to allow for the seamless transition of power from the utility to the BESS when there is a planned or unplanned utility outage.
- 2.4 The Contractor is responsible for Ancillary equipment, meters, transformers, grounding, and controls that allow the BESS to transition seamlessly from utility grid power to microgrid power.
- 2.5 Contractor is responsible for completing a Site Visit prior to completing the Proposal, if necessary.
- 2.6 Contractor is responsible for the Utility interconnection paperwork and processing.
- 2.7 Contractor will provide a 5-year maintenance agreement for each BESS.
- 2.8 The Facility's single line diagram is included as Attachment 2.
- 2.9 Contractor, or the BESS Operating system provider, will provide all documentation that is needed to support the compliance with the SGIP Program, throughout the life of the performance period.
- 2.10 The job location is 300 Smith Ranch Road, San Rafael, CA.



2.11 Contacts

A LGVSD Engineering Contact

Michael P. Cortez
Las Gallinas Valley Sanitary District
415-526-1518
mcortez@lqvsd.org

B LGVSD Site Contact:

Mel Liebmann
Las Gallinas Valley Sanitary District
415-526-1526
mliebmann@lqvsd.org

C Technical Contact

Tim Holmes
Kenwood Energy
707-695-2158
tim@kenwoodenergy.com

PART 3 SCOPE OF WORK

3.1 GENERAL

- A The Work shall include all materials, labor, equipment, trenching, paving, grading, electric panels, breakers, services, and incidentals necessary to install a complete BESS including, but not limited to, the work included in this Specification.
- B At a minimum, the Project shall consist of the design, supply, and installation of

equipment, mounting structures, DC wiring, DC disconnect, grid-connected inverter, AC disconnect, AC wiring, all utility grade metering equipment, all designed to interconnect with the site's electrical systems.

- C It is the Contractor's responsibility to review all available drawings and visit the jobsite to collect and document existing conditions and determine conduit and wiring runs. The Contractor is also responsible for identifying all underground obstructions in the working area via a LGVSD approved Underground contractor. LGVSD will support the Contractor by providing all available drawings and institutional knowledge that is available. No allowance shall be made for any additional costs incurred by the Contractor due to failure to properly understand site conditions.
- D The Contractor must provide Civil and Structural engineering analysis and documentation, stamped and signed by a Civil or Structural Engineer registered in the State of California. A Professional Engineer in the appropriate discipline must stamp all relevant drawings.
- E All current California Building Codes and all other applicable codes shall apply.
- F The systems shall be designed to meet all local applicable seismic and wind-load requirements.
- G The Contractor is responsible securing, and for compliance with, all permits (building, fire, etc.), and final LGVSD sign off.
- H The Contractor shall commission the system per manufacturer's requirements and provide documentation of proper operation.
- I Prevailing Wages apply.

3.2 CONSTRUCTION SUBMITTALS

A SUBMITTALS DUE WITH EXECUTION OF THE AGREEMENT:

- 1 Installation Schedule
- 2 General Liability insurance certificate with endorsement
- 3 Automobile Liability insurance certificate with endorsement
- 4 Executed Workers Compensation Certification

B PRE-CONSTRUCTION SUBMITTALS

- 1 Waste disposal and recycling plan.
- 2 50% and 90% detailed design plans including support structure details, mounting details, placement and installation, conduit raceways, conduit sizes, spacing, inverter location, equipment data sheets, etc.
- 3 Certified warranty documentation.
- 4 Installation instructions and Operation and Maintenance (O & M) manuals for all equipment.
- 5 Inverter factory testing results for inverter(s).
- 6 Battery Management System (BMS) specifications, equipment data sheets, and manual.

- 7 Utility interconnection applications.
- 8 Permission from the District to begin construction. The District is self-permitting.
- 9 Fire jurisdiction approval for fire access.

C POST CONSTRUCTION SUBMITTALS

- 1 Prepare O & M manuals in hard copy and on flash drive in PDF:
 - a. As-built drawings showing the final placement of all BESS components, conduit placement, electrical plans, including three-line diagrams, and elevation drawings showing the final placement of the electrical equipment.
 - b. Schedule of maintenance.
 - c. Copies of all start-up procedure measurements.
 - d. Copies of all testing data and reports.
 - e. Copies of Utility Operation Approval.
 - f. BESS Warranty transferred to LGVSD.
 - g. Lien releases from all subcontractors.

3.3 WARRANTIES

A CONTRACTOR WARRANTY

- 1 The contractor is responsible for ensuring that the system operates as designed.
 - a. California Public Utility Code 387.5(d)(4) requires that all BESS must have a warranty of not less than 10 years to protect against defects and undue degradation of electrical generation output.
 - b. All contractors shall provide a minimum 10-year warranty to provide for no-cost repair and replacement of the system for any expenses not otherwise covered by the manufacturer(s).

B All materials used in the construction of the system shall be warranted against degradation for the life of the equipment.

C BATTERIES AND INVERTERS shall be warranted for 10 years from the date of installation.

D QUALITY ASSURANCE

- 1 All generating equipment shall be certified by Underwriter Laboratories (UL). The system shall be comprised of UL listed components or in cases where a UL listed component is not available, the component shall be listed by another OSHA recognized National Recognized Testing Laboratory (NRTL).
- 2 All installations shall meet or exceed Cal-OSHA requirements for equipment access.
- 3 The installation shall not void the warranty or UL Listing of any existing

equipment or electric panels

3.4 CONTRACTOR EXPERIENCE

A Installation Contractor must

- 1 Hold appropriate licenses and be approved by the manufacturer to complete the installation.
- 2 Have completed at least three BESS installations in California of 200 kW or greater.
- 3 Have been completing renewable energy and/or BESS installations for at least three years.

B Subcontractors must hold licenses in the appropriate disciplines.

3.5 MATERIALS SPECIFICATION

A GENERAL

- 1 All components are to be new and direct from the manufacturer; no used or refurbished materials are permitted.
- 2 All materials that are used outdoors shall be sunlight and UV resistant.
- 3 All construction shall meet the requirements of the all California Building Codes.
- 4 Materials shall be designed to withstand the temperatures to which they are exposed.
- 5 Any materials, equipment, or workmanship that are found to be defective, based on the acceptance tests or for any other reason, shall be reported to District's Project Manager. Defective material, equipment, and workmanship shall be replaced.
- 6 Metals shall be hot dipped galvanized steel, anodized aluminum, and stainless steel.
- 7 Aluminum shall not be placed in direct contact with concrete materials.
- 8 All fasteners shall be stainless steel grade 316 or better.
- 9 All external electrical conduits shall be rigid schedule 40, galvanized and unpainted.
- 10 All electrical equipment shall be rated for the current and voltage ratings necessary for the application.
- 11 All required over-current protection devices will be included and accessible for maintenance. Each shall have trip ratings no greater than the de-rated amperage of the conductor it protects.
- 12 Drainage – The construction of the system shall not adversely affect water drainage.

B BESS

- 1 Tesla, or equal.
- 2 BESS shall be a grid-forming entity

- 3 Rated for operation in ambient temperatures from 0F to 120F
 - 4 Battery packs shall be pre-installed and tested at the factory
 - 5 Heating/cooling system shall be at the cell level
 - 6 Roundtrip system efficiency greater than 92% STC.
 - 7 Designed to operate per utility required power quality
 - 8 Market Presence
 - a. More than 5 years serving the US Market.
 - b. More than 100 MW of battery power installed in the US market.
 - c. Demonstrated warranty and repair services within the CA market.
- C Inverters
- 1 Minimum overload capacity of 120%.
 - 2 480 Volts AC nominal
 - 3 Voltage range from 422-552 VAC
 - 4 3-wire Wye
 - 5 Full Load efficiency of 98.3% or greater.
 - 6 Full Load power factor greater than 99%.
 - 7 THD less than 5%
- D BESS Operation
- 1 Charge during off-peak or super-off-peak hours using cogeneration or PV output as needed.
 - 2 Discharge daily at a constant load during the peak hours to maximize the daily demand charge reduction.
- E ELECTRICAL ENCLOSURES AND BOXES
- 1 Exterior enclosures and boxes shall be minimum 14 gauge type 316 stainless steel with seams continuously welded and ground smooth, and fast access door latches.
 - 2 Interior enclosures and boxes shall be minimum 14 gauge NEMA 3R.
 - 3 Outer doors shall have provisions for locking enclosure with standard padlocks.
 - 4 A copper ground bus shall be provided in each enclosure or cabinet. It shall have provisions for connecting a minimum of ten grounding conductors.
 - 5 Provide thermoplastic data pockets mounted on inside door. The As-Built drawings for the electrical enclosure shall be placed in a watertight plastic wrap and shipped with the enclosure to the jobsite.
- F CONDUIT
- 1 All exposed conduit shall be unpainted meeting NEMA/ANSI C80.3 and

UL 797 standards.

G WIRE

- 1 All conductors shall be copper, with a minimum conductivity of 98%.
- 2 Wire shall be Class B stranded.
- 3 Insulation of all conductors and cables shall be rated for the voltage of the system.
- 4 Insulation type shall be moisture and heat resistant thermoplastic THWN, rated 90°C in dry locations and 75°C in wet locations, for #8 AWG and smaller. For #6 AWG and larger insulation shall be type XHHW.
- 5 Wire identification - all wires, field and interior (non-field) to equipment, shall be identified with machine permanent ink printed sleeve markers or clip-on markers covered with clear plastic heat shrinkable tubing. Hand lettered wire labels are not acceptable and shall be replaced at the Contractor's expense. All wires that are electrically the same (connected to common termination points) and do not pass through a contact or other switching device shall have the same wire identification. The wire labeling code for each end of the same wire shall be identical. Tubing shall be sized for the wire and shrunk into place with the properly sized heat gun.

H CIRCUIT BREAKERS

- 1 Circuit Breakers shall be of the indicated type, providing ON, OFF and TRIPPED positions. Circuit breakers shall be quick make, quick break with thermal magnetic action and shall be compatible with existing breaker panel at the power feed facility. The use of tandem or dual circuit breakers in normal single pole space to provide the number of poles or spaces specified are not acceptable. All multiple-pole circuit breakers shall be designed so that an overload on one pole automatically causes all poles to open. Circuit breakers shall be manufactured by Square D or approved equivalent. Breakers shall be sized and have the minimum interrupting capacity as required.

I CONCRETE

- 1 Concrete shall conform to Caltrans standard specification for class 2 concrete.
- 2 Concrete mix must exceed the compressive strength requirements of ASTM C387.
- 3 Type I Portland cement must be used.
- 4 Aggregate shall be hard, durable, selected, graded, and free from foreign materials.
- 5 Water shall be potable and free from foreign materials in amounts harmful to the concrete and embedded steel.
- 6 Utilize standard designs incorporating mixtures that facilitate the workability, curing, and strength.
- 7 Forms shall be sized to minimize air pockets and maximize strength.

J ASPHALT AND CONCRETE CUTTING AND REPAIR

- 1 Perform cutting and demolition by methods that prevent damage to other portions of the Work and provide proper surfaces to receive installation of repair and new work.
- 2 Perform fitting and adjusting of products to provide finished installation complying with the specified tolerances and finishes.
- 3 Cuts made through any paved surface must be repaired in a non-discernible fashion. Cuts through concrete must be repaired by replacing the section between the nearest two joints - either construction or expansion. Cuts through asphalt must be repaired so that depressions or humps do not develop in the asphalt surface. If they do, they will have to be corrected, at the Contractor's expense.
- 4 Asphalt and base compaction by "normal traffic" is not permitted. Proper compaction for the depth of the cut is required.
- 5 When cuts extend through pavement markings, the replaced pavement shall be marked to match the existing marks.

K MISCELLANEOUS INSTALLATIONS

- 1 Install two additional two-inch electrical conduits (for future use) between the BESS installation and the electric room. Both ends of both conduits are to be capped and clearly marked so that the LGVSD can locate them when needed.

3.6 INSTALLATION SPECIFICATION

A GENERAL INSTALLATION REQUIREMENTS

- 1 All safety, electric, building, and labor code requirements at the national, state, and local levels shall be met.
- 2 The installations shall be completed in a "workman like manner." The areas shall be kept clean and free of obstructions at all times.
- 3 The installations shall be completed per each manufacturer's installation manual.
- 4 All electrical connections and terminations shall be fully tightened, secured, and strain relieved as appropriate.
- 5 All mounting equipment shall be installed to the manufacturer's specifications.
- 6 All cables, conduit, exposed conductors, and electrical boxes should be secured and supported according to code requirements.
- 7 All conduits will be installed on structures in such a way as to avoid damage from trucks or automobiles bumping or crushing conduit.
- 8 All applicable environmental regulations shall be met.
- 9 System switching and metering equipment shall have convenient access for resetting or repair during electrical outages, and regular monitoring for data retrieval.

- 10 The Contractor shall employ personnel that are skilled and experienced in the installation and connection of all elements, equipment, devices, instruments, accessories, and assemblies. All installation labor shall be performed by qualified personnel who have had experience on similar projects. The Contractor must provide first class workmanship for all installations.
- 11 Ensure that all equipment and materials fit properly in their installations.
- 12 Perform any required work to correct improper installations at no additional expense to the Customer.
- 13 The LGVSD Project Manager reserves the right to halt any work that is found to be substandard or being installed by unqualified personnel.
- 14 Installations shall conform to Manufacturers' Installation Manuals and approved project drawings and specifications.
- 15 Mounting hardware shall be compatible with the site considerations and environment. Special attention shall be paid to minimizing the risk from exposed fasteners, sharp edges, and potential damage to the units. Corrosion resistance and durability of the mechanical hardware shall be used – the use of stainless steel fasteners is required. The use of ferrous metals, wood, or plastic components is not acceptable.
- 16 The installations shall be completed with minimal impact on the environment.

B WASTE DISPOSAL

- 1 All waste will be disposed of offsite.
- 2 The Contractor shall implement a recycling program that addresses all cardboard and plastic components that are used in the packaging and delivery of all materials.

C COORDINATION

- 1 The Contractor shall coordinate the electrical work with the other trades, code authorities and LGVSD Project Manager; with due regard to their work, towards promotion of a rapid completion of the Project. If any cooperative work must be altered due to lack of proper supervision of such, or failure to make proper provisions, then the Contractor shall bear expense of such changes as needed in the work of others.
- 2 The Contractor shall cease work at any particular point, temporarily, and transfer operations to such portions of work as directed, when in the judgment of the LGVSD Project Manager it is necessary to do so.
- 3 The Contractor shall schedule all the required work with the LGVSD Project Manager, including each shutdown period. Each shutdown shall be implemented to minimize disruption of the existing operations. The Work to be provided under this Contract shall not disrupt any of the existing operations without prior approval.
 - a. The Contractor shall not have any unscheduled shutdown.
 - b. Carry out scheduled shutdowns only after the time, date, and

sequence of work proposed to be accomplished during shutdown has been favorably reviewed and approved by the LGVSD Project Manager. Submit shutdown plans at least 5 working days in advance of Contractor's preferred scheduled shutdown date.

- c. The LGVSD Project Manager reserves the right to delay, change, or modify any shutdown at any time, at no additional cost to the LGVSD, when the risk of such a shutdown would jeopardize the operation of the facility.

D SUPERVISION

- 1 The Contractor shall schedule all activities, manage all technical aspects of the project, coordinate submittals and drawings, and attend all project meetings.
- 2 The Contractor shall supervise all work, including the electrical system general construction work, from the beginning to completion and final acceptance.
- 3 The Contractor shall supervise and coordinate all work to insure each phase of the project, submittal, delivery, installation, and acceptance testing, etc. is completed within the allowable scheduled time frames.
- 4 The Contractor shall be responsible for obtaining, preparing, completing, and furnishing all paperwork, which shall include transmittals, submittals, forms, documents, manuals, instructions, and procedures.

E INSPECTIONS

- 1 All work or materials covered by the Contract documents shall be subject to inspection at any and all times by the LGVSD Project Manager. If any material does not conform to the Contract documents, or does not have an approved submittal status; then the Contractor shall, within three working days after being notified by the LGVSD Project Manager, remove said material from the premises; and if said material has been installed, the entire expense of removing and replacing same, including any cutting and patching that may be necessary, shall be borne by the Contractor.
- 2 The Contractor shall give the LGVSD Project Manager 10 working days' notice of the dates and time for inspection. Date of inspection shall be as agreed upon by the Contractor, Operations Manager and Engineer.
- 3 Work shall not be closed in or covered over before inspection and approval by the LGVSD Project Manager. All costs associated with uncovering and making repairs where non-inspected work has been performed shall be borne by the Contractor.
- 4 The Contractor shall cooperate with the LGVSD Project Manager and provide assistance at all times for the inspection of the electrical system under this Contract. The Contractor shall remove covers, provide access, operate equipment, and perform other reasonable work that, in the opinion of the LGVSD Project Manager, will be necessary to determine the quality and adequacy of the work.
- 5 The Contractor shall notify the permitting authority to perform required

inspection either prior to or concurrent with LGVSD Project Manager's inspection in the close out process.

- 6 Before request for final inspection is made, the Contractor shall submit to the LGVSD Project Manager in writing, a statement that the Contractor has made his own thorough inspection of the entire project, enumerating punch list items not complete and that the installation and testing is complete and in conformance with the requirements of this Section.
- 7 The LGVSD Project Manager may arrange for a facility inspection by Cal-OSHA Consultation Service at any time. The Contractor shall make the necessary corrections to bring all work in conformance with Cal-OSHA requirements, all at no additional cost to the LGVSD.
- 8 Contractor will be responsible for any Additional Cost for Overtime, Weekend Overtime or Differential Time, Expenses for Inspection of Defective Work that has to be re-inspected.

F JOB CONDITIONS

- 1 The Contractor shall make all arrangements and pay the costs thereof for temporary services required during construction of the project, such as temporary electrical power. Upon completion of the project, remove all temporary services, equipment, material and wiring from the site as the property of the Contractor.
- 2 The Contractor shall provide adequate protection for all equipment and materials during shipment, storage and construction. Equipment and materials shall be stored in a location specified by the Operations Manager and be completely covered with two layers of plastic and set on cribbing six inches above grade so that they are protected from weather, wind, dust, water, or construction operations. Equipment shall not be stored outdoors without the approval of the Engineer. Where equipment is stored or installed in moist areas, such as unheated buildings, etc., provide an acceptable means to prevent moisture damage, such as a uniformly distributed heat source to prevent condensation.
- 3 The normal outdoor, not in direct sunlight, ambient temperature range of the job site will vary between 30 to 115 degrees Fahrenheit. All equipment shall be rated to operate in these temperature ranges or provisions for adequate heating and cooling shall be installed, at no additional cost to the LGVSD.

G SAFETY

- 1 Testing shall conform to the respective manufacturer's recommendations. All manufacturers' safety precautions shall be followed.
- 2 The procedures stated herein are guidelines for the intended tests, the Contractor shall be responsible to modify these tests to fit the particular application and ensure personnel safety. Absolutely no tests shall be performed that endanger personal safety.
- 3 The Electrical Contractor shall have two or more Electricians present at all electrical field tests.

- 4 California Electrical Safety Orders (ESO) and Occupational Safety and Health Act (OSHA): The Contractor is cautioned that testing and equipment shall comply with ESO and OSHA as to safety, clearances, padlocks and barriers around electrical equipment energized during testing.
- 5 Field inspections and pre-energization tests shall be completed prior to applying power to equipment.

3.7 BESS MANAGEMENT SYSTEM AND DATA ACQUISITION

- A All measurement equipment must be “revenue” grade.
- B AC Power/Energy (including current transformers): Accuracy $\pm 2\%$
- C The BMS shall capture and store data on 15-minute intervals.
- D Real-Time display will provide the following information. This information can be viewed via the Internet for the entire term of the warranty period.
 - a. Instantaneous system output in kW
 - b. Alarms shall be set up to automatically notify facility staff and the LGVSD Project Manager of faulty operation. Specific Alarms will include:
 - c. Inverter output is outside of projected output by more than 10% based on existing irradiance and temperature.
 - d. Inverter shut down.
- E Reporting: the BMS shall generate reports needed for SGIP monthly usage and cycling reporting requirements.

3.8 PROJECT CLOSEOUT

- A CLEANING AND TOUCH-UP
 - 1 Clean all work areas.
 - 2 Clean all work areas and remove any debris.
 - 3 Prior to startup and completion of the work, and subsequent to final acceptance, all parts of the installation, including all equipment, exposed conduit, devices, and fittings shall be cleaned and given touch up by Contractor as follows:
 - a. Remove all grease and metal cuttings.
 - b. Any discoloration or other damage to parts of the building, the finish, or the furnishings shall be repaired. Thoroughly clean any exposed work requiring repairs.
 - c. Vacuum and clean the inside of all panel and electrical enclosures.
 - d. Clean all above and below ground pull boxes and junction boxes from all foreign debris prior to final acceptance.
 - e. Paint all scratched or blemished surfaces with the necessary coats of quick drying paint to match adjacent color, texture, and thickness. This shall include all primed painted electrical equipment, including

enclosures, panels, poles, boxes, devices, etc.

- f. Repair damage to factory finishes with repair products recommended by Manufacturer.
- g. Repair damage to PVC or paint finishes with matching touchup coating recommended by Manufacturer.

B FINAL ACCEPTANCE

- 1 Final acceptance will be given by the LGVSD Project Manager after the equipment has passed the final acceptance trial period of one week, each deficiency has been corrected, final documentation has been provided, and all the requirements of design documents have been fulfilled.
- 2 Upon completion of the project, prior to final acceptance, remove all temporary services, equipment, material, and wiring from the site.
- 3 At the end of the project, following the completion of all of the field tests, and prior to final acceptance, the Contractor shall provide the following final documentation to the LGVSD Project Manager:
 - a. A listing of warranty information.
 - b. Each O&M manual shall be modified or supplemented by the Contractor to reflect all field changes and as-built conditions.
- 4 Acceptance by LGVSD Project Manager shall be based on:
 - a. All operational tests performed to the satisfaction of LGVSD Project Manager.
 - b. Receipt of all final documentations listed above.
 - c. Receipt of all spare parts.

3.9 SYSTEM START-UP

A COMMISSIONING

- 1 BESS shall be commissioned by the manufacturer or a manufacturer approved commissioning agent.
- 2 The BESS will be commissioned for the following scenarios.
 - a. BESS seamless transition
 - b. Cogeneration transition from grid to microgrid
 - c. PV system transition from grid to microgrid
 - d. Diesel backup startup and operation to meet loads when the BESS is in charge mode and the Cogen and PV can't meet the load.

B START-UP TESTING SUBMITTALS

- 1 Bill of Materials: BESS, inverters, disconnects, BMS, and electric boxes, etc.
- 2 Grounding system test form
 - a. Visual and Mechanical Inspection.

1. Verify ground system is in compliance with drawings and specifications.
- b. Electrical Tests
 1. Before making connections to the ground electrodes, and before placement of sidewalks, landscape and paving, measure the resistance of each electrode to ground using a ground resistance tester. Perform the test not less than two days after the most recent rainfall and in the afternoon after any ground condensation (dew) has evaporated.
 2. After all individual ground electrode readings have been made, interconnect as required and measure the system's ground resistance.
 3. Perform point-to-point tests to determine the resistance between the main grounding system and all major electrical equipment frames, system neutral, and/or derived neutral points.
 4. The grounding test shall be in conformance with IEEE Standard 81.
 5. Plots of ground resistance shall be made and submitted to the LGVSD Project Manager for approval.
 6. The current reference rod shall be driven at least 100 feet from the system under test.
 7. Measurements shall be made at 10 feet intervals beginning 25 feet from the test electrode and ending 75 feet from it in a direct line between the system being tested and the test electrode.
- c. Test Values
 1. The resistance between the main grounding electrode and ground shall be no greater than five ohms for commercial or industrial systems per IEEE Standard 142.
 2. Investigate point-to-point resistance values that exceed 0.5 ohms.
3. System Visual and Mechanical Inspection Form: Complete Forms for all equipment listed below.
 - a. Inverter: Complete a Form for each Inverter.
 - b. Disconnects: Complete a form for each AC Disconnect
 - c. Main Panel

PART 4 PROPOSAL REQUIREMENTS AND CONTENTS

4.1 Narrative / Drawings

- A A statement of methods and materials for the installation of the equipment covered by the SOW.
- B At least 3 references from comparable projects within the past 3 years demonstrating that the Contractor meets the requirements of **Error! Reference**

source not found.

- C Organizational structure of the company.
 - D Product Data Sheets
 - 1 BESS
 - 2 Switchgear, as needed
 - 3 Meters
 - 4 Switches
 - 5 Transformers
 - E Proposed installation schedule.
- 4.2 Complete all of the Proposal Sheets in Attachment 1.
- 4.3 By submitting a Proposal for this work, the Contractor agrees to utilize the Contract included as Attachment 2.
- 4.4 Any and all exceptions to the Specification, Contract, and all RFP documents.

PART 5 SELECTION PROCESS

- 5.1 If deemed necessary, the District may invite up to three firms for oral interviews. The selection panel will consist of the General Manager, District Engineer, Plant Manager, Associate Engineer and District Consultants.
- 5.2 The criteria used in evaluating the proposals will include, but not be limited to:
- A Value to the LGVSD
 - B Company experience
 - C Qualifications of Staff
 - D Clarity of Proposal
 - E Completeness of Proposal
 - F References
 - G How well the proposal and proposal team address specific installation challenges.

Attachment 1

PROPOSAL SHEETS

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF THE CONTRACT DOCUMENTS MUST BE RECEIVED BY THE DISTRICT IN ORDER FOR YOU TO RECEIVE ADDENDUMS (i.e., updates or changes to the Contract Documents). PLEASE COMPLETE BELOW AND FAX TO 415-499-7715, OR EMAIL TO pquinn@lqvsd.org IMMEDIATELY UPON RECEIPT OF THIS PACKET so that you will receive any changes or updates as they occur. If we do not receive this form from you, any updates or changes that you do not receive are not the responsibility of the District.

PROJECT: BATTERY ENERGY STORAGE SYSTEM REBID

Date Received: _____

Recipient: _____ (BIDDER)

_____ (ADDRESS)

_____ (PHONE)

_____ (FAX)

_____ (EMAIL)

Printed Name

Signature

BIDDER'S CHECKLIST

Name of Bidder: _____
(Contractor's Legal Name)

Did You:

_____ Send a properly completed Acknowledgement form immediately after receiving the Contract Documents and before bid opening when applicable.

_____ Include with your proposal properly completed, accurate copies of the following documents in the following order using the forms included in the Contract Documents:

_____ Bidder's Check List

_____ Proposal Cover Page. Acknowledgement of each addendum issued by the District, if any, with signed and dated acknowledgement page.

_____ Bid Schedule

_____ Bid Bond

_____ Contractor License Information

_____ List of Proposed Subcontractors with License Information and References

_____ Workers Compensation Insurance Certification

_____ Signed and notarized-Non-Collusion Affidavit

_____ Drug-Free Workplace Certification

_____ Debarment Certification

_____ Statement of Experience of Bidder

_____ Financial Qualifications

_____ Signed and Notarized Site Visit Affidavit

_____ Executed Bidder's Signature Page

_____ BESS Warranty Documents

_____ BESS Data Sheets

_____ Inverter Data Sheets

_____ Meter Data Sheets

_____ Arrange to have the bid delivered to the **Las Gallinas Valley Sanitary District offices at 101 Lucas Valley Rd, Suite 300, California 94903**, or emailed to: Michael P. Cortez at mcortez@lqvsd.org and cc: Irene Huang at ihuang@lqvsd.org, before the time and day specified on the RFP.

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PROPOSAL COVER PAGE

TO THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT:

Pursuant to the RFP for the **BATTERY ENERGY STORAGE SYSTEM REBID**, the person signing the bidder's signature page contained in this proposal binds the entity listed on the bidder's signature page to submit complete, executed copy of the CONTRACTOR AGREEMENT within seven (7) calendar days of receiving written Notice of Award of the Project, and to fully perform the Project by the time for completion specified in the Contract Documents for the price specified in the bid schedule below in accordance with the terms of the Contract Documents and applicable law. This proposal cover page and bid schedule will be included as part of the CONTRACTOR AGREEMENT in accordance with the Contract Documents.

This bid includes properly completed, accurate copies of all the documents listed in the Bidder's Check List included in the Contract Documents in the order listed in the Bidder's Check List and using the forms included in the Contract Documents. This bid includes copies of each of the following addenda issued by the District. Each addendum has been signed and dated to confirm receipt on behalf of the entity listed on the bidder's signature page.

Addendum No. 1 dated _____

Addendum No. 2 dated _____

Addendum No. 3 dated _____

Addendum No. 4 dated _____

Addendum No. 5 dated _____

Addendum No. 6 dated _____

BID SCHEDULE

Complete all cost sheets. Schedule of prices for construction of the **BESS** in accordance with the Contract Documents.

TOTAL PRICE

TOTAL PROPOSAL PRICE (in figures): \$ _____

TOTAL PROPOSAL PRICE (in words):

Price Breakdown

500 kW / 2,000 kWh BESS

Item No.	Description	Make and Model	Quantity	Unit Price	Total Price
1	Battery Energy Storage System				\$
2	Inverters				\$
4	Switchgear				\$
5	SEL 735, 700G relay				\$
6	5 Year Maintenance Agreement				\$
7	Other (specify)				\$
8	Balance of Material				\$
9	Labor				\$
10	Tax				\$

TOTAL PROPOSAL PRICE FOR THE 500 KW BESS: \$ _____

**PROPOSAL SHEET
OMISSIONS AND EXCEPTIONS**

List all items that have been omitted from the proposal and any exceptions to this Specification.

Item	Description	Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

INSTALLATION SCHEDULE

Item		Starting Week #	Ending Week #
1	Contract	Week Zero	Week Zero
2	Design		
3	Permitting		
4	Groundwork and Foundation		
5	Materials Delivery		
6	Materials Installation		
7	Commissioning		
8	Permission to Operate		
9			
10	Total Number of Weeks		

BID BOND

(NOTE: Bidders must use this form, or use of any other bid bond form may render a bid non-responsive)

KNOW ALL MEN BY THESE PRESENTS:

That we, as PRINCIPAL, and _____, a (sole proprietorship /corporation/partnership/joint venture) organized and existing under and by virtue of the laws of the State of _____ and an admitted surety insurer authorized to do business in the State of California, as SURETY, are held and firmly bound unto the Las Gallinas Valley Sanitary District, as OBLIGEE, in a penal sum equal to ten-percent (10%) the total bid price including the base bid and alternates specified in the proposal of the PRINCIPAL, to the OBLIGEE for the work described below, which penal sum is _____ (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the PRINCIPAL has submitted the accompanying proposal dated _____, _____ to the OBLIGEE, for the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14.

NOW THEREFORE, if the PRINCIPAL shall not withdraw said proposal within the ninety (90) day period following the opening of bids, and if the PRINCIPAL receives written notice that the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, is awarded to the PRINCIPAL and shall, within seven (7) calendar days of receiving such notice: enter into a written contract with the OBLIGEE in the form prescribed in the bid package issued by the OBLIGEE concerning the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14; and give insurance and bond with good and sufficient sureties guaranteeing the faithful performance and proper fulfillment of such contract and guaranteeing payment for labor and materials used for performance of the contract as required by law; and file with the OBLIGEE all required documents and do all other thing required in accordance with the bid package issued by the OBLIGEE concerning the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, for the contract between the PRINCIPAL and the OBLIGEE to become effective and for work to commence in accordance with the bid package issued by the OBLIGEE concerning the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, or, in the event of withdrawal of the accompanying proposal within the ninety (90) day period following the opening of bids; or failure by the PRINCIPAL to enter into such contract with the OBLIGEE or to give the OBLIGEE such bonds or to file any other documents or to do any other things required in the bid package issued by the OBLIGEE for the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, if the PRINCIPAL shall pay the OBLIGEE the difference between the total bid price in the accompanying proposal and the amount for which the OBLIGEE may procure the required performance, if the latter amount be in excess of the former, together with all costs incurred by the OBLIGEE in again attempting to let the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO.

24600-14 and if the said PRINCIPAL shall fully reimburse and save harmless the OBLIGEE from any damage sustained by the OBLIGEE through failure of the PRINCIPAL to enter into the written contract or to file the required performance or labor and material bonds, or to file any other required documents or to do any other things required for the contract between the PRINCIPAL and the OBLIGEE to become effective and the work to commence in accordance with the bid package issued by the OBLIGEE concerning the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the bid or Contract Documents for the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, or to the specifications included in the same, or to the work to be performed there under, or to the notice to bidders, or to any other documents concerning the BATTERY ENERGY STORAGE SYSTEM REBID project, JOB NO. 24600-14, shall in anywise affect SURETY's obligation under this bond, and SURETY hereby waives notice of any such change, extension of time, alteration or addition to such bid or Contract Documents.

In the event suit is brought upon this bond by the OBLIGEE and judgment is recovered, the SURETY shall pay all costs incurred by the OBLIGEE in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal) PRINCIPAL _____
By _____

(Acknowledgement) Title _____

(Corporate Seal) SURETY _____
By _____
(Attorney-in-fact)

(Acknowledgement) Title _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond.)

CONTRACTOR LICENSE INFORMATION

The bidder acknowledges that the license(s) required for performance of the BATTERY ENERGY STORAGE SYSTEM, is a **Class A** license.

The bidder holds the following California Contractors License(s):

1. License No. _____, Class _____, Expiration Date _____
2. License No. _____, Class _____, Expiration Date _____
3. License No. _____, Class _____, Expiration Date _____
4. License No. _____, Class _____, Expiration Date _____
5. License No. _____, Class _____, Expiration Date _____

Bidder's Taxpayer Identification No. _____

Bidder's DIR Registration No. _____

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LIST OF PROPOSED SUBCONTRACTORS

In accordance with the requirements of the Subletting and Subcontracting Fair Practices, Act, California Public Contract Code Section 4100 and following, listed below are the name, business location, and the portion (type or trade) of the Project work to be subcontracted to each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half (½) of one (1) percent of the total bid price. If the Project work includes construction of streets or highways, listed below are the name, business location, and the portion (type or trade) of the Project Work to be subcontracted to each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half (½) of one (1) percent of the total Project bid price, or ten thousand dollars (\$10,000), whichever is greater. Also listed below are the proposed subcontract dollar amount and current California Contractor's License Number(s) for each proposed subcontractor. Bids that fail to include complete proposed subcontractor information in accordance with this form and Public Contract Code Section 4100 and following may be deemed non-responsive.

In accordance with California Public Contract Code Section 4106, for any portion of the Project work with a value of more than one half (½) of one (1) percent of the total bid price for which no subcontractor is listed, or for which more than one subcontractor is listed, the bidder certifies by submission of its bid that the bidder is qualified to perform that portion of the Project work and that the bidder will perform that portion of the Project work with its own forces. The penalties listed in California Public Contract Code Section 4111 will apply to any substitution of another subcontractor for a subcontractor listed below except as permitted by the District in accordance with Section 4107 and following of the California Public Contract Code.

1. Subcontractor Name _____
Contact: _____
Phone No. _____ Email: _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No(s). _____
DIR Registration No. _____

2. Subcontractor Name _____
Contact: _____

Phone No. _____ Email: _____

Business Location _____

Trade _____

Subcontract Amount _____

Current Contractor's License No(s). _____

DIR Registration No. _____

3. Subcontractor Name _____

Contact: _____

Phone No. _____ Email: _____

Business Location _____

Trade _____

Subcontract Amount _____

Current Contractor's License No(s). _____

DIR Registration No. _____

4. Subcontractor Name _____

Contact: _____

Phone No. _____ Email: _____

Business Location _____

Trade _____

Subcontract Amount _____

Current Contractor's License No(s). _____

DIR Registration No. _____

(Attach additional list as necessary.)

WORKERS COMPENSATION INSURANCE CERTIFICATION

By submitting its bid the bidder certifies as follows:

I am aware of the provisions of California Labor Code Section 3700 which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and I will comply with such provisions before commencing performance of the work of this Contract.

Signed this _____ day of _____, 20_____

Bidder's Name

Authorized Signature

Date

Title of Signatory

DRUG-FREE WORKPLACE CERTIFICATION

By submitting its bid the bidder certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above-named contractor or applicant will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract.

Signed this _____ day of _____, 20____

Bidder's Name

Authorized Signature

Date

Title of Signatory

DEBARMENT CERTIFICATION

By submitting its bid the bidder certifies in accordance with California Public Contract Code Section 6109 that neither the bidder nor any subcontractor included on the list of proposed subcontractors submitted with the bid is ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform as a subcontractor on public works projects.

Signed this _____ day of _____, 20____

Bidder's Name

Authorized Signature

Date

Title of Signatory

STATEMENT OF EXPERIENCE OF BIDDER

(To Accompany Bid)

The undersigned Bidder certifies that it is, at the time of bidding, and shall be, throughout the period of the contract, licensed under the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California, to do the type of work contemplated in the Contract Documents. Bidder further certifies that it is skilled and regularly engaged in the general class and type of work called for in the Contract Documents.

The Bidder represents that it is competent, knowledgeable, and has special skills concerning the nature, extent, and inherent conditions concerning the work to be performed. Bidder further acknowledges that there are certain inherent conditions existent in the construction of the particular facilities which may create, during the construction program, unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that it is aware of such risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such hazards.

A. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

If the answer to any of questions 1 through 3 is “no”, or if the answer to any of questions 4 through 7 is “yes”, the Bidder will be deemed ineligible or not responsible for purposes of the Contract.

1. Bidder possesses a valid and current California Contractor’s license as required for the project for which it intends to submit a bid.
 Yes No
2. Bidder will comply with and provide all insurance as defined in Section 8.8, Insurance, of then General Conditions.
 Yes No
3. Bidder has current Workers’ Compensation insurance coverage as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
 Yes No
4. Has your contractor’s license been revoked at any time in the last five (5) years?
 Yes No
5. 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 (5) years?
 Yes No

6. At the time of submitting this qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
 Yes No
7. At any time during the last five (5) years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 Yes No

B. COMPANY EXPERIENCE

The Bidder has been engaged in the contracting business, under the present business name for _____ years and has experience in work of a nature similar to this project which extends over a period of _____ years (Bidder must show **at least five (5) years** of related experience).

The Bidder, as a Contractor, has never failed to satisfactorily complete a contract awarded to it, except as follows:

For the District to consider the Bidder properly experienced in work of similar nature to this project, the Bidder must list at least **\$5,000,000** in construction volume on **no more than five (5)** projects completed **within the last five (5) years** of the following types of projects:

1. Design and installation of battery energy storage system.

The Bidder can include project(s) currently under construction, but only the total amount paid by the District(s) as of three (3) months prior to the bid date on uncompleted project(s) can be included in the construction volume for purposes of this certification. The Bidder is allowed to list up to a maximum of five (5) projects of the types listed above, but not less than 3, that combined, will add up to at least the cost in completed volume of work listed above. Any projects listed below which are not as defined above will not be considered by the District in meeting this experience requirement. For example, Solar Photovoltaic Systems are not considered a BESS.

Bidder also certifies that Bidder self-performed at least forty percent (40%) of the Work on each of the projects listed below. The District considers this level of past self-performance demonstrates a benefit to a Project in terms of better control of cost, schedule and safety.

If the Bidder is a Joint Venture of two or more companies, each participant in the Joint Venture shall meet this prior project experience requirement and provide project information for each Joint Venture participant in the format below.

1. Project Name: _____
Owner: _____
Construction Cost: \$ _____
Construction Time: _____ Calendar Days
Owner's Representative: _____
Owner's Telephone No.: _____
Date of Substantial Completion: _____

2. Project Name: _____
Owner: _____
Construction Cost: \$ _____
Construction Time: _____ Calendar Days
Owner's Representative: _____
Owner's Telephone No.: _____
Date of Substantial Completion: _____

3. Project Name: _____
Owner: _____
Construction Cost: \$ _____
Construction Time: _____ Calendar Days
Owner's Representative: _____
Owner's Telephone No.: _____
Date of Substantial Completion: _____

4. Project Name: _____
Owner: _____
Construction Cost: \$ _____
Construction Time: _____ Calendar Days
Owner's Representative: _____
Owner's Telephone No.: _____
Date of Substantial Completion: _____

5. Project Name: _____
Owner: _____
Construction Cost: \$ _____
Construction Time: _____ Calendar Days
Owner's Representative: _____
Owner's Telephone No.: _____
Date of Substantial Completion: _____

C. SAFETY QUALIFICATION CRITERIA

The following information will be used to determine if you meet the minimum safety requirements for this project. To qualify to bid and be awarded the project, the contractor shall have a safety record that meets or exceeds the one of the three following safety criteria:

1. If the Contractor's three-year average Workers' Compensation Experience Modification (EMR) is equal to or less than 100%, the contractor meets the minimum safety requirements for this project;
2. If the Contractor's three-year average EMR is greater than 100%, the Contractor's three-year average Recordable Incident Rate (RIR) must not be greater than 3.8 and three-year average Lost Time Incident Rate (LTIR) must not be greater than 1.7 to meet the minimum safety requirements for this project;
3. If the Contractor only meets either the three-year average RIR or LTIR value, the Contractor shall be required to hire at no additional cost to the District a mutually acceptable safety consultant who will prepare a project specific safety plan, conduct random weekly inspections of the Contractor's activities to ensure conformance with the safety plan and prepare and submit a weekly report to the District summarizing the results of each inspection. The contractor's shall adhere to the safety plan. The contractor's activities shall be adjusted immediately to address any issues resulting from the weekly safety inspection.

Contractors that cannot meet any of the three safety criteria above are not eligible to work for the District.

The Bidder shall list its Experience Modification Rate, Lost time Incident Rate, and Recordable Incident Rate for the last three complete years (available from your insurance carrier).

<u>Year</u>	<u>EMR</u>	<u>RIR</u>	LTIR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	_____AVG	_____AVG	_____AVG

To verify the above information, the District will contact the Bidder's Workers' Compensation Insurance carrier. The Bidder shall authorize its carrier to release this information. Failure to release this information will result in the bid being non-responsive and result in automatic disqualification of the bid.

Workers' Compensation Insurance Company: _____
 Contact Person for Insurance Company: _____
 Telephone Number: _____

Name of Bidder

Signed this _____ day of _____, 20 ____.

Name of Bidder

Contractor's License No.

Expiration Date

Signature of Bidder

Title of Signatory

D. FINANCIAL QUALIFICATIONS

(TO BE SUBMITTED WITH BID)

Provide evidence that the Bidder has sufficient financial resources to provide all work necessary to complete the project including construction, start-up, and warranty services.

A. Bidder must provide Section FINANCIAL QUALIFICATIONS to assist the District in determining the Bidder's financial condition.

B. Bidder must provide a letter from its Surety or Surety Broker which certifies that Bidder's current bonding capacity is sufficient for the bonding requirements for this Project.

C. Bidder shall identify any claims filed in court or arbitration against Bidder in the past five years which concerned Bidder's work on a construction project. For each claim, if any, the Bidder shall provide 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 (pending or, if resolved, a brief description of the resolution). Are there any pending claims against your company that should you lose the claim(s), would adversely affect your financial position or your ability to meet your obligations if awarded the contract for this project? If so, please explain.

Claims Filed Against Bidder

Project Name: _____

Date of Claim: _____

Claimant Name: _____

Court: _____

Status of Claim: _____

Explanation: _____

Bidder shall also identify any claims filed in court or arbitration by Bidder against a project owner in the past five years concerning work on a project or payment for a contract. For each claim, if any, the Bidder shall provide the project name, date of the claim, 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). Are there any pending claims filed by your company against a project owner that should you lose the claim(s), would adversely affect your financial position or your ability to meet your obligations if awarded the contract for this project? If so, please explain.

Claims Filed By Bidder

Project Name: _____

Date of Claim: _____

Claimant Name: _____

Court: _____

Status of Claim: _____

Explanation: _____

All financial information provided by Bidder that is marked "Confidential" or "Proprietary" shall be handled by the District in accordance with Public Records Act.

The undersigned hereby states that all representations regarding the Bidder's Company Experience, and Safety Qualification Information are correct and true.

Signed this _____ day of _____, 20____

Bidder's Name

Authorized Signature

Date

Title of Signatory

FINANCIAL QUALIFICATIONS

BIDDER'S REFERENCES AND CREDIT REPORT

The Contractor shall submit with his/her bid a credit report, current within five (5) working days of the bid opening date for this project. For privacy purposes, the report may be submitted in an envelope marked "CONFIDENTIAL". To be considered a responsible bidder on this project, either the Contractor's credit report shall indicate a Dun & Bradstreet credit risk rating specified below or the Contractor's bank shall issue a financial statement on the following page. If the Contractor is a Dun & Bradstreet member, a copy of the current Dun & Bradstreet rating form showing a rating not less than the specified rating.

The specified Dun and Bradstreet credit risk rating for this project is 3A2 or better.

If the Contractor is not a Dun & Bradstreet member, an acceptable credit report shall consist of the submittal of the District's Financial Statement Form (which follows) executed by the Contractor's bank. Failure to submit the required report with the bid for this project shall cause the bid to be rejected. Failure to possess the required financial strength and credit risk rating may cause the bid to be rejected. The District shall request confirmation of the Contractor's rating from Dun & Bradstreet Information Services. The sufficiency of the Bidder's financial qualifications will be determined solely by the District and its decision shall be final.

Reference is hereby made to the following bank or banks as to the financial responsibility of the Bidder:

Name of Bank	Address
_____	_____
_____	_____
_____	_____

Reference is hereby made to the following surety companies as to the financial responsibility and general reliability of the Bidder:

Name of Surety Company	_____

Signature of Bidder	_____
Title	_____
Company	_____
Address	_____

FINANCIAL STATEMENT FORM

_____ has an established deposit
and borrowing relationship with _____ since
(Bank)

_____. Both business account and credit accommodations are maintained in
(Date)

a highly satisfactory manner. Based on my knowledge of _____ 's
(Contractor)

Average monthly business account balances and its credit worthiness, I believe its general financial strength and credit rating meet or exceed the Dun & Bradstreet alphanumeric rating of not less than **3A2**.

Contractor Company Name

Contractor Representative, Printed Name

Contractor Representative, Signature

Date

Bank Name

Business Address

City/State/Zip Code

Bank Representative, Printed Name

Bank Representative, Signature

Date

Following are two Dun & Bradstreet rating component sheets to assist in the evaluation of the responsible bidder's tangible net worth and credit worthiness.

D & B RATING KEY

Quickly assesses a company's size and composite credit appraisal, e.g., a company rated 3A3 has a worth of \$1,000,000 - \$9,999,000 based on an interim or fiscal balance sheet and a composite credit appraisal of 'Fair'.

Key to Employee Range

ER1	1,000 or more
ER2	500-999
ER3	100-499
ER4	50-99
ER5	20-49
ER6	10-19
ER7	5-9
ER8	1-4
ERN	Not Available

<u>Rating Classification</u>			<u>Composite Credit Appraisal</u>			
<u>Based on Worth from Interim or Fiscal Balance Sheet</u>			<u>HIGH</u>	<u>GOOD</u>	<u>FAIR</u>	<u>LIMITED</u>
5A	\$50,000,000	and Over	1	2	3	4
4A	10,000,000	to \$49,999,999	1	2	3	4
3A	1,000,000	to 9,999,999	1	2	3	4
2A	750,000	to 999,999	1	2	3	4
1A	500,000	to 749,999	1	2	3	4
BA	300,000	to 499,999	1	2	3	4
BB	200,000	to 299,999	1	2	3	4
CB	125,000	to 199,999	1	2	3	4
CC	75,000	to 124,999	1	2	3	4
DC	50,000	to 74,999	1	2	3	4
DD	35,000	to 49,999	1	2	3	4
EE	20,000	to 34,999	1	2	3	4
FF	10,000	to 19,999	1	2	3	4
GG	5,000	to 9,999	1	2	3	4
HH		up to 4,999	1	2	3	4

<u>Rating Classification</u>			<u>Composite Credit Appraisal</u>		
<u>Based on Number of Employees</u>			<u>GOOD</u>	<u>FAIR</u>	<u>LIMITED</u>
1R	10 employees	and Over	2	3	4
2R	1	to 9	2	3	4

WHAT THE RATINGS MEAN

5A to HH – ‘5A’ to ‘HH’ Ratings reflect company size based on worth or equity as computed by D&B. Company size can be an effective indicator of credit capacity. These Ratings are assigned to businesses that have supplied D&B with a current financial statement.

1R and 2R – the ‘1R’ and ‘2R’ Rating categories reflect company size based on the total number of employees for the business. They are assigned to business files that do not contain a current financial statement.

Composite Credit Appraisal: The Composite Credit Appraisal is a number, one through four, that makes up the second half of the company’s rating and reflects D&B’s overall assessment of that firm’s credit worthiness. The Composite Credit Appraisal is based on analysis by D&B of company payments, financial information, public records, business age and other important factors (where available).

A ‘2’ is the highest Composite Credit Appraisal a company not supplying D&B with current financial information can receive.

Rating: May also include the ‘- -’ symbol, or absence of a D&B Rating. This symbol should not be interpreted as indicating that credit should be denied. It means that the information available to D&B does not permit us to classify the company within our Rating key and that further inquiry should be made before reaching a credit decision. Some reasons for using the ‘- -’ symbol includes: deficit net worth, bankruptcy proceedings, lack of sufficient payment information or incomplete history indicator.

Date Applied: Allows you to review a company’s rating changes over time (the last 10 Rating changes or any changes since 1991 if less than 10 are provided).

ER (Employee Range): Certain lines of business do not lend themselves to classification under the D&B Rating system. Instead, we assign these types of businesses an Employee Range symbol based on the number of people employed. No other significance should be attached to this symbol. For example, a Rating of ‘ER7’ means there are between five and nine employees in the company. ‘ERN’ should not be interpreted negatively. It simply means we do not have information indicating how many people are employed at this firm.

DS (DUNS) Support: This indicates that the information available to D&B does not permit us to classify the company within our Rating key. When ordering these reports an investigation can be performed and results sent to you within four working days, at no additional charge.

INV (Investigation Being Conducted): When an ‘INV’ appears, it means an investigation is being conducted on this business to get the most current details.

**SITE VISIT AFFIDAVIT TO BE EXECUTED BY BIDDER,
NOTARIZED AND SUBMITTED WITH BID**

(To Accompany Bid)

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that
(Contractor's Authorized Representative)

he or she is _____ of _____,
(Title of Representative) (Contractor's Legal Name)

the party making the foregoing Bid, has visited the Project site(s) as described in the Contract Documents and has examined and familiarized themselves with the existing conditions, as well as all other conditions relating to the construction which will be performed. The submitting of a Bid shall be considered an acknowledgment on the part of the Bidder of familiarity with conditions at the site of the Work and that the site examination has provided adequate and sufficient information related to existing conditions which may affect cost, progress or performance of the Work.

Signature of Authorized Representative

Type/Print Name of Bidder

Type/Print Representative's Name

Type/Print Title

Date

(Acknowledgement)

Subscribed and sworn before me by _____, this _____
day of _____, _____.

(SEAL)

Notary Public

BIDDER'S SIGNATURE PAGE

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the information submitted with this proposal for the BATTERY ENERGY STORAGE SYSTEM REBID (BESS) project, which information includes, but is not limited to, the Bidder's Checklist, Proposal, Bid Schedule, Acknowledgement of Bid Addenda, Bid Bond, and non-collusion Affidavit, are accurate, true and correct, and are submitted in accordance with the requirements of the Contract Documents issues by the Las Gallinas Sanitary District concerning the BESS project, and applicable law. By my signature on this proposal, I further certify that I am legally authorized to bind the bidder in accordance with the requirements of the Contract Documents.

Date: _____

Typed or Printed Name: _____

Signature: _____

Bidder: _____

Bidder Business Address (Street, City, State, Zip Code)

Bidder Business Phone: _____

Business Email Address: _____

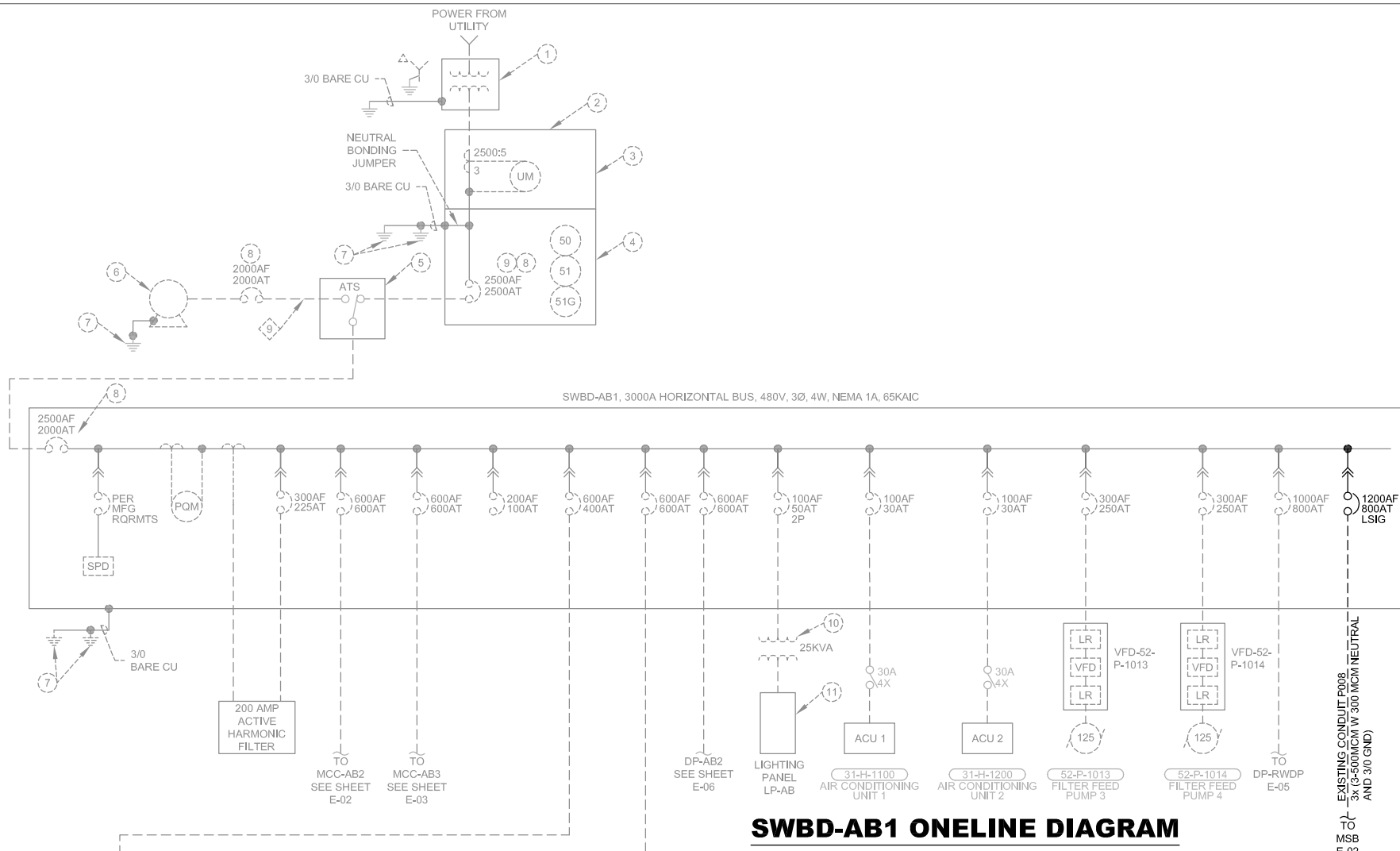
Attachment 2

Facility Single Line Diagram

C:\USERS\MICHAEL.LJOHNSON\AQUA ENGINEERING\LGVS.D - LASG150119-SECONDARY TREATMENT UPGRADES\PHASE 23 - GENERATOR\050 DRAFTING\999 ELECTRICAL\14 E-01 SWBD-AB1 MCC-AB1 MCC-AB4.DWG

PLOTED: 3/11/2024
 SAVED: 3/5/2024

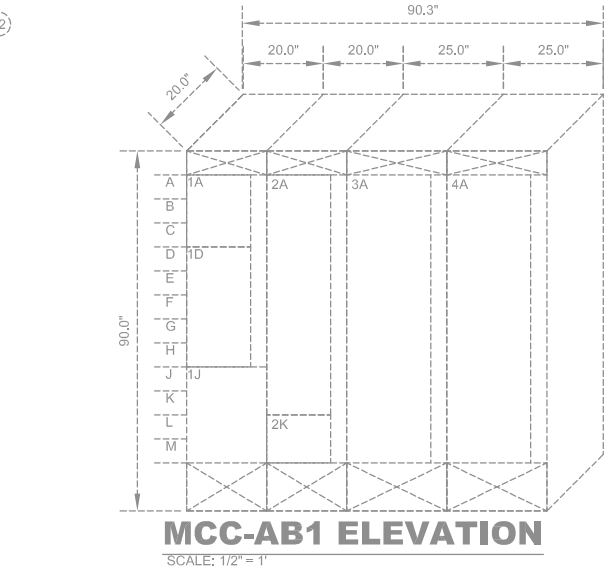
PLOT: EXTEND
 SCALE: 1:1
 BORDER: 22,34
 COLOR: No.
 RED 0.70MM
 YELLOW 0.20MM
 GREEN 0.25MM
 CYAN 0.40MM
 BLUE 0.50MM
 MAGENTA 0.20MM
 WHITE 0.35MM
 GRAY 0.15MM
 9 0.15MM
 10 1.00MM
 100 0.70MM
 210 0.60MM



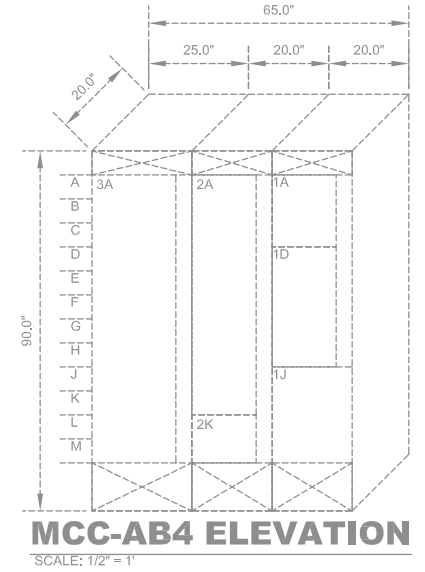
SWBD-AB1 ONELINE DIAGRAM

SWBD-AB1 SECTION DP-AB2 SECTION
 SCALE: 1/2" = 1'

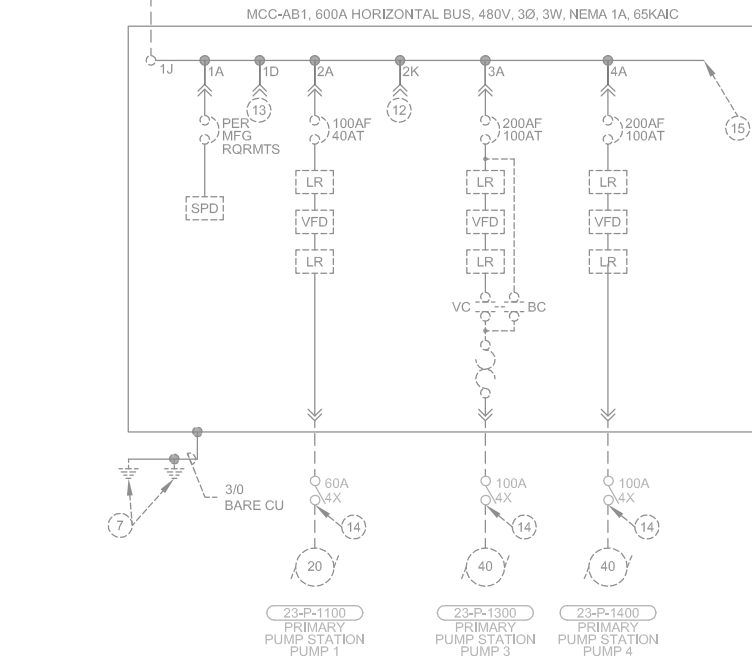
VFD-52-P-1013 VFD-52-P-1014
 SCALE: 1/2" = 1'



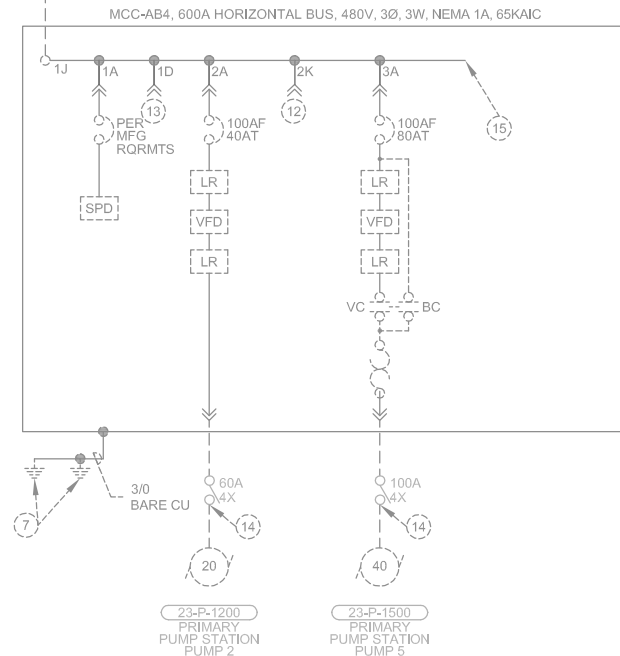
MCC-AB1 ELEVATION
 SCALE: 1/2" = 1'



MCC-AB4 ELEVATION
 SCALE: 1/2" = 1'



MCC-AB1 ONELINE DIAGRAM



MCC-AB4 ONELINE DIAGRAM

- NOTES:**
- 1 PAD MOUNTED UTILITY TRANSFORMER.
 - 2 SES SERVICE ENTRANCE SECTION. 277/480V 3Ø, 4W, NEMA 3R, 65 KAIC, 2500A.
 - 3 UTILITY METER, CT, AND PULL SECTION.
 - 4 SERVICE RATED MAIN BREAKER.
 - 5 2500A AUTOMATIC TRANSFER SWITCH, NEMA 3R, 4 WIRE WITH ISOLATED NEUTRAL BUSS.
 - 6 DIESEL-ENGINE STANDBY GENERATOR. 1500KW, 480V, 3Ø, 0.9 PF. REMOVE BONDING JUMPER
 - 7 GROUNDING GRID
 - 8 100% RATED BREAKER.
 - 9 MAIN BREAKER.
 - 10 25KVA XFMR-AB, 480V PRIMARY, 120/240V, 1Ø SECONDARY, NEMA 1.
 - 11 LIGHTING PANEL LP-AB, 120/208V, 1Ø, 3W
 - 12 1200AF TO ALLOW FOR FUTURE UPGRADES.
 - 13 ETHERNET SECTION.
 - 14 BREAK BEFORE BREAK AUXILIARY CONTACT.
 - 15 PROVIDE BUSS SPLICE FOR FUTURE CONNECTION.

JOB NO.
 LAS GALLINAS VALLEY SANITARY DISTRICT
 MARIN COUNTY, CALIFORNIA

TREATMENT PLANT STANDBY GENERATOR UPGRADE

ELECTRICAL – POWER DISTRIBUTION
SWBD-AB1 MCC-AB1 MCC-AB4

CHECKED LAR	DRAWN DCL	SCALE AS SHOWN
APPROVED MPJ	DESIGNED LAR	DATE 02/29/24
GENERAL MANAGER CURTIS PAXTON		DISTRICT ENGINEER Michael P Cortez
RCE # 54038		

NO.	DATE	DESCRIPTION	BY	APPRD
REVISIONS				
6				

skm 533 W 2600 S, Suite 25 Bountiful, Utah 84010 Phone: (801) 677-0011 www.skmeng.com

AQUA ENGINEERING
 533 W 2600 S, SUITE 275, BOUNTIFUL, UT 84010 PHONE (801) 299-1327 FAX (801) 299-0153

Attachment 3

LGVSD STANDARD AGREEMENT

CONTRACTOR AGREEMENT

PROJECT NAME

(JOB NO. _____)

THIS AGREEMENT made this _____ day of _____ 20____, by and between the **LAS GALLINAS VALLEY SANITARY DISTRICT** (hereinafter referred to as "DISTRICT"), and _____, whose address is _____, (hereinafter referred to as "CONTRACTOR").

WITNESSETH:

IN CONSIDERATION of the mutual covenants and conditions herein contained, the parties do hereby agree as follows:

1. **General**

DISTRICT engages CONTRACTOR to furnish the services hereinafter mentioned upon the covenants and conditions of this Agreement, at the compensation herein stipulated, and CONTRACTOR accepts said engagement upon said terms.

2. **Duties of Contractor: Services to be Performed by Contractor**

CONTRACTOR shall perform such duties and services as are listed on Exhibit A attached hereto, signed by the parties hereby referred to and made part hereof by reference. Said services shall be completed according to the time schedule contained in Exhibit A.

3. **Services or Materials to be Performed or Furnished by District**

DISTRICT shall perform such services or furnish such materials to CONTRACTOR in connection with this Agreement as are set forth on Exhibit B. If there are no entries on said Exhibit B, DISTRICT shall not be required to provide any services or furnish any materials to CONTRACTOR. Unless otherwise provided on Exhibit B, all said services and materials to be furnished by DISTRICT will be without cost to CONTRACTOR.

4. **Payment by District: Time and Manner of Payment**

DISTRICT shall pay CONTRACTOR, for all services to be rendered and all materials to be furnished under this Agreement, the amount specifically set forth and in the manner specifically set forth on Exhibit A. CONTRACTOR agrees to accept said sum as full compensation for all services under this Agreement.

5. **Additional Work**

CONTRACTOR shall only be entitled to extra compensation for services or materials not otherwise required under this Agreement, if DISTRICT shall first have identified the services or

materials as extra and requested such extra services or materials in writing; but, in no event shall DISTRICT be liable for payment unless the amount of such extra compensation shall first have been agreed to in writing by DISTRICT.

6. Professional Skill

CONTRACTOR represents that CONTRACTOR is skilled and licensed by the State of California in the professional calling necessary to perform the work agreed to be done under this Agreement. DISTRICT relies upon the skill of CONTRACTOR to do and perform its work in a skillful manner, and CONTRACTOR agrees to thus perform its work, and the DISTRICT'S acceptance of CONTRACTOR'S work shall not operate as a release of CONTRACTOR from this Agreement. For purposes of this Agreement, "skillful manner" shall mean the prevailing industry standard during the term of this Agreement.

7. Equal Employment Opportunity

CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, creed, national origin, amnesty, physical handicap, medical condition, marital status or sex of such person except as provided in Section 12940 of the Government Code.

8. Compliance with Laws

CONTRACTOR shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement. Compliance with this section shall include, but not limited to, the following:

- a. CONTRACTOR shall set forth:
 - 1. The name and the location of the place of business of each subcontractor who will perform work or labor or render service to the CONTRACTOR pursuant to Public Contract Code § 4104.
 - 2. The name and location of the place of each subcontractor certified as a minority, women, or disabled veteran business enterprise who will perform work or labor or render service to the CONTRACTOR to fulfill minority, women, and disabled veteran business enterprise goals pursuant to Public Contract Code § 2001.
- b. CONTRACTOR and its subcontractors shall pay "prevailing wages" in compliance with Labor Code § 1773.

9. Independent Contractor

CONTRACTOR is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of DISTRICT.

10. Indemnity

CONTRACTOR agrees to indemnify, save harmless and defend DISTRICT, its officers and employees from all costs, expenses, claims, liabilities or damages to persons or property arising out of or in any way connected with the performance of the CONTRACTOR'S work by the CONTRACTOR, its officers, employees, agents, contractors, subcontractors or any officer, agent or employee thereof. However, this indemnity will not extend to any loss, damage, or expense arising out of the active negligence of the DISTRICT or the DISTRICT'S.

11. Insurance: Public Liability, Worker's Compensation

CONTRACTOR shall maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, and their agents, representatives, or employees.

See Exhibit C for DISTRICT Insurance Requirements

12. Work Safety

CONTRACTOR shall provide adequate employee supervision and comply with all safety regulations while performing activities in connection with this Agreement. CONTRACTOR acknowledges that he has been provided and understands the DISTRICT'S safe work requirements listed as Exhibit D.

13. Notices

Unless otherwise provided herein, all notices required hereunder shall be given by certified mail, postage prepaid and addressed to the party at the address indicated in the opening paragraph of this Agreement provided however, that in lieu thereof, notice may be given by personal delivery to the party at said address.

14. Title to Documents

All original calculations, photographs, maps, drawings, plans, design notes and other material or documents developed or used in connection with the performance of this Agreement shall be the property of DISTRICT provided, however, that CONTRACTOR may provide DISTRICT with legible photostatic copies thereof in lieu of the originals upon approval by DISTRICT representative. Any plans and specifications shall bear the name of the CONTRACTOR.

15. Assignment

Neither party shall assign or sublet any portion of this Agreement without the written consent of the other party in writing.

16. Termination

Without limitation to such rights or remedies as DISTRICT shall otherwise have by law, DISTRICT shall also have the right to terminate this Agreement for any reason upon seven (7) days' written notice to CONTRACTOR. This Agreement may also be terminated by either party upon seven (7) days' written notice should the other party fail substantially to perform in accordance with this Agreement through no fault of the other or if the project is stopped by conditions beyond the control of the DISTRICT.

17. Venue

Venue for any action of any nature regarding this Agreement shall be in Superior Court in the County of Marin.

18. Miscellaneous

Failure on the part of either party to enforce any provisions of this Agreement shall not be construed as a waiver or the right to compel enforcement of such provisions or any other provision.

19. Additional Provisions, Exhibits

Additional provisions of this Agreement are set forth on Exhibit F. All Exhibits shall be attached to, signed by the parties, and are hereby referred to and made a part hereof by reference.

20. Attorneys' Fees

If any party to this contract resorts to an action or arbitration to enforce or interpret any provision of this contract, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which that party may be entitled.

21. Severability

If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

22. Entire Agreement: Amendment

This contract supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this contract. Except as to those documents specifically incorporated by reference into this contract, this contract contains all of the covenants and agreements between the parties with respect to the subject of this contract, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this

contract. No agreement, statement, or promise not contained in this contract shall be valid or binding on the parties with respect to the subject of this contract. No modifications hereof shall be effective unless such modification is in writing signed by all parties to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

LAS GALLINAS VALLEY SANITARY DISTRICT

By _____
General Manager Date

CONTRACTOR COMPANY NAME

By _____
Signature Date

Print Name & Title

NOTE: The following exhibits are hereby incorporated into this Agreement by this reference:

- Exhibit A: Scope of Work
- Exhibit B: Services or Materials to be Performed or Furnished by District
- Exhibit C: General Conditions
- Exhibit D: District Safe Work Requirements / Contractor Health and Safety Program
- Exhibit E: Contractor's License & Workers' Compensation Insurance Info
- Exhibit F: Performance Bond
Payment/Labor and Materials Bond
3-Year Maintenance Bond

Exhibit A
Scope of Work
(Placeholder)

Exhibit B

Services or Materials to be Performed or Furnished by District

(Placeholder)

Exhibit C

General Conditions

Project Notes:

1. References to “Drawings” in the General Conditions are not applicable.
2. References to “Contract Documents” in the General Conditions pertains to all documents listed in the Table of Contents.
3. If there is a conflict between the General Conditions and Parts 1 through 5 of the RFP prepared by Kenwood Energy, the more stringent requirement applies.

LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

GENERAL CONDITIONS

1. DEFINITIONS:

The following terms as used in any agreement of which these General Conditions are a part are defined as follows:

- 1.1 Agreement: The agreement between the District and Contractor concerning the Project, as evidenced by and comprised of the Contract Documents.
- 1.2 Architect or Engineer: The person or persons so specified on the title sheet of the Technical Specifications and/or Drawings.
- 1.3 Bid Package: All of the documents listed as comprising the entire Bid Package as specified in the Notice Inviting Informal Bids and representing the full set of documents made available to bidders on the Project.
- 1.4 District: Las Gallinas Valley Sanitary District
- 1.5 Documents/Contract Documents: All those documents listed in the Project agreement as comprising the entire agreement between the District and the Contractor.
- 1.6 Construction Manager – The person, firm, designated in writing by the District to act as its representative at the construction site and to perform construction observation services and administrative functions relating to this Contract. All contact by the Contractor with the District shall be through the Construction Manager.
- 1.7 Contractor: The successful bidder for the Project and party to the Project agreement with the District as specified in the Project agreement.
- 1.8 Days: Unless otherwise specified in the Contract Documents, days mean working days. Where necessary for clarity, calendar days and working days are appropriately specified as such in the Contract Documents.
- 1.9 Project: The project as described in the Notice Inviting Informal Bids and the Technical Specifications and Drawings.
- 1.10 District Engineer: The District's authorized representative for administration and overall management of the Project agreement and Work. The District Engineer is the official point of contact between the District, the Architect and/or Engineer, and the Contractor.
- 1.11 Owner: Las Gallinas Valley Sanitary District
- 1.12 Drawings: The primarily graphic detailed requirements concerning the Project issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other

amendment to the Drawings signed by authorized representatives of the District and the Contractor in accordance with the requirements of the Contract Documents.

- 1.13 Project Inspector: The party or parties charged by the District with inspecting the Work for compliance with the requirements of the Contract Documents and applicable laws and regulations. The Project Inspector acts under the direction of the District and shall coordinate with the District Engineer and Architect as directed by the District in accordance with the Contract Documents.
- 1.14 Subcontractor: A person, firm or corporation that is obligated as a party to a contract with the Contractor to perform part of the Project work. For purposes of these General Conditions Subcontractors include, but are not limited to, those that are obligated as parties to a contract with the Contractor to specially fabricate and install a portion of the Project Work according to the Technical Specifications and/or Drawings.
- 1.15 Technical Specifications: The detailed Project requirements contained in the Bid Package and any addenda to the Technical Specifications signed by authorized District representatives and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Technical Specifications signed by authorized representatives of the District and the Contractor in accordance with the requirements of the Contract Documents.
- 1.16 Work: The furnishing of all equipment, tools, apparatus, facilities, material, labor and skill necessary to perform and complete in a good and workmanlike manner the Project as shown in the Technical Specifications and Drawings in accordance with the Contract Documents and applicable law.
- 1.16 Written Notice: Will be deemed to have been duly served for purposes of these General Conditions and any agreement of which they are a part if delivered in person to the individual or to a member of the firm or to any office of the corporation for whom the notice is intended, or if sent by registered or certified mail to the last known business address known to the party giving notice. Unless otherwise specified in the Contract Documents, the last known address of the Contractor shall be that listed in the Contractor's Pre-Qualification Application.

2. SCOPE OF WORK

- 2.1 Documents Furnished by District. The District will furnish to the Contractor, free of charge, five (5) sets of half-size prints of the Drawings and Technical Specifications for execution of the Work. Throughout the performance of the Work the Contractor must keep one copy of the Drawings and Technical Specifications in good order and available for review by the District Engineer, the Engineer, the Architect, and any other District contractors or representatives.
- 2.2 Ownership of Documents Furnished by District. All documents furnished by the District, including, but not limited to, the Technical Specifications, Drawings, and any copies, are the property of the District. Documents furnished by the District may not be used on any other work. All documents furnished by the District must be returned to District upon completion of the Work.

2.3 Technical Specifications and Drawings.

- 2.3.1 The Technical Specifications and Drawings are complementary and intended to mutually describe the Work necessary to complete the Project in accordance with the Contract Documents.
- 2.3.2 In general, the Drawings indicate dimensions, position and kind of construction, and the Technical Specifications indicate qualities and methods. Any Work indicated on the Drawings and not mentioned in the Technical Specifications or vice versa must be furnished as though fully set forth in both. Work that is not particularly detailed, marked or specified shall be the same as similar Work that is detailed, marked or specified. The Contractor must furnish items necessary for the operation of equipment depicted in the Drawings or specified in the Technical Specifications that are suitable to allow such equipment to function properly at no extra charge.
- 2.3.3 The Contractor must notify the District Engineer and the Architect as soon as possible of any apparent errors or inconsistencies, including, but not limited to, typographical or notational errors in the Drawings, Technical Specifications, and/or in work done by others affecting the Work. The District Engineer will issue instructions concerning any such apparent errors or inconsistencies. If the Contractor proceeds with Work impacted by apparent errors or inconsistencies without instructions from the District Engineer, the Contractor shall do so at its sole risk and shall have all of the obligations and the District shall have all of the rights and remedies specified in Section 11 concerning any resulting damage or defect.
- 2.3.4 The General Conditions apply with equal force to all of the Work, including extra work authorized by the District Engineer in accordance with the Contract Documents. The Contractor must submit any required shop diagrams and/or drawings by the times and in the quantities indicated in the Technical Specifications. Any such shop diagrams and/or drawings must show completely the Work to be done, expanding on the Drawings concerning details not previously shown, field conditions and the condition of the Work. Architect or Engineer review of such shop diagrams and/or drawings will concern conformance with the requirements of the Contract Documents only. The Architect or Engineer assumes no responsibility for the correctness or accuracy of the dimensions or any other contents of any shop diagrams and/or drawings submitted by the Contractor. The Contractor must check all dimensions at the Work site. Shop diagrams and/or drawings must be clearly marked with the name of the Project and the name of the Contractor, subcontractor or supplier making the submittal, and must be stamped and signed by the Contractor and submitted under a signed transmittal letter from the Contractor certifying that all dimensions have been checked at the Work site. These requirements are mandatory. The Architect or Engineer will not review shop diagrams and/or drawings that do not satisfy these requirements. The Contractor will be responsible for any and all discrepancies between dimensions of the actual Project site and/or Work and those shown on shop diagram and/or drawings submitted by the Contractor, and for any other errors contained in or resulting from such shop diagrams and/or drawings, including, but not limited to, errors in

material and/or equipment quantities and any resulting errors, delays or additional cost in the performance of the Work. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 11 concerning any discrepancies or errors in shop diagrams and/or drawings submitted by the Contractor, and concerning any resulting errors, delays or additional costs in the performance of the Work.

3. CONTROL OF WORK AND MATERIAL

- 3.1 District Engineer's Status. The District Engineer will administer the Project in accordance with the Contract Documents. After execution of the agreement and issuance of the Notice to Proceed, all correspondence and/or instructions concerning the Project between the Contractor and/or District shall be forwarded through the District Engineer. Except as otherwise provided in the Contract Documents, the District Engineer will not be responsible for and will not have control or charge of construction means, methods, techniques, or procedures or for safety precautions in connection with the Work. The District Engineer, however, will have authority to reject materials and/or workmanship that do not conform to the requirements of the Contract Documents. The District Engineer will also have the authority to require inspection or testing of the Work.
- 3.2 Architect or Engineer's Status. The Architect or Engineer will advise the District Engineer concerning decisions on all claims of the Contractor and all other matters relating to the execution and progress of the Work or the interpretation of the Contract Documents. The Architect or Engineer will also advise the Construction Manger concerning Work that does not conform to the Contract Documents. Whenever, in the Architect's or Engineer's opinion, it is necessary or advisable in accordance with the Contract Documents, the Architect or Engineer may recommend to the District Engineer inspection or testing of the Work, whether or not such Work is then fabricated, installed or completed.
- 3.3 Inspection and Testing of Work and Material.
 - 3.3.1 The District, the District Engineer, the Architect or Engineer and their representatives will have access to the Work at all times wherever it is in preparation or progress. The Contractor must provide proper facilities for such access and for inspection.
 - 3.3.2 The Contractor must inspect all materials as delivered and promptly return all defective materials without waiting for their rejection by the District Engineer or Architect or Engineer.
 - 3.3.3 If the District Engineer, the Technical Specifications, or any laws, ordinances, or any public authority require any Work to be tested or approved, the Contractor must give the District Engineer timely notice of the Contractor's readiness for inspection. Inspections will be promptly made, and where practicable, at the source of supply. Any work subject to such testing that is covered up without timely notice to the District Engineer or without the approval or consent of the District Engineer must, if required by the District Engineer, be uncovered for examination at the Contractor's expense. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are

specified in Section 11 concerning any work subject to testing that is covered up without timely notice to the District Engineer and that is not uncovered for examination at the Contractor's Expense if required by the District Engineer.

- 3.3.4 Tests of materials or qualification tests required by the Contract Documents must be made in accordance with the Technical Specifications and the requirements of the California Building Standards Code as adopted by the District and other applicable law. Copies of all testing reports shall be distributed as required in the Technical Specifications.
 - 3.3.5 The District or its representatives may order re-examination of questioned Work. If ordered to do so, the Contractor must uncover such Work. If such Work is found to be according to the Contract Documents, the District shall pay the cost of uncovering and restoring the Work, unless such Work was subject to testing and covered up without timely notice to or approval of the District Engineer. If re-examined Work is found not in accordance with the Contract Documents, the Contractor must pay the cost of uncovering and restoring the Work. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 11 concerning any re-examined Work not in accordance with the Contract Documents that the Contractor fails to uncover and restore at the Contractor's expense.
 - 3.3.6 The Contractor must replace or correct without charge any material or workmanship found not to conform to the requirements of the Contract Documents, unless the District consents to accept such material or workmanship with an appropriate adjustment in the Contract Price. The Contractor must promptly segregate and remove non-conforming material from the Work site. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 11 concerning any failure by the Contractor to replace or correct without charge any material or workmanship that does not conform to the requirements of the Contract Documents and that the District has not consented to accept.
- 3.4 Samples Furnished by the Contractor. The Contractor must furnish all samples for approval as directed in sufficient time to permit the Architect or Engineer to examine, approve and select samples before they are required by the progress of the Work. Portions of the Work for which samples are required and for which the Architect or Engineer has selected samples must be in accordance with such approved samples. Samples must be sent prepaid to the office of the District Engineer or to such place as the District Engineer may direct.
- 3.5 Materials and Substitutions.
- 3.5.1 Materials used for the Work must be new and of the quality specified. When not particularly specified, materials must be the best of their class or kind. The Contractor must, if required, submit satisfactory evidence as to the kind and quality of materials.
 - 3.5.2 If the Contractor submitted complete information to the District Engineer for products proposed as equals in accordance with the Bid Package, and the District approved such products proposed as equals in writing, the Contractor may either furnish such products approved as equals, or furnish the products

listed by manufacturer name, brand or model number in the Technical Specifications or Drawings. The District retains the right, in its sole discretion, to accept or reject any other proposed substitution. To be considered, proposals concerning products proposed as equals must include sufficient information to permit the District to determine whether the products proposed as equals will satisfy the same performance requirements as products listed by manufacturer's name, brand or model number. Such performance requirements may include, but are not limited to, size, strength, function, appearance, ease of maintenance and repair, and useful life requirements. If the District does not accept a proposed substitution, the Contractor must furnish the product specified in the Technical Specifications or Drawings for the Contract Price, regardless of whether the product is specified by manufacturer's name, brand or model number, or otherwise.

3.5.3. During the performance of the Work, all materials must be neatly stacked, properly protected from the weather and other adverse impacts, and placed so as to avoid interference with efficient progress of the Work, with other activities of the District, or with the use of existing District facilities by the public. All materials must be delivered so as to ensure efficient and uninterrupted progress of the Work. Materials must be stored so as to cause no obstruction and so as to prevent overloading of any portion of the Work. The Contractor will be responsible for damage or loss of materials delivered to and/or stored at the Work site due to weather or other causes. The Contractor must promptly remove from the Work site all materials rejected by the District or its representatives as failing to conform to the requirements of the Contract Documents, whether such non-conforming materials have been incorporated in the Work or not. If the District or its representatives so direct, the Contractor must promptly replace and re-execute Work performed by the Contractor and order the replacement and re-execution of Work performed by subcontractors using non-conforming materials with materials that satisfy the requirements of the Contract Documents without expense to the District. The Contractor will bear the expense of making good all Work destroyed or damaged by such removal. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 11 concerning any failure by the Contractor to replace or re-execute Work using non-conforming materials, and/or to make good all work destroyed or damaged by such removal and/or execution.

3.6 Audits and Examination of Records. The District may examine and audit at no additional cost to the District all books, estimates, records, contracts, documents, bid documents, bid cost data, subcontract job cost reports and other Project related data of the Contractor, subcontractors engaged in performance of the Work, and suppliers providing supplies, equipment and other materials required for the Work, including computations and projections related to bidding, negotiating, pricing or performing the Work or contract modifications and other materials concerning the Work, including, but not limited to, Contractor daily logs, in order to evaluate the accuracy, completeness, and currency of cost, pricing, scheduling and any other project related data. The Contractor will make available all such Project related data at all reasonable times for examination, audit, or reproduction at the Contractor's business office at or near the Work site, and at any other location where such Project related data may be kept until three years after final payment under the Agreement. Pursuant to California

Government Code Section 8546.7, if the amount of public funds to be expended is in excess of \$10,000, this Agreement shall be subject to the examination and audit of the State Auditor, at the request of the District, or as part of any audit of the District, for a period of three (3) years after final payment under the Agreement.

- 3.7 Advertising. No advertising signs of any kind may be displayed on the Work site, or on fences, offices or elsewhere adjacent to the Work site.
- 3.8 Project Schedule (**As Needed**). Within seven (7) calendar days of the Notice to Proceed, the Contractor shall submit a schedule showing each task of Work, the sequence of each task, the number of days required to complete each task, and the critical path controlling the completion of the entire Work. The schedule shall allow for the completion of the entire Work within the Time for Completion.
- 3.8.1 District Review of Schedule. The District may review the Contractor's submitted schedule and may note any exceptions. The Contractor shall correct any exceptions noted by the District within five (5) working days of being notified of the exceptions.
- 3.8.2 Update of Schedule. After submission of a schedule to which the District has taken no exceptions, the Contractor shall submit an updated schedule on a biweekly basis until completion of the Work. The updated schedule shall show the progress of Work as of the date specified in the updated schedule.
- 3.8.3 Float. The schedule shall show early and late completion dates for each task. The number of working days between these dates shall be designated as "float". The Float shall be designated to the Project and shall be available to both the District and the Contractor as needed.
- 3.8.4 Failure to Submit Schedule. If the Contractor fails to submit the schedule within the time period specified in Section 3.8, or the updated schedule as specified in Section 3.8.2, or submit a schedule to which the District has taken uncorrected exceptions, **the District shall be entitled to withhold payment for the next application for payment submitted after the schedule or updated schedule becomes late.**
- 3.8.5 Responsibility for Schedule. The Contractor shall have sole and exclusive responsibility for creating the schedule and properly updating it. The District has no authority to approve the schedule. The District may note exceptions to any schedule submitted by the Contractor. However, it shall be the Contractor's sole responsibility to determine the proper method to address exceptions and the District's review of the schedule shall not serve to place any such obligation on the District.

4. CHANGES IN WORK

- 4.1 District Directed Change Orders. The District may at any time during the progress of the Work direct any amendments to the Work or any of the Contract Documents, including, but not limited to the Technical Specifications, or Drawings. Such amendments will in no way void the agreement, but will be applied to amend the Contract Price, if such amendments affect the Contract Price, the Project schedule, if

such amendments affect the Project schedule, or any other provision of the Contract Documents based on a fair and reasonable valuation of the amendment in accordance with this Section 4.

- 4.2 Writing Requirement. Change orders and other amendments to the Technical Specifications, the Drawings, or other Contract Documents may be made only by a writing executed by authorized representatives of the District and the Contractor.
- 4.3 Contractor Proposed Change Orders. Unless the District Engineer otherwise authorizes or the District and the Contractor otherwise agree, change order proposals submitted by the Contractor must be submitted to the District Engineer no later than the time of the proposed change.
- 4.4 All Change Orders. All change order proposals must be submitted on completed Change Order forms provided in the Contract Documents. All such change order proposals must itemize all cost impacts of the proposed change order and include a total price for that change order and the amended Contract Price that would become effective upon execution of the change order. All change order proposals must specify any change in the Project schedule, or in any project milestone including, but not limited to, the Time for Completion, under the change order. It is understood that change orders that do not specify a change in any milestone, including, but not limited to, the Time for Completion, may be accomplished by the Time for Completion then in effect.
- 4.5 Change Order Pricing. Change order pricing will be governed by the following:
 - 4.5.1 Unit prices specified in the Contract Documents will apply to cost impacts involving items for which the Contract Documents specify unit prices.
 - 4.5.2 Cost impacts involving items for which no unit prices are specified will be calculated by adding the itemized actual direct cost that would be added or reduced under the change order and an allowance for indirect costs in accordance with this Section. Itemization for direct costs for required labor must include the classifications of labor required, the total hours required for each classification, the hourly rate for each classification and other labor related costs such as liability and workers compensation insurance, social security, retirement and unemployment insurance. All other cost impacts for which no unit prices are specified must be itemized as appropriate, including the cost of tools, vehicles, phones and other equipment, and the cost of all required materials or supplies. Indirect costs added under a change order may not exceed an allowance of seven (7) percent of the total of combined Contractor and subcontractor direct costs added under the change order. Such allowance covers Contractor overhead and profit under the change order and includes the cost of insurance in addition to that required pursuant to Section 8.8, bond premiums, superintendent labor, clerical labor, home office expenses, worksite office expenses, and utility costs under the change order. Such costs may not be itemized as direct costs under a change order. Indirect costs deducted under a change order will be calculated in exactly the same way as indirect costs added under a change order, except indirect costs deducted under a change order may not exceed an allowance of seven and a half (7.5) percent of

the total of combined Contractor and subcontractor direct costs deducted under the change order.

- 4.6 Liability Under Unapproved Change Orders. The Contractor shall be solely responsible for any and all losses, costs, or liabilities of any kind incurred by the Contractor, any subcontractor engaged in the performance of the Work, any party supplying material or equipment for the Work or any third party that are incurred pursuant to Contractor-proposed change orders prior to issuance of an approved change order executed in accordance with this Section 4. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 11 concerning any work or resulting losses, costs, or liabilities pursuant to a Contractor proposed change order before issuance of an approved change order executed in accordance with this Section 4.
- 1.7 Changes Subject to Contract Documents. Any changes in the Work and/or the Contract Documents pursuant to change orders and any other amendments issued in accordance with the Contract Documents, including this Section 4, will in all respects be subject to all provisions of the Contract Documents, including, but not limited to, the Technical Specifications and the Drawings, except as modified by such change orders or amendments.
- 4.8 Change Order Disputes.
- 4.8.1 Disputed District Directed Change Orders. If the Contractor disputes a District directed change order following a reasonable effort by the District and the Contractor to resolve the dispute including, at a minimum, a meeting between appropriate representatives of the Contractor and the District, the Contractor must commence performing the Work consistent with the disputed change order within five (5) working days of the last meeting between representatives of the Contractor and the District to resolve the dispute, or within the time specified in the disputed District directed change order, whichever is later. In performing Work consistent with a disputed District-directed change order pursuant to this provision the Contractor will have all of the Contractor's rights concerning claims pursuant to the Contract Documents and applicable law.
- 4.8.2 Disputed Contractor Proposed Change Orders. If the District disputes a Contractor proposed change order, the District and the Contractor will use reasonable efforts to resolve the dispute including, at a minimum, holding a meeting between appropriate representatives of the Contractor and the District. Regardless of and throughout any such efforts to resolve the dispute the Contractor must continue performing the Work irrespective of and unmodified by the disputed change order. In continuing to perform the Work, the Contractor will retain all of the Contractor's rights under contract or law pertaining to resolution of disputes and protests between contracting parties. Disputes between the District and the Contractor concerning any Contractor-proposed change order or other amendment do not excuse the Contractor's obligation to perform the Work in accordance with the Contract Documents excluding such Contractor-proposed change order or other amendment by the Time for Completion or waive any other Project milestone or other requirement of the Contract Documents.

5. TRENCHING AND UTILITIES

5.1 Excavation More Than Four Feet Deep. In accordance with California Public Contract Code Section 7104, if the Work involves excavation more than four feet deep the Contractor must promptly notify the District in writing before disturbing: any material that the Contractor believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II or Class III disposal site in accordance with provisions of existing law; any subsurface or latent physical conditions at the Work site differing from those indicated; or any unknown physical conditions at the Work site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents. The District will promptly investigate any such conditions for which notice is given. If the District finds that the conditions do materially differ, or involve hazardous waste, and would cause a decrease or increase in the cost or time of performance of the Work, the District will issue a change order pursuant to Section 4 of these General Conditions. If a dispute arises between the District and the Contractor concerning whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the cost or time of performance, the Contractor will not be excused from any completion date provided in the Contract Documents, but shall proceed with all Work to be performed. The Contractor will retain all rights under contract or law pertaining to resolution of disputes and protests between contracting parties.

5.2 Excavation of Five Feet or More. In accordance with California Labor Code Section 6705, contractors performing contracts exceeding \$25,000 in cost and involving excavation five or more feet deep must submit for the District's acceptance, prior to excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during excavation. If the plan varies from the shoring system standards, it must be prepared by a registered civil or structural engineer.

5.3 Existing Utilities.

5.3.1 General – The location of known existing utilities and pipelines are shown on the Plans in their approximate locations. However, nothing herein shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities on the site of the project can be inferred from the presence of other visible facilities, such as buildings, cleanouts, meter and junction boxes, on or adjacent to the site of the Project.

The District will assume the responsibility for the timely removal, relocation, or protection of existing main or trunk line utility facilities located on the Project site if such utilities are not identified by the District in the Contract Documents or which cannot reasonably be inferred from the presence of other visible facilities.

5.3.2 Utility Location – It shall be the Contractor's responsibility to determine the exact location and depth of all utilities, including service connections, which have been marked by the respective utility owners and which the Contractor believes may affect or be affected by the Contractor's operations. The Contractor shall not be entitled to additional compensation nor time extensions

for work necessary to avoid interferences nor for repair to damaged utilities if the Contractor does not expose all such existing utilities as required by this section.

The locating of utilities shall be in conformance with Government Code Section 4216 et seq. except for the District's utilities located on the District's property and not on public right-of-way.

A "High Priority Subsurface Installation" is defined in Section 4216 (e) as "high-pressure natural gas pipelines with normal operating pressures greater than 415kPA gauge (60psig) or greater than six inches nominal pipe diameter, petroleum pipelines, pressurized sewage pipelines, high-voltage electric supply lines, conductors, or cables that have a potential to ground of greater than or equal to 60kv, or hazardous materials pipelines that are potentially hazardous to workers or the public if damaged."

A "Subsurface Installation" is defined in Section 4216 (l) as "any underground pipeline, conduit, duct, wire, or other structure, except non-pressurized sewer lines, non-pressurized storm drains, or other non-pressurized drain lines."

Pursuant to Government Code Section 4216.2 the Contractor shall contact the appropriate regional notification center at least two (2) working days but not more than fourteen (14) calendar days before performing any excavation. The Contractor shall request that the utility owners conduct a utility survey and mark or otherwise indicate the location of their service. The Contractor shall furnish to the Construction Manager written documentation of its contact(s) with the regional notification center prior to commencing excavation at such locations.

After the utility survey is completed, the Contractor shall commence "potholing" or hand digging to determine the actual location of the pipe, duct, or conduit. The Construction Manager and District Engineer shall be given notice prior to commencing potholing operations. The Contractor shall uncover all piping and conduits, to a point one (1) foot below the pipe, where crossings, interferences, or connections are shown on the Drawings, prior to trenching or excavating for any pipe or structures, to determine actual elevations. New pipelines shall be laid to such grade as to clear all existing facilities, which are to remain in service for any period subsequent to the construction of the run of pipe involved.

The Contractor's attention is directed to the requirements of Government Code Section 4216.2 (a)(2) which provides: "When the excavation is proposed within 10 feet of a high priority subsurface installation, the operator of the high priority subsurface installation shall notify the excavator of the existence of the high priority subsurface installation prior to the legal excavation start date and time, as such date and time are authorized pursuant to paragraph (1) of subdivision (a) of 4216.2. The excavator and the operator or its representative shall conduct an onsite meeting at a mutually-agreed-on time to determine actions or activities required to verify the location of the high priority subsurface installation prior to start time." The Contractor shall notify the Construction Manager and District Engineer in advance of this meeting.

- 5.3.4. Utility Relocation and Repair – If interferences occur at locations other than those indicated in the Contract Documents with reasonable accuracy, the Contractor shall notify the Construction Manager and District Engineer in writing. The Construction Manager will supply a method for correcting said interferences in accordance with the responsibilities of this section and Government Code Section 4215.

Care shall be exercised by the Contractor to prevent damage to adjacent existing facilities and public or private works; where equipment will pass over these obstructions, suitable planking shall be placed. If high priority subsurface installations are damaged and the operator cannot be contacted, the Contractor shall call 911 emergency services.

The District will compensate the Contractor for the costs of locating and repairing damage not due to the failure of the Contractor to exercise reasonable care, and for removing or relocating such main or trunk line utility facilities not indicated in the Contract Documents with reasonable accuracy, and for the cost of equipment on the Project necessarily idled during such work. The payment for such costs will be made as provided in Section 4, Change Orders. The Contractor shall not be assessed liquidated damages for delay in completion of the Project, when such delay is caused by the failure of the District or utility company to provide for removal or relocation of such utility facilities.

The public utility, where they are the owner of the effected utility, shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price. The right is reserved to the District and the owners of utilities or their authorized agents to enter upon the Work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs to their properties. The Contractor shall cooperate with forces engaged in such work and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces and shall allow the respective utilities time to relocate their facility.

When the Contract Documents indicate that a utility is to be relocated, altered or constructed by others, the District will conduct all negotiations with the utility company and the work will be done at no cost to the Contractor, unless otherwise stipulated in the Agreement.

Temporary or permanent relocation or alteration of utilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs for such work.

6. PROJECT FACILITIES

- 6.1 Work Site Offices. Any Work site office facilities used by the Contractor and/or its privities must conform to all applicable codes, ordinances and regulations. The cost of such Work site office facilities shall be paid from the included in the Contract Price.

6.2 District Rights of Access and Ownership. The District and its authorized representatives will at all reasonable times while such office facilities are located at the Work site (including, at a minimum, all times during which the Work is performed), have access to any such Work site office facilities used by the Contractor and/or its privities. With respect to the right of access of the District and its authorized representatives, neither the Contractor nor its privities shall have a reasonable expectation of privacy pursuant to the Fourth Amendment to the Unites States Constitution or other applicable law concerning such Work site office facilities used by the Contractor and/or its privities. Without exception, any and all Project related materials located at such Work site facilities will be deemed at all times to be District property subject to inspection and copying by the District and its authorized representatives at all reasonable times while such facilities are located at the Work site (including, at a minimum, all times during which the Work is performed). Any interference by the Contractor or its privities with the District's rights of access and/or ownership pursuant to this Section 6 will constitute a material breach of the Agreement subject to any and all remedies available pursuant to the Contract Documents and at law and equity.

7. PROSECUTION AND PROGRESS OF THE WORK

7.1 Liquidated Damages (**As Needed**). Time is of the essence in the Agreement. The District and the Contractor agree that it will be difficult and/or impossible to determine the actual damage which the District will sustain in the event of the Contractor's failure to fully perform the Work or to fully perform all of the Contractor's obligations that have accrued pursuant to the Agreement by the Time for Completion. Accordingly, the District and the Contractor agree in accordance with California Government Code Section 53069.85 that the Contractor will forfeit and pay to the District liquidated damages in the sum of \$1,000 per day for each and every calendar day completion of the Work and/or performance of all of the Contractor's obligations that have accrued pursuant to the Agreement is delayed beyond the Time for Completion. The District and the Contractor further agree in accordance with California Government Code Section 53069.85 that the liquidated damages sum specified in this provision is not manifestly unreasonable under the circumstances existing at the time the Agreement was made, and that the District may deduct liquidated damages sums in accordance with this provision from any payments due or that may become due the Contractor under the Agreement.

7.2 No Damage for Delay Beyond District and Contractor Control. The Contractor will not be held responsible for delays in performance of the Work caused by delay beyond the control of both District and Contractor, such as by strikes, lockouts, or labor disturbances that are not within the control of the contractor to resolve, lack or failure of transportation, or acts of other government entities. This provision will not apply where the delay would not have occurred but for a previous contractor caused delay in the prosecution of the Work. The District will not be liable to the Contractor, any subcontractor or other entity engaged in the performance of the Work, any supplier, or any other person or organization, or to any surety or employee or agent of any of them, for damages arising out of or resulting from (i) delays beyond the control of the District and the Contractor including but not limited to fires, floods, epidemics, abnormal weather conditions, earthquakes and acts of God or acts or neglect by utility owners or other contractors performing other work, or (ii) delays caused by the District,

its officials, officers, employees, agents, or volunteers, or delays caused by the District Engineer or the Architect or Engineer, which delays are reasonable under the circumstances involved and/or are within the contemplation of the District and the Contractor. An extension of the Time for Performance in an amount equal to the time loss due to such delay(s) will be the Contractor's sole and exclusive remedy for such delay(s).

- 7.3 No Damage for Contractor Caused Delay. Contractor shall not be entitled to additional compensation for extended field or home office overhead, field supervision, costs of capital, interest, escalation charges, acceleration costs or other impacts for any delays to the extent such delays are caused by the failure of the Contractor or any subcontractor or other entity engaged in performance of the Work to perform the Work in accordance with the Contract Documents. Contractor may be eligible for additional compensation in excess of the Contract Price for delays caused by the District and/or its privities.
- 7.4 No Damage for Other Delay. Contractor will not be entitled to damages for delay to the Work caused by the following, which the District and Contractor agree will be deemed for purposes of California Public Contract Code Section 7102 either not caused by the District, and/or within the contemplation of the District and the Contractor, and/or reasonable under the circumstances:
- 7.4.1 Exercise of the District's right to sequence the Work in a manner that would avoid disruption to the District and other contractors based on: the failure of the Contractor or any subcontractor or other entity engaged in the performance of the Work to perform the Work in accordance with the Contract Documents, enforcement by the District or any other governmental agency of competent jurisdiction of any government act or regulation, or enforcement by the District of any provisions of the Agreement.
- 7.4.2 Requests for clarification or information concerning the Contract Documents or proposed change orders or modifications to the Contract Documents, including extensive and/or numerous such requests for clarification or information or proposed change orders or modifications, provided such clarifications or information or proposed change orders or modifications are processed by the District or its representatives in a reasonable time in accordance with the Contract Documents.
- 7.5 Delays Caused by the District and/or Its Privities. Either the District or the Contractor may propose a change in the Time for Completion for delays that are purported to be caused by the District and/or its privities and that are not reasonable under the circumstances involved and/or that are not within the contemplation of the District and the Contractor. Such proposed changes in the Time for Completion will constitute change order proposals subject to Section 4. In accordance with Section 4, the District and the Contractor may agree upon pricing for the cost impacts, if any, resulting from such delays. If such pricing is in anticipation of cost impacts that may, but have not yet occurred, the District will be obligated to pay the Contractor for such anticipated impacts in accordance with the Agreement and any applicable, approved change orders only to the extent the Contractor actually incurs the anticipated cost impacts. Notwithstanding anything to the contrary in Section 4.5.2, the District and the Contractor may agree to a daily rate or cap or lump sum that will apply to the cost impacts, if any, resulting from delay purportedly caused by the District and/or its

privities subject to this provision. However, if such daily rate or cap or lump sum is in anticipation of cost impacts that have not yet occurred, the District will be obligated to pay such daily rate or cap or lump sum only to the extent the Contractor actually incurs such cost impacts.

7.5.1 Weather Delays. Extensions of the Time for Completion will not be allowed for weather conditions that are consistent with the following list of anticipated rain days based on historical weather data of the National Oceanographic and Atmospheric Administration of the U.S. Department of Commerce for the record station that is nearest or most applicable to the Work site. Extensions of the Time for Completion for delays due to adverse weather will be allowed only if the number of rain days exceeds those listed in the following table and the Contractor can verify to the District's reasonable satisfaction that such adverse weather caused actual delay in the timely completion of the Work. No extensions of the Time for Completion will be granted for rain days in addition to those listed in the following table that merely result in delays that do not or would not, themselves, result in failure to complete the Work by the Time for Completion. Anticipated weather delays, which may include rain, strong wind, or other types of inclement weather conditions, are as follows:

August through October:	4 days
November through April:	40 days
May through July	4 days

7.6 Delay Claims. Whenever the Contractor claims a delay for which the Time for Completion may be extended, the Contractor must request an extension of time within five (5) working days of the start of the delay. The request must be in writing and describe in detail the cause for the delay, and, if possible, the foreseeable extent of the delay.

7.7 Contractor Coordination of the Work.

7.7.1 The District reserves the right to do other work in connection with or in the vicinity of the Project by contract or otherwise, and Contractor shall at all times conduct the Work so as to impose no hardship on the District, others engaged in the Work or other contractors working at the Work site. The Contractor will adjust, correct and coordinate the Work with the work of others so that no delays result in the Work or other work at or near the Work site.

7.7.2 If any part of the Work depends for proper execution or results upon the work of the District or any other contractor, the Contractor will, before proceeding with such Work, promptly report to the District any apparent discrepancies or defects in such other Work. Failure of the Contractor to promptly report any apparent discrepancy or defect will be deemed an acceptance of the District's or other contractor's Work as fit and proper.

7.7.3 The Contractor will anticipate the relations of the various trades to the progress of the Work and will ensure that required anchorage or blocking is furnished and set at proper times. Anchorage and blocking necessary for each trade shall be part of the Work except where stated otherwise.

volunteers. The District's review of the Contractor's excavation plan is only for general conformance to the Construction Safety Orders.

Prior to commencing any excavation, the Contractor shall designate in writing to the Construction Manager the "competent person(s)" with the authority and responsibilities designated in the Construction Safety Orders.

8.14.11 Safety Emergencies - In emergencies affecting the safety or protection of persons or the Work or property at the Project site or adjacent thereto, the Contractor, without special instruction or authorization from the Construction Manager, is obligated to act to prevent threatened damage, injury or loss. The Contractor shall give the Construction Manager prompt written notice if the Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby.

8.14.12 Safety Violations - Should the Contractor fail to correct an unsafe condition, the District shall have the right to notify the Contractor through the Construction Manager that an unsafe condition may exist and must be corrected or the work in question can be stopped in accordance with Section 7.8, Suspension of Work until the condition is corrected to the satisfaction of the District. No extension of time or additional compensation will be granted as a result of any stop order so issued. The notification and suspension of such work or the failure to provide such notification and suspension by the District shall not relieve the Contractor of its sole responsibility and liability for safety and the correction of any unsafe conditions.

The District shall have the authority to require the removal from the project of any worker and the foreman and/or superintendent in responsible charge of the work where safety violations occur.

8.14.13 Equipment Safety Provisions - The completed Work shall include all necessary permanent safety devices, such as machinery guards and similar safety items, required by the State and Federal (OSHA) industrial authorities and applicable local and national codes. Further, any features of the Work, including District -selected equipment, subject to such safety regulations shall be fabricated, furnished, and installed in compliance with these requirements. All equipment furnished shall be grounded and provided guards and protection as required by safety codes. Where vapor-tight or explosion-proof electrical installation is required by safety codes, this shall be provided. Contractors and manufacturers of equipment shall be held responsible for compliance with the requirements included herein. The Contractor shall notify all equipment suppliers and subcontractors of the provisions of this paragraph.

8.14.14 Confined Spaces – The Project requires work in confined spaces and requires compliance with CAL/OSHA and Federal OSHA requirements. Confined spaces for the purposes of this section shall be as defined by the Division of Industrial Safety. Notwithstanding any classifications relative to the Tunnel Safety Orders, work within confined spaces of this project is subject to the definitions and applicable provisions of Section 5156 et. seq., Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 108 of California Code of Regulations.

Entry into existing "permit" confined spaces as defined by OSHA shall be allowed only in compliance with a confined space entry permit program by the Contractor that meets the requirements of CAL/OSHA Section 5157. While the District has identified certain existing facilities as confined spaces other confined spaces may exist on the Project. It shall be the responsibility of the Contractor to identify and classify these confined spaces.

Sources of ignition, including smoking, shall be prohibited in any confined space.

It is anticipated that the Contractor may encounter hazardous conditions within these confined spaces which include, but are not limited to the following:

- A. Exposure to hydrogen sulfide, methane, carbon dioxide and other gases and vapors commonly found in municipal sewers which could have or has the potential of having Immediate Danger to Life or Health Conditions (IDLH).
- B. Exposure to atmosphere containing insufficient oxygen to support human life.
- C. Exposure to combustible, flammable and/or explosive atmosphere.
- D. Exposure to sewage which may contain bacteriological, chemical and other constituents harmful to humans.
- E. Work in conditions where engulfment or entrapment may occur.
- F. Work in environments which may be slippery and/or have uneven work surfaces.
- G. Work in structures which have limited and/or restricted access and egress.
- H. Work in structures where workers may trip, slip and/or fall several feet.
- I. See Appendices "Contractor Safe Work Requirements" and "Confined Space Entry Program" for additional requirements. Copies of confined space permits shall be submitted to the District weekly.

8.14.15 Construction Activity Permits - The Contractor must submit a copy of its respective current DOSH permit before beginning work on any the following construction activities:

- A. Construction of trenches or excavations which are five feet or deeper and into which a person is required to descend.
- B. Construction of any building, structure, scaffolding or falsework more than three stories high or the equivalent height (36 feet).

- C. Demolition of any building or structure, or dismantling of scaffolding or falsework more than three stories high or the equivalent height (36 feet).
- D. Erection or dismantling of vertical shoring systems more than three stories high, or the equivalent height (36 feet).

8.14.16 Public Safety and Convenience – In accordance with the provisions of Section 6500 of the Labor Code the Contractor shall conduct his work so as to ensure the least possible obstruction to traffic and inconvenience to the general public and the residents in the vicinity of the Work and to ensure the protection of persons and property. No road or street shall be closed to the public except with the permission of the Construction Manager and the proper governmental authority. Fire hydrants on or adjacent to the Work shall be accessible to firefighting equipment. Temporary provisions shall be made by the Contractor to ensure the use of sidewalks, private and public driveways and proper functioning of gutters, sewer inlets, drainage ditches and culverts, irrigation ditches and natural water courses. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend District from any and all liability, including attorneys' fees and costs of litigation, arising from any failure to comply with this section by Contractor or its privities.

8.15 Assignment of Unfair Business Practice Claims. In accordance with California Public Contract Code Section 7103.5, the Contractor and any subcontractors offer and agree to assign to the District all rights, title, and interest in and to all causes of action the Contractor or any subcontractors may have under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2 (commencing with § 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to this contract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgement by the parties.

9. MEASUREMENT AND PAYMENT

9.1 F.O.B. All shipments must be F.O.B. destination to the Work site and/or other sites indicated in the Contract Documents. The Contract Price is all-inclusive (including sales tax). There shall be no additional compensation paid for containers, packing, unpacking, drayage or insurance.

9.2 Payment

9.2.1 On or about the first day of each calendar month the Contractor will submit to the District Engineer a verified application for payment and schedule of values supported by a statement showing all materials actually installed during the preceding month and the cost of labor actually expended in the performance of the Work. Unless otherwise provided in the Contract Documents, no allowances or payments will be made for material or equipment not placed at the Work site.

9.2.2 To be eligible for payment the Contractor's applications for payment must include certified payroll reports prepared in accordance with California Labor Code Section 1776 and the Agreement for each employee of the Contractor

and any subcontractors engaged in the performance of the Work during the preceding months, applications for payment will not be processed without certified payroll reports.

- 9.2.3 In accordance with California Public Contract Code Section 20104.50, the District will review applications for payment as soon as practicable after receipt. Any application or part of an application that is determined to be improper will be returned to the Contractor as soon as practicable, but no later than seven (7) calendar days after receipt by the District, along with a written description of the reasons why the application is improper. The Contractor's failure to submit a schedule in the time specified in Section 3.8, or its submission of a schedule to which the District has taken any uncorrected exception, shall serve as a basis for returning an application for payment in its entirety.
- 9.2.4 Unless the Contractor has elected to post securities in lieu of retention in accordance with California Public Contract Code Section 22300 and the Agreement, and the Contractor and the District have executed an escrow agreement in accordance with the Public Contract Code and the Agreement, the District will make progress payments to the Contractor in accordance with applicable law in the amount of 95 percent of the value of the labor actually performed and the material incorporated in the Work as specified in Contractor's verified application for payment upon approval by the District's authorized representative(s). Payment of progress payments will not be construed as acceptance of the Work performed. If the Contractor has elected to post securities in lieu of retention in accordance with Public Contract Code Section 22300 and the Agreement and the Contractor and the District have executed an escrow agreement in accordance with the Public Contract Code and the Agreement, the District will make payments to the Contractor or the Contractor's escrow agent in accordance with such escrow agreement.
- 9.2.5 The District will pay the Contractor's final invoice in accordance with applicable law and this Section 9 following acceptance of the Work provided that:
- 9.2.5.1 The Contractor has furnished evidence satisfactory to the District that all claims for labor and material have been paid, or the time for filing valid stop notices has passed and no stop notices have been filed, or all stop notices filed have been released by valid release or release bond acceptable to the District.
- 9.2.5.2 No claim has been presented to the District by any person based upon any acts or omissions of the Contractor or any subcontractor engaged in the performance of the Work.
- 9.2.5.3 No other claim or dispute exists under the Agreement or applicable law concerning payment of the Contractor's final invoice and/or release of the Agreement retention.
- 9.2.5.5 The Contractor's application for final payment contains a written waiver of all claims against the District of which the Contractor may not yet asserted at the time of the submission of the application for final payment.

and at law or equity, the District may terminate the Contractor's control of the Work:

- 11.2.1.1 If the Contractor or any of its subcontractors engaged in the performance of the Work fails to timely perform the Work and/or any of the Contractor's material obligations under the Contract Documents, including but not limited to submission of an acceptable schedule, that have accrued except for due to reasons beyond the control of the Contractor pursuant to the Contract Documents.
 - 11.2.1.2 If the Contractor is adjudged bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its creditors.
 - 11.2.1.3 If the Contractor or any of the subcontractors engaged in the performance of the Work persistently or repeatedly refuses or fails to supply enough properly skilled workmen or proper materials for the timely completion of the Work.
 - 11.2.1.4 If the Contractor fails to make prompt payment to subcontractors engaged in the performance of the Work or for material or labor used in the performance of the Work in accordance with the Contract Documents and applicable law.
 - 11.2.1.5 If the Contractor or any subcontractors engaged in the performance of the Work persistently disregards laws or ordinances applicable to the performance of the Work, or the instructions of the District, the District Engineer, the Architect, or other authorized representatives of the District.
 - 11.2.1.6 For any reason or for no reason, at the District's sole discretion.
- 11.2.2 If the District intends to terminate the Contractor's control of the Work for any of the reasons specified in Sections 11.2.1.1 through 11.2.1.5, above, the District will immediately serve written notice to the Contractor and its sureties in accordance with the Contract Documents. Notice of the District's intent to terminate the Contractor's control of the Work will be given by registered or certified mail and specify the grounds for termination, the required cure and the time by which the cure must be effected. Upon receipt of notice of the District's intent to terminate the Contractor's control of the Work for any of the reasons specified in provisions 11.2.1.1 through 11.2.1.5, above, the Contractor will have ten (10) working days from receipt of the notice or a longer time specified in the notice to cure its default. If the Contractor does not affect the required cure by the time specified in the notice, the District will issue a written notice of termination to the Contractor and its sureties by registered or certified mail. The notice of termination will specify: that upon receipt of the notice the Contractor's right to perform or complete the Work, including on behalf of the Contractor's sureties, is terminated; that the Contractor's sureties will have the right to take over and complete the Work and perform all of the Contractor's remaining obligations that have accrued under the Agreement; and that if the Contractor's sureties do not both give the District written notice of their intention to take over and perform the Agreement and commence completion of the

Work and performance of all of the Contractor's remaining obligations that have accrued under the Agreement within ten (10) working days after receipt of notice of termination that the District may declare the Contractor's sureties in default and take over the completion of the Work or have the Work completed for the account and at the expense of the Contractor and its sureties, and the Contractor and its sureties will be liable to the District for any resulting excess cost. The District may, in addition to all other available remedies that the District may have under the Contract Documents and at law or equity, deduct any such excess cost of completing the Work from amounts that are due or that may become due the Contractor.

- 11.2.3 Upon termination of the Contractor's control of the Work for any of the reasons specified in Sections 11.2.1.1 - 11.2.1.5, the Contractor will, if so directed by the District, immediately remove from the Work site any and all materials and personal property belonging to the Contractor which have not been incorporated in the Work and the Contractor and its sureties will be liable upon their bond for all damages caused the District by reason of the Contractor's failure to complete the Work.
- 11.2.4 Upon termination of the Contractor's control of the Work for any of the reasons specified in provisions 11.2.1.1 through 11.2.1.5, above, the District reserves the right to refuse tender of the Contractor by any surety to complete the Work.
- 11.2.5 If the District completes or has completed any portion of, or the whole of the Work, following termination of the Contractor's control of the Work for any of the reasons specified in Sections 11.2.1.1 through 11.2.1.5, above, the District will neither be liable for nor account to the Contractor or the Contractor's sureties in any way for the time within which, or the manner in which such Work is performed, or for any changes made in such Work or for the money expended in satisfying claims and/or suits and/or other obligations in connection with completing the Work. If, following termination of the Contractor's control of the Work for any of the reasons specified in Sections 11.2.1.1 through 11.2.1.5, above, the unpaid balance of the Contract Price exceeds the expense of completing the Work, including compensation for additional legal, managerial and administrative services and all other amounts due for the completion of the Work and/or satisfaction of claims of the District and/or others arising out of the Agreement and any other charges that apply to the Contractor under the Agreement, the difference will be paid to the Contractor. If such expenses of completing the Work exceed the unpaid balance of the Contract Price, the Contractor or its sureties will pay the difference to the District.
- 11.2.6 If the Agreement or Contractor's control of the Work is terminated for any reason, no allowances or compensation will be granted for the loss of any anticipated profit by the Contractor.
- 11.2.7 In accordance with California Government Code Section 4410, in the event a national emergency occurs, and public work being performed by contract is stopped, directly or indirectly, because of the freezing or diversion of materials, equipment or labor, as the result of an order or a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable

time to proceed with a substantial portion of the work, then the District and the Contractor may, by written agreement, terminate the Agreement. In accordance with California Government Code Section 4411, such an agreement will include the terms and conditions of the termination of the contract and provision for the payment of compensation or money, if any, which either party will pay to the other or any other person, under the facts and circumstances in the case. Compensation to the Contractor will be determined on the basis of the reasonable value of the work done, including preparatory work. As an exception to the foregoing, in the case of any fully completed separate item or portion of the Work for which there is a separate contract price, the contract price shall control. The parties may in any other case adopt the contract price as the reasonable value of the work or any portion of the work done.

11.3 Disputes.

11.3.1 In accordance with California Public Contract Code Section 20104.2, the following procedures apply to claims of \$375,000 or less between the Contractor and the District:

11.3.1.1 The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

11.3.1.2 For claims of less than fifty thousand dollars (\$50,000), the District shall respond in writing to any written claim within forty five (45) calendar days of receipt of the claim, or may request, in writing, within thirty (30) days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the District may have against the Contractor.

11.3.1.2.1 If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the District and the Contractor.

11.3.1.2.2 The District's written response to the claim, as further documented, shall be submitted to the Contractor within fifteen (15) calendar days after receipt of the further documentation or within a period of time no greater than that taken by the Contractor in producing the additional information, whichever is greater.

11.3.1.3 For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the District shall respond in writing to all written claims within sixty (60) calendar days of receipt of the claim, or may request, in writing, within thirty (30) calendar days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the District may have against the Contractor.

- 11.3.1.3.1 If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the District and the Contractor.
- 11.3.1.3.2 The District's written response to the claim, as further documented, shall be submitted to the Contractor within thirty (30) calendar days after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.
- 11.3.1.4 If the Contractor disputes the District's written response, or the District fails to respond within the time prescribed, the Contractor may so notify the District, in writing, either within fifteen (15) calendar days of receipt of the District's response or within fifteen (15) calendar days of the District's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the District shall schedule a meet and confer conference within thirty (30) calendar days for settlement of the dispute.
- 11.3.1.5 Following the meet and confer conference, if the claim or any 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 running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.
- 11.3.1.6 This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort 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.
- 11.3.2 In accordance with California Public Contract Code Section 20104.4, the following procedures apply to civil actions to resolve claims greater than \$375,000 between the District and the Contractor:
- 11.3.2.1 Within sixty (60) calendar days, but no earlier than thirty (30) calendar days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within fifteen (15) calendar days by both parties of a disinterested third person as mediator, shall be commenced within thirty (30) calendar days of the submittal, and shall be concluded within fifteen (15) calendar days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to

the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

11.3.2.2 If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

11.3.2.2.1 Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

11.3.2.2.2 In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of the trial de novo.

11.3.2.3 The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.

11.3.3 In accordance with California Public Contract Code Section 20104.6:

11.3.3.1 The District shall not fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

11.3.3.2 In any suit filed under Public Contract Code Section 20104.4 concerning this contract, the District shall pay interest at the legal rate on any arbitration award or judgment. Such interest shall accrue from date the suit was filed.

11.3.4 Dispute Resolution in accordance with California Public Contract Code Section 9204:

11.3.4.1 Claims. This Section applies to and provides the exclusive procedures for any Claim arising from or related to the Contract or performance of the Work.

- (A) *Definition.* "Claim" means a separate demand by Contractor, submitted in writing by registered or certified mail with return receipt requested, for change in the Contract Time, including a time extension or relief from liquidated damages, or a change in the Contract Price, that has previously been submitted to District as a Change Order in accordance with the requirements of the Contract Documents, and which has been rejected or disputed by District, in whole or in part.
- (B) *Limitations.* A Claim may only include the portion of a previously rejected demand that remains in dispute between Contractor and District. With the exception of any dispute regarding the amount of money actually paid to Contractor as Final Payment, Contractor is not entitled to submit a Claim demanding a change in the Contract Time or the Contract Price, which has not previously been submitted to District in full compliance with this Section, and subsequently rejected in whole or in part by District.
- (C) *Scope of Section.* This Section is intended to provide the exclusive procedures for submission and resolution of Claims of any amount, and applies in addition to the provisions of Public Contract Code Section 9204 and Sections 20104 et seq., which are incorporated by reference herein.
- (D) *No Work Delay.* Notwithstanding the submission of a Claim or any other dispute between the parties related to the Project or the Contract Documents, Contractor must perform the Work and may not delay or cease Work pending resolution of the Claim or other dispute, but must continue to diligently prosecute the performance and timely completion of the Work, including the Work pertaining to the Claim or other dispute.

11.3.4.2 Claims Submission. The following requirements apply to any Claim subject to this Section:

- (A) *Substantiation.* The Claim must be submitted to District in writing, clearly identified as a "Claim" submitted pursuant to this Section 11.3.4, and must include all of the documents necessary to substantiate the Claim including the Change Order request that was rejected in whole or in part, and a copy of District's written rejection that is in dispute. The Claim must clearly identify and describe the dispute, including relevant references to applicable portions of the Contract Documents, and a chronology of relevant events. Any Claim for additional payment must include a complete, itemized breakdown of all labor, materials, taxes, insurance, and subcontract, or other costs. Substantiating documentation such as payroll records, receipts, invoices, or the like, must be submitted in support of each claimed cost. Any Claim for an extension of time or delay costs must be

substantiated with schedule analysis and narrative depicting and explaining claimed time impacts.

(B) *Claim Format.* A Claim must be submitted in the following format:

- (1) General introduction, specifically identifying the submission as a "Claim" submitted under this Section 11.3.4.
- (2) Relevant background information, including identification of the specific demand at issue, and the date of District's rejection of that demand.
- (3) Detailed explanation of the issue(s) in dispute. For multiple issues, separately number and identify each issue and include the following for each separate issue:
 - (a) The background of the issue, including references to relevant provisions of the Contract Documents;
 - (b) A succinct statement of the matter in dispute, including Contractor's position and the basis for that position;
 - (c) A chronology of relevant events;
 - (d) The identification and attachment of all supporting documents (see subsection (A), above, on Substantiation); and
 - (e) Use of a separate page for each issue.
- (4) Summary of issues and damage.
- (5) The following certification, executed by Contractor's authorized representative:

"The undersigned Contractor certifies under penalty of perjury that its statements and representations in this Claim are true and correct. Contractor warrants that this Claim is comprehensive and complete as to the matters in dispute, and agrees that any costs, expenses, or delay claim not included herein are deemed waived. Contractor understands that submission of a Claim which has no basis in fact or which Contractor knows to be false may violate the False Claims Act (Government Code Section 12650 et seq.)."

(C) *Submission Deadlines.*

- (1) A Claim must be submitted within 15 days of the date that District notified Contractor in writing that a request for a change in the Contract Time or Contract Price has been rejected in whole or in part.
- (2) With the exception of any dispute regarding the amount of Final Payment, any Claim must be filed on or before the date of Final Payment, or will be deemed waived.

- (3) A Claim disputing the amount of Final Payment must be submitted within 15 days of the effective date of Final Payment.
- (4) Strict compliance with these Claim submission deadlines is necessary to ensure that any dispute may be mitigated as soon as possible, and to facilitate cost-efficient administration of the Project. *Any Claim that is not submitted within the specified deadlines will be deemed waived by Contractor.*

11.3.4.3 District's Response. District will respond within 45 days of receipt of the Claim with a written statement identifying which portion(s) of the Claim are disputed, unless the 45- day period is extended by mutual agreement of District and Contractor or as otherwise allowed under Public Contract Code section 9204. However, if District determines that the Claim is not adequately documented, District may first request in writing, within 30 days of receipt of the Claim, any additional documentation supporting the Claim or relating to defenses to the Claim that District may have against the Claim. If Contractor fails to submit the additional documentation to District within 15 days of receipt of District's request, the Claim will be deemed waived.

- (A) *Additional Information*. If additional information is thereafter required, it may be requested and provided upon mutual agreement of District and Contractor.
- (B) *Non-Waiver*. *Any failure by District to respond within the times specified above may not be construed as acceptance of the Claim in whole or in part, or as a waiver of any provision of these Contract Documents.*

11.3.4.4 Meet and Confer. If Contractor disputes District's written response, or District fails to respond within 45 days of receipt of the Claim with, Contractor may notify District of the dispute in writing of the sent by registered or certified mail, return receipt requested, and demand an informal conference to meet and confer for settlement of the issues in dispute. If Contractor fails to dispute District's response in writing within the specified time, Contractor's Claim will be deemed waived.

- (A) *Schedule Meet and Confer*. Upon receipt of the demand to meet and confer, District will schedule the meet and confer conference to be held within 30 days, or later if needed to ensure the mutual availability of each of the individuals that each party requires to represent its interests at the meet and confer conference.
- (B) *Location for Meet and Confer*. The meet and confer conference will be scheduled at a location at or near District's principal office.

- (C) *Written Statement After Meet and Confer.* Within ten working days after the meet and confer has concluded, District will issue a written statement identifying which portion(s) of the Claim remain in dispute, if any.
- (D) *Submission to Mediation.* If the Claim or any portion remains in dispute following the meet and confer conference, within ten working days after the District issues the written statement identifying any portion(s) of the Claim remaining in dispute, the disputed portion(s) will be submitted for mediation, as set forth below.

11.3.4.5 Mediation and Government Code Claims.

- (A) *Mediation.* Within ten working days after the District issues the written statement identifying any portion(s) of the Claim remaining in dispute following the meet and confer, District and Contractor will mutually agree to a mediator, as provided under Public Contract Code section 9204. Mediation will be scheduled to ensure the mutual availability of the selected mediator and all of the individuals that each party requires to represent its interests. The parties will share the costs of mediation equally, except costs incurred by each party for its representation by legal counsel or any other consultants.
- (B) *Government Code Claims.*
 - (1) Timely presentment of a Government Code Claim is a condition precedent to filing any legal action based on or arising from the Contract.
 - (2) The time for filing a Government Code Claim will be tolled from the time Contractor submits its written Claim until the time that Claim is denied in whole or in part at the conclusion of the meet and confer process, including any period of time used by the meet and confer process. However, if the Claim is submitted to mediation, the time for filing a Government Code Claim will be tolled until conclusion of the mediation, including any continuations, if the Claim is not fully resolved by mutual agreement of the parties during the mediation or any continuation of the mediation.

11.3.4.6 Tort Claims. This Section does not apply to tort claims and nothing in this Section is intended nor will be construed to change the time periods for filing tort-based Government Code Claims.

11.3.4.7 Arbitration. It is expressly agreed, under California Code of Civil Procedure Section 1296, that in any arbitration to resolve a dispute relating to this Contract, the arbitrator's award must be supported by law and substantial evidence.

11.3.4.8 Damages. Contractor bears the burden of proving entitlement to and the amount of any claimed damages. Contractor is not entitled to damages calculated on a total cost basis, but must prove actual damages. Contractor is not entitled to recovery of any alleged home office overhead. The Eichleay Formula or

similar formula may not be used for any recovery under the Contract. Contractor is not entitled to consequential damages, including home office overhead or any form of overhead not directly incurred at the Worksite; lost profits; loss of productivity; lost opportunity to work on other projects; diminished bonding capacity; increased cost of financing for the Project; extended capital costs; non-availability of labor, material or equipment due to delays; or any other indirect loss arising from the Contract.

- 11.3.4.9 Multiple Claims. In the interest of efficiency, District, acting in its sole discretion, may elect to process multiple Claims concurrently, in which case the applicable procedures above will be based on the total amount of such Claims rather than the amount of each individual Claim. Any such election will not operate to change or waive any other requirements of this Section.
- 11.3.4.10 Other Disputes. The procedures in this Section 11.3.4 will apply to any and all disputes or legal actions, in addition to Claims, arising from or related to this Contract, unless and only to the extent that compliance with a procedural requirement is expressly and specifically waived by District.

Las Gallinas Valley Sanitary District



Contractor Health and Safety Program



45950 Hotchkiss St. • Fremont, CA 94539 • (510) 651-8289 • du-all.com

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Contractor Acknowledgement

I have read and fully understand the requirements of this Contractor Health and Safety Program and agree to comply.

Name: _____

Signature: _____

Company: _____

Date: _____

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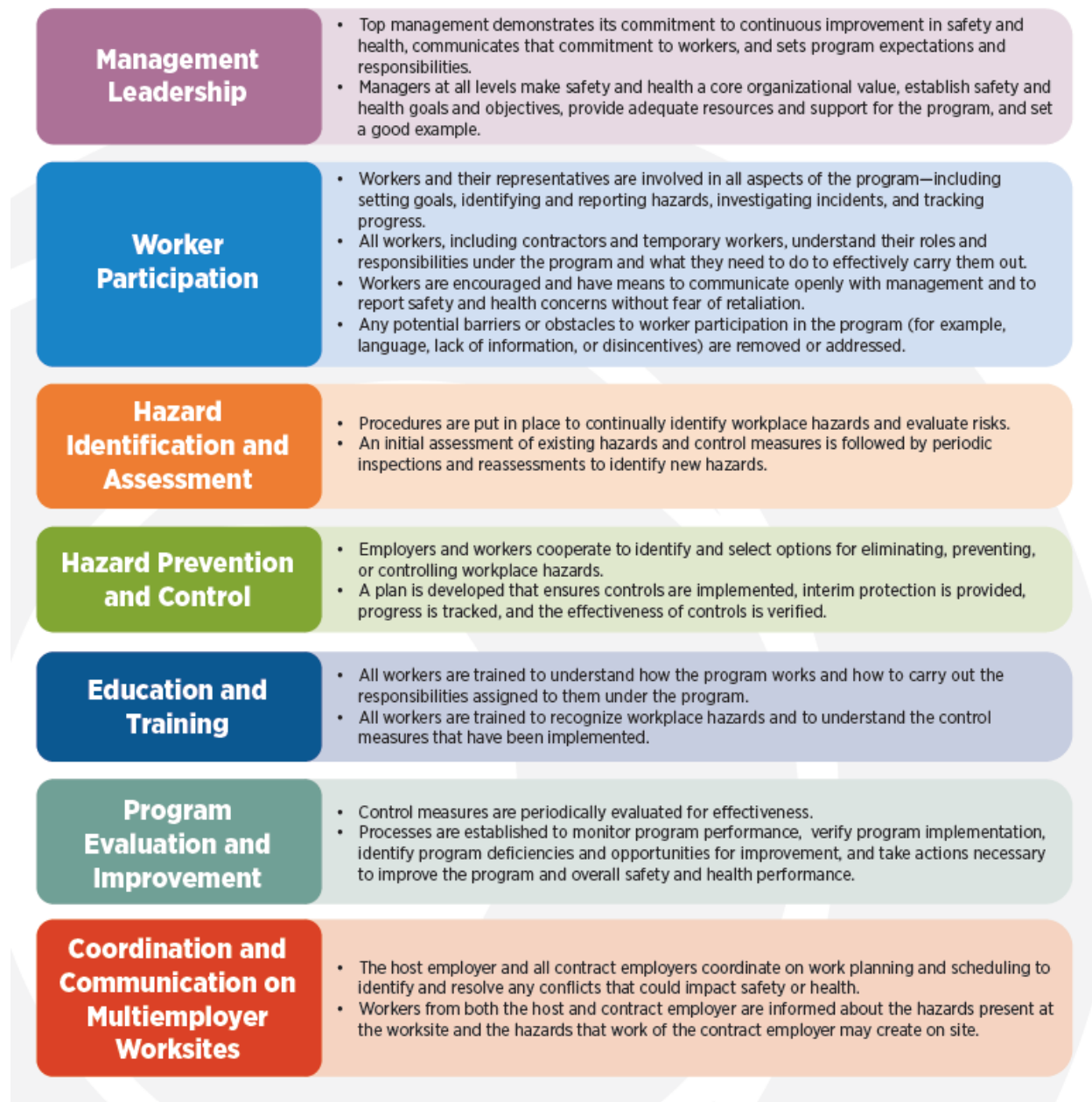
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APPENDIX B- Definitions

3.0 POLICY

It is the policy of the Las Gallinas Valley Sanitary District to provide employers, District employees and worker representatives with a sound, flexible framework for addressing safety and health issues in diverse workplaces. This Contractor Safety Program shall be used as a proactive approach to managing contractor workplace safety and health. This policy requires commitment to safety and health and the cooperative atmosphere between management, contractors and the Las Gallinas Valley Sanitary District employees. The chart below outlines the core elements of the Las Gallinas Valley Sanitary District's Contractor Health and Safety Program.



4.0 SCOPE

This program applies to all general contractors and sub-contractors and performing work for the Las Gallinas Valley Sanitary District. Before the start of any on-site work, the host employer and contractor or subcontractor shall establish their respective safety and health responsibilities and obligations, as well as procedures for coordinating these responsibilities and communicating safety and health information effectively.

Contractors or subcontractors working for the Las Gallinas Valley Sanitary District shall:

- a. Comply with all applicable federal, state, and local safety orders in the performance of any work on District projects.
- b. Comply with all safety regulations and procedures listed in this Contractor Health and Safety Program.
- c. Take any additional precautions necessary to prevent injury or damage to persons, property, or interference with District operations.

Contractors and subcontractors are responsible for notifying employees, subcontractors, and invitees of these District Safe Work Policies. No work within District facilities or on District contract work sites shall begin prior to such notification. Contractors and subcontractors shall not allow a new employee or new subcontractor to begin work on District projects without having conducted a full and proper safety orientation.

Contractors and subcontractors performing work at the Wastewater Treatment Plant facility, lift stations or sewage conveyance systems shall schedule a safety orientation session for their site Superintendent and other contractor-designated personnel with the Authorized District Representative prior to commencing work. This orientation session shall include:

- a. Emergency response and evacuation procedures.
- b. An explanation of applicable District safety policies, and any unique and inherent hazards of District facilities. Site specific hazards are identified in Section 7 of this Contractor Health and Safety Program.
- c. Traffic control planning and execution.

It is the responsibility of the contractor's or subcontractor's Superintendent or designated personnel to orient and so inform all personnel under the contractor's or subcontractor's supervision. The District may, in its sole discretion, either temporarily or permanently remove a contractor's or subcontractor's employee from District work and/or terminate the contractor's or subcontractor's right to proceed for any violation of applicable Cal/OSHA General Industry and Construction Industry Safety Orders or these District Safe Work Policies.

5.0 FACILITY MANAGEMENT RESPONSIBILITIES

Las Gallinas Valley Sanitary District Facility Management is responsible for implementation of the Contractor Health and Safety Program. Facility Management responsibilities and duties include but are not limited to:

- a. Communicate to temporary and contract employers and workers the commitment to provide the maximum level of safety and health protection.
- b. Provide a copy of the Health and Safety Program to all contractors.
- c. Inform contract employees of the Emergency Action Plan procedures to follow including building/facility evacuation route maps, assembly areas and the requirement to follow orders to evacuate.
- d. Identify any safety and health qualifications and certifications needed by on-site workers and ensure they meet such requirements.
- e. Provide sufficient resources to implement the Health and Safety program.
- f. Periodically review the program for effectiveness and implement changes as needed.
- g. Document these reviews in writing and maintain all records.
- h. Before beginning on-site work (including, where appropriate, as part of requests for proposals, bids, and contracts), clarify each employer's responsibilities and obligations with respect to safety and health, such as:
 - Providing written copies of required safety programs and plans
 - Providing necessary training and education to workers
 - Selecting, providing, and maintaining any Personal Protective Equipment (PPE).
 - Providing any required medical surveillance or evaluations.
 - Recording and reporting any injuries or illnesses.
 - Outline the procedures and processes for coordinating safety and health responsibilities, as well as and the procedures for communicating between the host employer and contractor or subcontractor.

6.0 CONTRACTOR RESPONSIBILITIES

Contractors and subcontractors are responsible to follow the requirements and procedures outlined in this program. Responsibilities and duties include but are not limited to:

- a. Provide Las Gallinas Valley Sanitary District with a copy of the employer's written Injury and Illness Prevention Program containing the key elements outlined in Cal CAL/OSHA Title 8, CCR Section 3203.

- b. Provide Las Gallinas Valley Sanitary District with a copy of any other required written safety program or plan including but not limited to:
- Fall Protection
 - Confined Space Entry
 - Respiratory Protection
 - Hot Work
 - Hazard Communication
 - Bloodborne Pathogen/Exposure Control
 - Heat Illness Prevention
 - LOTO
 - Silica Exposure Control
 - Traffic Control Plan
 - Covid 19 Prevention
- c. Before beginning on-site work, the contractor or subcontractor gives the host employer similar information about measures, programs, and procedures to be used to control hazards associated with their workers' work, and to ensure they comply with applicable Cal/OSHA standards.
- d. Identify any safety and health qualifications and certifications needed by on-site workers and ensure they meet such requirements.
- e. Work safely and follow Cal/OSHA safety standards and Las Gallinas Valley Sanitary District's operating policies, procedures, and safety programs.
- f. Coordinate access to the facility with Las Gallinas Valley Sanitary District Facilities Management.
- g. Perform periodic documented inspections to identify and correct hazards. Evidence of documented inspections shall be provided to Las Gallinas Valley Sanitary District upon request.
- h. Report to Las Gallinas Valley Sanitary District Facility Management any hazard detected requiring further action to correct.
- i. Report all occupational related injuries, illness or exposures to the Las Gallinas Valley Sanitary District Facility Management promptly.
- j. Selecting, providing, and maintaining employee PPE.
- k. Providing required medical assessments and surveillance.
- l. Provide required employee safety training and education to affected and authorized employees and supervisors.
- m. Provide accessible first aid supplies and if applicable, eye wash supplies spill clean-up supplies/equipment and portable fire extinguishers.

- n. Ensure all tools and equipment in use is inspected periodically, complies with all applicable Cal/OSHA, ANSI, ASME, NIOSH or other regulating agency requirements.
- o. Exchanging data on metrics each employer has tracked and using this data to evaluate the program's effectiveness at identifying and eliminating or controlling hazards.

7.0 SPECIFIC SITE HAZARDS

Contractors and subcontractors performing work at the Wastewater Treatment Plant facility, lift stations or sewage conveyance systems shall be informed if the site-specific hazards present. Site specific hazards include but are not limited to the following:

DISTRICT FACILITIES AND EQUIPMENT

Contractor's use of District instruments, tools, ladders, scaffolding or other equipment is not permitted except in cases of emergency as determined by a District supervisor or by permission from a senior Manager of the District.

Employee drinking water shall be supplied by the contractor or subcontractor. ***Do Not Drink Water from Hose Connections at any District Facility.*** Hose bib connections are located throughout the treatment plant. Most of these bibs supply treated wastewater and may or may not be posted with signs reading "Do Not Drink." In any case, ***never*** drink water from hose bibs or hoses.

Water lines throughout the treatment plant are color coded (when not stainless steel) and labeled as follows:

- Purple- Recycle Water Piping
- Blue- Domestic Water Piping
- Grey- Service Water Piping (Plant Effluent)

Hose connections may be used to wash down equipment. Never hose down electrical or heated equipment of any kind. If an employee has used a gray or purple water hose for wash down, he/she should, when done, immediately wash their hands in domestic water with soap and water.

NEVER make any connection to any water line without first verifying with the **Authorized District Representative** that contamination of the water lines will not occur.

ELECTRICAL SUPPLY SYSTEMS

The treatment plant's Electrical Supply System consists of one 1 MW and two 65kW Gas Microturbine Generators, one 500kW diesel oil engine driven standby generator and one 380 KW trailer mounted standby generator, and solar power. All electrical power generated in the plant and PG&E power (beyond their transformer) is 480-volt, 3-phase, 60 Hz electricity and is delivered to one 480-volt switchgear panel. This panel is interconnected by cables and protected by breakers, relays, and monitoring devices. Electricity is dispersed from the switchgear through breakers and cables to motor control centers (MCC's), to power panels, to transformers (voltage reducers), to lighting panels and to motor driven pumps and equipment. Lockable control stations are located at each piece of equipment. 480-volt, 208-volt and 120-volt electricity is used in the plant. Contact the duty operator prior to working on any piece of electrical equipment. Electricity is hazardous and can burn or kill people. All work on electrical systems shall be done in accordance with the State of California, CAL/OSHA, Article 33, Electrical Requirements for construction work, Low Voltage Electrical Safety Orders.

FERROUS CHLORIDE SYSTEMS

The Ferrous Chloride System consists of a positive displacement pump with feed rate adjustment. Shut-off valves are located before and after the pump. Before working on this system, close all valves and disconnect the pump from electricity. Ferrous Chloride is a dangerous chemical which will attack the skin, eyes and the mucous membranes of the mouth, throat, and lungs. Contact the plant duty operator prior to working on this system.

DIGESTER GAS SYSTEM

The Digester Gas System consists of one steel tank, associated piping, compressors, flare, etc. Sludge is bacterially reduced in the tanks creating principally methane (CH₄) and other combustible hazardous gases, including hydrogen sulfide (H₂S). Hydrogen sulfide is toxic at very low concentrations. These gases are contained by the tank covers and piping which is located on overhead racks, in pipe trenches and buried throughout the plant. The gases are burned in two large turbines driving generators to make electricity for the plant. Heat from the two turbines is captured and piped to the digesters to heat the sludge, speeding up the digestion process. Digesters and the stored gases within them are hazardous. No smoking, cutting, or spark generating equipment is allowed on or within ten feet of any digester. Contact the duty operator prior to working on digesters.

HYPOCHLORITE SYSTEM

Hypochlorite, or concentrated chlorine bleach (12.5%), is used to disinfect, or kill bacteria and virus in the final effluent (water) discharged from the plant. Two tanks, each 7,000 gallons are used to store hypochlorite. Piping, valves, pumps, strainers (filters) and flow-measuring and control equipment make up the system. Hypochlorite

will attack clothing, skin, eyes and mucous membranes of the nose, mouth, throat and lungs. Contact the duty operator prior to working on the hypochlorite system.

SODIUM BISULFITE

Sodium bisulfite is used when neutralizing sodium hypochlorite. Two 4,350 gallon tanks are used to store sodium bisulfite. Piping, valves, pumps, strainers (filters) and flow-measuring and control equipment make up the system. Sodium bisulfite is an irritant to eyes, skin and mucous membranes. Inhalation of mist may cause irritation to respiratory tract. Contact the duty operator prior to working on the sodium bisulfite system.

GENERAL HAZARDS

Throughout District's treatment plant and facilities there are a number of extremely hazardous elements considered to be dangerous to humans and the environment. They include, but are not limited, to:

- Permit Required Confined Spaces
- Flammable gas and petroleum.
- H₂S (hydrogen sulfite)
- Deep pools of liquid sewage which are rarely patrolled, and for which self-rescue is unlikely
- Automatic start equipment
- HBV (Hepatitis B Virus)
- Biting and stinging insects and animals

8.0 SPECIFIC SAFETY AND HEALTH PROGRAM REQUIREMENTS

CODE OF SAFE PRACTICES

All employees are expected to perform their jobs to the best of their ability as well as perform them in a safe manner. It is critical that employees do not circumvent safety features and employ unsafe work behaviors that can cause them or others to be at risk. CAL/OSHA requires that we furnish employees a place of employment "free from known and recognized hazards and unsanitary conditions that are causing or are likely to cause death or serious physical harm to employees."

Employee responsibilities for safety include the following:

- a. Practice safe work habits and follow your supervisor's instructions, company safety policies and Cal/OSHA regulations.
- b. Report unsafe conditions to your supervisor immediately.

- c. Wear and maintain appropriate PPE and other safety equipment in sanitary and usable condition as required by your employer and in accordance with manufacturer's recommendations.
- d. Maintain equipment in good condition with all safety features in place when in operation. Notify your supervisor if problems develop. Do not try to fix or jury rig equipment in the field.
- e. Report all incidents, accidents and near misses to your supervisor immediately, whether or not an injury resulted.
- f. Participate in safety by attending toolbox talks and other meetings as required by your supervisor. Your suggestions for improvement will assist in making our program more effective.

Emergency Action Plan (EAP)

Contractors and subcontractors shall be responsible for providing first aid and medical treatment for their employees and for compliance with the first aid requirements specified in Cal/OSHA Construction Safety Title 8 CCR Section 1512, Emergency Medical Services. Contractors shall be responsible for making prior arrangements for emergency medical care and for transportation of injured Contractor personnel.

Contractors and subcontractors shall plan and prepare for anticipated emergencies. In preparation for an on-site emergency, the contractor or subcontractor will institute the following procedures:

- a. Establish a method of emergency notification at the beginning of each job so that any worker can raise the alarm, alerting their supervisor and appropriate management of an emergency.
- b. Post and communicate this procedure to everyone on site. Las Gallinas Valley Sanitary District Facility Management will provide required information and resources to accomplish this.
- c. Establish a method to notify all workers on site of the need to evacuate the building/facility. Fire alarm pull stations, air horns and two-way radios are common options.
- d. Designate primary and secondary assembly areas for all workers to gather in the event of an emergency evacuation. This will allow each contractor to ensure that their employees have gotten out and are accounted for.
- e. Post these three emergency telephone numbers. In most cases 911 will get response from all three services, but it may vary by job site location.
 - Police
 - Fire
 - Medical Response Team

- f. When cellular service is not available, install a hard wire phone. Post emergency phone numbers at the telephone's location, along with the address of the job site.
- g. Designate a person to direct emergency crews from the gate to the specific emergency area.

Personal Protective Equipment (PPE)

The employer is required to instruct employees when to wear PPE. Supervisors are responsible for enforcing the use of PPE by all employees. PPE is considered the last line of defense providing limited protection to employees from injury or exposure. The contractor or subcontractor are required to perform a job hazard analysis to identify hazards and engineering and administrative hazard controls. If the hazard is not reduced to an acceptable level, PPE must be used. The following PPE may be required by the Las Gallinas Valley Sanitary District while performing work on Las Gallinas Valley Sanitary District facilities:

- Head, eye and face protection
- Body protection
- Hand protection
- Ergonomic protection
- Hearing protection
- Safety boots or shoes
- High visibility apparel
- Fall protection
- Respiratory protection

Fire Prevention

Fire prevention is of the highest priority. Contractors and subcontractors shall take appropriate measures to prevent fires at all times. Smoking is not allowed on any District facility at any time.

When work is being performed which generates sparks or open flames, the contractor or subcontractor will provide a fire watch, a person trained in the use of appropriate fire-fighting equipment, as needed, and whose only task is to observe and extinguish fires.

A District "Hot Work" permit must be filled out and turned into the Collection System / Safety Manager, or Plant Manager when the Safety Manager is not available, when work is completed. Hot Work Permits are valid for one day only.

Contractors and subcontractors shall ensure that appropriate fire extinguisher(s) are available at the specific work site for use in case of a fire. All Contractor's employees

shall be properly trained to use them. While conducting Hot Work, a minimum of a 2A-20-BC fire extinguisher shall be within 30' of the work location.

In the event of a fire, the contractor or subcontractor shall immediately notify the nearest District employee and if possible, call emergency (911) and give the location of the plant, which is 300 Smith Ranch Rd. San Rafael. A map of the wastewater plant is included in this policy (Attachment A).

The following fire prevention rules and requirements shall be followed:

- a. Open flames or fires are prohibited at all times except under the Hot Work Permit System.
- b. Any job or task that creates sparks, flames or heat sources enough to start a fire must be coordinated with the Las Gallinas Valley Sanitary District Facility Management and follow the Las Gallinas Valley Sanitary District Hot Work Program to determine if a Hot Work permit and fire watch is warranted.
- c. Follow the Las Gallinas Valley Sanitary District fire prevention program throughout all phases of work to assure that effective firefighting equipment is immediately available and designed to effectively meet all anticipated fire hazards.
- d. Store materials so they do not obstruct exits. Materials shall be stored with due regard to their fire characteristics; oxygen and acetylene cylinders shall never be stored at an exit or in emergency egress routes and must be stored at least 20' apart. Clearance of at least 36 inches shall be maintained for lights, heating units and electrical boxes.
- e. When practical, objects to be welded, cut or heated should be moved to a designated safe location. If the object cannot be moved, positive means shall be taken to confine the heat, sparks and slag and protect adjacent combustible materials.
- f. All extinguishers must be prominently placed, labeled for use and kept clear of obstructions at all times.
- g. If a fire extinguisher is used or is found discharged, report it to the supervisor immediately so it can be serviced. A replacement extinguisher should be mounted immediately.
- h. Fire extinguishers shall be inspected on a monthly basis. The date and inspector's initials on the tag document the inspection.
- i. When the fire signal (alarm) sounds, exit the building/facility and gather at the designated assembly point. Do not try to take tools or personal belongings with you, exit immediately.
- j. No smoking will be strictly enforced in all areas where "No Smoking" signs are posted,
- k. Personal appliances including hot plates and space heaters are prohibited.

Flammable and Combustible Liquids

Flammable and combustible liquids shall be stored, transferred and used in accordance with the following requirements below:

- a. Only approved containers will be used for the storage and handling of flammable and combustible liquids. Flammables, including gasoline, will be stored in approved safety cans. Containers shall be closed tightly at all times, except when transferring product.
- b. Under no circumstances will gasoline or other high flash-point flammables be utilized as a cleaning solvent.
- c. When not in use and at the end of the workday, all flammable liquid containers will be placed in the flammable liquid storage cabinets.
- d. Flammable or combustible liquids that have leaked or spilled shall be cleaned up immediately and disposed of per the supervisor's instructions.
- e. There shall be no smoking, open flame or use of flammable or combustible liquids in the area of storage. All employees must observe company restrictions on where and when smoking is acceptable.
- f. Isolate all combustible and flammable materials and solvents from possible ignition sources such as open flames, heated surfaces, electric arcs and sparks, mechanical sparks, static electricity, and self-heating materials. In short, all energy sources (mechanical, electrical, chemical, thermal, radiation) should be considered as potential ignition sources.

Hazard Communication-GHS

Any contractor or subcontractor whose employees will be bringing onto Las Gallinas Valley Sanitary District Facility grounds any hazardous chemicals, products or materials shall have a written Hazard Communication Program in compliance with Title 8 CCR Section 5194. The contractor or subcontractor shall provide to the Las Gallinas Valley Sanitary District the following:

- a. An inventory of hazardous products, chemicals and materials to be used.
- b. Safety Data Sheets for items mentioned above.
- c. A copy of the employer's written Hazard Communication Program.

Any contractor or subcontractor whose employees will be bringing onto Las Gallinas Valley Sanitary District Facility grounds any hazardous chemicals, products or materials shall ensure the following:

- a. All hazardous chemicals, products and materials are stored properly and are visibly and legibly labeled and in proper storage containers and cabinets.
- b. All exposed employees are trained in the employer's Hazard Communication Program

- c. All employees have access to Safety Data Sheets.
- d. Hazardous work areas are signed and barricaded with ample HAZCOM signage.

The Las Gallinas Valley Sanitary District Facility Management will provide the following to any contractor or subcontractor whose employees will be working in Las Gallinas Valley Sanitary District Facility grounds and are exposed to hazardous substances:

- a. A list of the hazardous chemicals, products and materials that exist on the premises.
- b. Access to Safety Data Sheets for items mentioned above.
- c. Orientation to the location of facility eye wash and drenching shower facilities.

Electrical Safety

Electrical hazards shall be identified and controlled prior to conducting any work activities that expose employees to such hazards. The following safe work practices and policies shall be followed:

- a. Treat all electrical circuits and equipment as energized until zero energy state has been verified.
- b. Do not attempt to adjust or repair any electrical device unless it is part of your regular job assignment. Bring observed hazards and maintenance needs to the attention of your supervisor as soon as possible.
- c. Follow all Las Gallinas Valley Sanitary District lockout/tagout procedures when repairs, maintenance or servicing activities are necessary. Be sure to keep machines and powered equipment in a “zero energy state” when performing service or setup.
- d. Keep covers to all electrical fixtures and wiring in place at all times, unless temporarily removed for servicing by qualified persons. We consider only Electricians to be qualified persons for electrical exposures.
- e. Only qualified persons may reset breakers in an open panel box or enter an electric room with open panels.
- f. Do not attach flexible cords to a wall, ceiling, door or other building surface.
- g. Extension cords must be a three-wire flexible cord. The grounding (third) prong must be present.
- h. Do not use metal ladders when electrical hazards are present. Use a fiberglass ladder.
- i. Stationary and portable electric power tools shall be double-insulated or electrically grounded via a third wire. A double-insulated tool will be identified on the tool’s label

- j. Ground fault circuit interrupters (GFCI) will be used on all job sites. A breaker or outlet type GFCI will be used for all new work. If a portable GFCI is used, it will be plugged directly into an outlet that is part of the permanent wiring. Never use an extension cord between the permanent wiring and the portable GFCI
- k. All temporary illumination systems shall be elevated above the working surface and all bulbs protected.
- l. Never use electrical equipment in wet or damp areas unless the equipment is approved for use in these areas and suitable PPE is utilized,

Working at Elevated Locations and Fall Protection

Fall hazards are common in the construction industry and a leading cause of injuries and fatalities. The hierarchy of controls indicates that fall hazard elimination is the highest priority. Subsequently, passive fall protective systems (guardrails) shall be used to prevent falls. If this is not feasible, a fall restraint system shall be utilized. Fall arrest systems may be used at elevated work locations greater than 18' above the lower level. If fall arrest systems are in use, the contractor or subcontractor shall submit to the District representative a written comprehensive rescue plan.

It is the policy of the Las Gallinas Valley Sanitary District to maintain 100% fall protection at all times. The following basic fall protection requirements shall be followed and enforced:

- a. Fall protection is required when work is conducted from elevating work platforms including scissor lifts, boom lifts, bucket trucks and any time employees are elevated in a personnel cage by crane or forklift.
- b. A competent person shall calculate total fall distance and ensure that the fall protection system used will adequately protect the user.
- c. Do not remove guardrails or perimeter cables without authorization from your supervisor. Once guardrails or cables are removed, fall protection is required.
- d. Fall arrest or restraint equipment is required whenever you could fall more than 4 feet (General Industry) or 7.5' (Construction Industry) and there are no guard rails or other forms of fall prevention in place. Training on how to inspect, wear and attach fall arrest equipment must be completed before you are expected to use it,
- e. Discuss proper anchorage points to be used with your supervisor or qualified person before starting the task.
- f. Employees working below elevating work platforms, scaffolds or similar shall be protected from being struck by falling object by using toe-boards, tool lanyards, canopies, nets or other suitable protective measures.
- g. Proper housekeeping practices shall be implemented at all times to prevent slip, trip and fall hazards.
- h. Uncontrolled fall hazards shall be reported immediately and access to the fall hazard controlled until the hazard is eliminated.

Confined Space Entry

No employee shall enter the areas defined below until a competent person evaluates the area and authorizes entry. All confined space entry work shall be coordinated with the Las Gallinas Valley Sanitary District Facility Management in advance of the entry. All confined space entry work shall comply the Las Gallinas Valley Sanitary District written Confined Space Entry Procedures.

A confined space is:

1. Must be **large enough and configured** such that an employee can bodily enter and perform work.
2. A space that is **not designed for continuous** employee occupancy.
3. Has **limited or restricted** means for entry or exit.
4. Any space that may expose employees to the risk of death, incapacitation or impairment of ability to self-rescue is considered to be a Permit Required Confined Space. This includes potential **hazardous atmospheres** such as:
 - a. Oxygen concentration below 19.5% or above 23.5%
 - b. Flammable gas
 - c. A toxic atmosphere or substance
 - d. Airborne combustible dust limiting visibility to 5' or less.
 - e. Any other known and recognized serious health or safety concern.

General Confined Space Entry Procedure

Confined spaces of all types exist throughout the District and throughout the Wastewater Treatment Plant and range from open trenches and manholes, to tanks, clarifiers and digesters. Contractors are required to meet Cal/OSHA safety standards for PERMIT REQUIRED CONFINED SPACE ENTRY OPERATIONS, Title 8 Article 108 Sections 5156-5158. and to provide a safe working environment for their employees.

All Contractors directing or working in confined spaces are required to notify the Authorized District Representative prior to starting the entry operation. The District shall provide to the contractor of subcontractor a copy of the confined space assessment for the space to be entered and meet and confer with the contractor and subcontractor to discuss the known and recognized hazards of the space and entry procedures.

Contractors are responsible for all operations, testing, equipment calibration, ventilation, and entry per the Cal/OSHA standards. Contractors are responsible for all confined

space permits and all appropriate entry procedures. A copy of completed confined space permits are to be turned in to the District's safety manager upon termination.

The following confined space entry procedures and rules shall be followed:

- a. An authorized person shall examine, test and evaluate the space before entry to determine that the appropriate precautions and PPE are available and will be used.
- b. There shall be no unauthorized entry into a confined space by any person.
- c. Top entries greater than 5' above the next level shall require fall protection.
- d. Once a top portal cover has been removed, the opening shall be guarded by a temporary guardrail system or other effective means to prevent employees from falling into the space.
- e. A rescue plan shall be developed and known by everyone involved in the entry.
- f. An attendant knowledgeable about the rescue plan shall be stationed outside the space. They will have a means of alerting first responders should the rescue plan be initiated.
- g. The attendant will **never** enter the confined space.
- h. Atmospheric testing and continuous monitoring shall be used to verify that conditions do not deteriorate beyond the capabilities of the control methods being used (ventilation or respiratory protection).
- i. Combustible compressed gas cylinders are not allowed in the confined space. Remove the torch from the space during breaks and at the end of the day. Changing torch heads or tips shall only be done outside the confined space.
- j. A 2-A:20-BC portable dry chemical fire extinguisher shall be available whenever hot work is being done in a confined space. Carbon monoxide extinguishers are not allowed.
- k. Retrieval equipment shall be worn by all entrants so that rescue can be initiated without anyone having to enter the space.
- l. The Las Gallinas Valley Sanitary District Confined Space Program Administrator will coordinate entry to all confined spaces and notification of San Rafael Fire Department prior to and after the entry is completed.
- m. The permit shall be closed out at the end of the workday by physically observing the space, ensuring that work is complete, and all employees have left the space.
- n. If work is necessary for more than one day, a new confined space permit must be completed and submitted.

Respiratory Protection Program Administration

Responsibility and authority for administration of a respiratory protection program is assigned to the employers Respiratory Protection Program Administrator. It is his/her responsibility to assure full compliance with all sections of this program and be in compliance with all requirements outlined in Cal/OSHA Title 8 CCR 5144 and related appendices.

Hazard Assessment

Proper assessment of the specific respiratory hazard is the first important step to determine what level of protection is required. Identification of the airborne contaminant in question, its physical state and concentration is required to determine proper protective measures.

Hazard Control

Hazard elimination shall be the primary goal. Wet methods, integrated dust collection systems, substitution, local and general exhaust systems and employee rotation are possible controls. When employees are anticipated to be exposed to harmful airborne contaminants beyond Permissible Exposure Limits (PEL), an appropriate NIOSH-approved respirator with proper filtration media shall be selected and used. The contractor or subcontractor is required to perform a job hazard analysis to identify hazards and engineering and administrative hazard controls. If the airborne contaminant hazard is not reduced to an acceptable level, respiratory protection must be used.

Respirator Selection

NIOSH-approved respirators will be selected based on the hazard assessment performed. Employees are prohibited from bringing their own respirators onto the worksite. Voluntary use of N95 filtering face-piece respirators (dust masks) for protection against dusts/mists, even though exposures are found to be below applicable exposure limits, is allowed as long as the employee has a medical evaluation, is trained and has read Appendix D of Title 8CCR 5144 and is aware of its limitations.

Medical Evaluation and Surveillance

Employees required to wear a respirator, including NIOSH approved N-95 filtering face piece, must be cleared by a Professional Licensed Health Care Provider (PLHCP) before being issued the equipment. Additional periodic evaluations, if deemed necessary due to respirator type, frequency of use or employee health, will be determined by physician's recommendation. Any employee that uses a respirator 30 or more days in a year for protection from airborne contaminants shall be enrolled in a Medical Surveillance Program.

Respirator Fit Testing

A qualitative or quantitative fit test will be performed annually on employees who wear negative-pressure respirators. This testing process will also allow the employee to become accustomed to the respirator prior to entering a hazardous atmosphere. Employees that are required to wear a NIOSH approved N-95 filtering face piece are

required to be fit tested. Fit testing shall be in compliance with Title 8CCR Section 5144 Appendix A.

Respirator Training

Each employee that uses a respirator will receive annual training that covers the following information:

- a. The hazardous nature of the air contaminant.
- b. Other hazard controls in effect and the reasons respirators are needed.
- c. The function, limitations, and capabilities of the respirator.
- d. The requirement that respirator users shall have no facial hair that interrupts the seal of the facepiece to the face or interrupts the function of valves.
- e. For filter type respirators, how to determine when the filter element needs to be changed.
- f. The potential consequences of overexposure caused by improper respirator use.
- g. How to check proper respirator fit before entering the area of exposure and why it is important to eliminate factors that can interfere with proper fit (beards, long sideburns, etc.).
- h. How and why to perform positive and negative pressure tests each time the respirator is donned.
- i. Procedures for proper cleaning, maintenance, and storage of the respirator.

Respirator Maintenance

Any employee using a respirator will clean and disinfect it at the end of each day it is used. During cleaning, inspect all parts for fit and deterioration. If deficiencies are found, the parts will be replaced, or a replacement respirator will be obtained. Respirators will be assigned to individual employees as required and will not be shared with anyone else.

Respirator Storage

The employee shall store the respirator in a clean, plastic, re-sealable bag or container after it has been cleaned and disinfected. The respirator will be stored in a temperate location 40 to 90 degrees F and not subjected to freezing conditions. It must be protected from physical damage or creasing from being struck or crushed by other tools or equipment. Chemical filters shall be stored separately from the face piece.

Respiratory Protection Program Review and Revision

This program will be evaluated annually for effectiveness annually. Incident records, including first aid logs, fit test records and training records will be reviewed to identify any illness or injury associated with respiratory protection. A representative sample of

supervisors and employees who have used respirators will be surveyed for their view on the program.

Trenching, Excavation and Shoring

All trenching, excavation and shoring activities shall be conducted under the direct supervision of a competent person and in accordance with Cal/OSHA Title 8 CCR Sections 1539-1541.1 and California Government Code 4216. The following requirements shall be followed:

- a. Prior to penetrating the surface, all utilities shall be marked by a qualified utility marking entity and in compliance with California Government Code 4216. Except in an emergency, digging shall not commence until utilities have been marked.
- b. All digging activities shall be conducted in a manner that reduces the chance of damaging subsurface utilities. The competent person shall identify the exact location of subsurface utilities throughout the dig and enforce the use of non-powered digging methods until the exact location has been established.
- c. Contractors and subcontractors shall report all damage to subsurface utilities, regardless if the excavator discovered or caused the damage.
- d. Prior to digging, a competent person shall conduct an inspection of the proposed dig site. This inspection shall include a survey of the surrounding area and a soil analysis consisting of at least one visual inspection and one manual analysis of soil samples.
- e. All trenches or excavations 5' or greater in depth shall be protected from cave in by shoring, shielding, benching, or sloping. Trenches or excavations less than 5' in depth shall be protected from cave-in using the methods mentioned above if there are signs of collapse.
- f. Trenches or excavations 20' or greater in depth shall have any protective system utilized designed under the supervision of a Professional Engineer registered in the State of California.
- g. The assigned competent person shall determine the protective system to be used when employees enter the excavation or trench.
- h. The excavator shall maintain on site any and all tabulated data used to make decisions for protecting employees entering the excavation or trench.
- i. The competent person shall conduct an inspection daily, prior to employees entering the excavation or trench to identify and remove hazards. Subsequent inspections shall be conducted after any hazard increasing occurrence such as a rainstorm.
- j. Access and egress shall be provided and positioned in trenches or excavations 4' or greater in depth and such that an employee shall not have to travel greater than 25' to access the route of access and egress. When ladders are used, the top of the ladder shall extend a minimum of 3' above the landing.

- k. Spoils piles and all other materials, equipment or supplies shall be staged no less than 2' from any trench or excavation wall.
- l. The competent person shall determine if there is potential for the development of a hazardous atmosphere in all trenches or excavations 4' or greater in depth.
- m. The competent person assigned to the excavation is responsible for all equipment required to dig safely and respond to anticipated emergencies.

Heat Illness Prevention

In California, employers must take steps to protect outdoor workers from heat illness with water, rest, shade and training. Heat illness prevention training is required for all outdoor workers and a written prevention plan must be available at all outdoor worksites. When outdoor temperatures are anticipated to reach the action level of 80 degrees Fahrenheit, contractors and subcontractors with exposed employees shall ensure the following:

- a. All exposed employees have access to and have been trained on the employers Heat Illness Prevention Program.
- b. Access to adequate supplies of suitably cool potable water.
- c. Access to shade. Shade is considered to be complete blockage of the sun.
- d. Cool down rest breaks are granted when requested by affected employees.

Temporary Traffic Controls

Contractors and subcontractors conducting temporary traffic controls shall do so in compliance with Cal/OSHA Title 8 CCR 1598-1599 and the California Manual on Uniform Traffic Control Devices (MUTCD). In some cases, an approved written Traffic Control Plan may be required. The following requirements shall be followed:

- a. All temporary traffic controls shall be planned by a qualified person and in advance to expedite gaining control of traffic and ensuring the required number and type of traffic control devices are present.
- b. All temporary traffic control devices shall be of the approved type as stipulated by the California Department of Transportation. All devices shall be of the appropriate dimensions and retro-reflectivity based on the speed of the work zone and hours of darkness.
- c. All temporary traffic control zones shall include the following component zones:
 - Advanced Warning Zone
 - Transition Zone
 - Activity Area with Buffer Zone
 - Termination Zone

- d. All temporary traffic control devices shall be maintained in usable condition and inspected periodically including but not limited to, signs, warnings, strobe lights, barricades, cones, and delineators.
- e. Personnel acting as flaggers shall be equipped with a STOP/SLOW paddle and dawn at minimum Class 3 retro-reflective high visibility apparel.
- f. A minimum of two flaggers shall be utilized for any lane closure. In this case, a lead flagger shall be identified.
- g. Any accident or emergency in the temporary traffic control zone shall be reported to 911 and District Management immediately.

General Safety Expectations

The following general safety performance expectations shall apply to all contractor and subcontractors work groups:

- a. Perform only those jobs to which you have been assigned and properly instructed. If you have any doubts or questions, ask your supervisor.
- b. Report damaged equipment immediately for replacement or repair.
- c. First aid will be administered only by trained authorized first responders.
- d. If any part of your body comes in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
- e. Keep your mind on your work at all times. Horseplay is not permitted on the job.
- f. Do not distract the attention of fellow workers. Do not engage in any act that would endanger another employee.
- g. Watch where you are walking. Do not run or take short cuts. Use only designated access routes to work areas.
- h. The use of illegal drugs or alcohol or being under the influence of the same on the project is cause for termination. Inform your supervisor if you are taking strong prescription drugs that warn against driving or using machinery.
- i. The employer provides sanitation facilities for your use. Damaging or defacing these facilities is forbidden.
- j. Serious injury can result when compressed air is used for personal cleaning or cooling. Use compressed air for equipment operation only.
- k. Keep all fire protection equipment and exits clear of obstructions to allow ready access.
- l. Riding on any material handling equipment not equipped with a seat and seat belt for each rider is prohibited and will be grounds for disciplinary action. Do not enter

any barricaded area unless you are authorized to do so and are wearing the proper required PPE.

- m. Never throw anything "overboard." Someone passing below may be seriously injured.

Hand and Portable Powered Tools

Each contractor or subcontractor shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees. All tools shall be restricted to the use for which they are intended. Unsafe hand tools shall not be used. The following rules apply to the use of hand and portable powered tools:

- a. Keep tools clean, free of grease and dirt. Clean tools work better and last longer. Poorly maintained tools are less efficient and may cause damage or injuries.
- b. Red tag defective tools for repair.
- c. Do not use power tools and equipment until you have been properly instructed in the safe work methods and are given authority to use them.
- d. Do read and understand the manufacturer's recommendations for safe use of the tool including the recommendations for PPE.

Safe Use of Portable Ladders

The following specific requirements apply to portable ladder safety. Use of portable ladders shall comply with Cal/OSHA Title 8 CCR Section 3276:

- a. Training in the safe use of portable ladders is required for all contractor and subcontractor employees that use them.
- b. For any overhead work near electrical sources, use an appropriate ladder for the task (fiberglass). Metal ladders must not be used when working on or near electrical circuits.
- c. Maintain a minimum of 10' clearance distance from any energized systems or equipment.
- d. Straight or extension ladders should have non-skid feet or be cleated. Secure ladders by lashing at the top and blocking at the bottom if there is chance of slippage.
- e. Set up straight or extension ladders at 75.5 degrees using the label on the side rail or measuring one foot out for every four feet of length (the 4:1 rule). Only use ladders on a firm, level, and stable base, not on lumber, masonry block or other insecure materials. Never set up a ladder on a scaffold or other elevated work platform.
- f. Never climb on the two highest rungs of a step, straight or extension ladder, or sit or stand on the top cap of an "A" frame ladder.

- g. When straight ladders are used to access a work platform, the top must extend at least 3 feet above the landing, deck or roof area.
- h. Remove defective ladders from service and tag “*Dangerous, Do Not Use.*”
- i. Inspect the ladder for defects (missing cleats, cracked rungs, broken spreaders, etc.) before use. Do not use a defective ladder. Position ladders away from doors unless door is blocked, locked or guarded to prevent it from striking the ladder.
- j. Stepladders will be used only when fully open with both spreader bars locked and on firm and level surface. Do not use a stepladder in the closed or semi-closed position or as a lean-to ladder.
- k. Climb the front steps (not rear braces) of a stepladder. Always face the ladder when climbing or working.
- l. Maintain three points of contact at all times when ascending or descending the ladder.
- m. Never walk an “A” frame ladder or jump a straight ladder.

Housekeeping

During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails and all other debris shall be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures. The following housekeeping rules shall apply at all times:

- a. Dispose of oily rags, old paint cans and other containers that have held flammable liquids in the appropriate labeled receptacle.
- b. Throw debris and scrap in properly labeled waste containers. Do not place combustibles or flammables in open containers.
- c. Identify slip, trip and fall hazards in the work area and control them.
- d. Practice good housekeeping around your work area. Everyone must look after their own area and report other areas in need of attention to the supervisor promptly.

9.0 SAFETY COMMUNICATIONS

At minimum Cal/OSHA requires all employers to provide a system of communication regarding safety issues, concerns and identified hazards. Employees that bring these concerns to their employer shall do so without fear of reprisal. In a multiemployer work environment, the host employer and the contractor or subcontractor commit to a program that will provide the same level of safety and health protection to temporary and contract workers as to permanent workers. Before the start of any on-site work, the host employer and contractor or subcontractor, establish their respective safety and health responsibilities and obligations, as well as procedures for coordinating these

responsibilities and communicating safety and health information, employee training and education.

The key elements of safety communication include:

- Management leadership
- Worker participation
- Hazard identification and assessment
- Hazard prevention and control
- Employee training and education
- Program evaluation

10.0 INJURY AND ILLNESS REPORTING

It is the policy of the Las Gallinas Valley Sanitary District that all employees report any and all occupational related injury or illness to their supervisors immediately. Supervisors shall document and investigate all reported injuries and illnesses and provide guidance to the employee in seeking medical attention beyond basic first aid.

Employers shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. If a contractor is injured, the contractor's employer must notify Cal/OSHA.

Immediately means as soon as practically possible, but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.

A serious injury is defined as: any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

11.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the Las Gallinas Valley Sanitary District Facility Management for the inspected area(s). All safety violations, hazards and safety concerns observed will be documented. Use of an inspection check list aids in recordkeeping.

Supervisors will conduct a morning safety walk through of their employee primary area(s) and equipment to ensure it is in safe condition. Each morning, supervisors will review with their work crews any hazards associated with work to be performed that day.

Supervisors will document periodic safety inspections of their area and may include items on the below list. In some cases, the inspection shall be conducted by a competent person or qualified person. The following inspections shall be performed:

Required Inspection Frequency	
Fire Extinguisher	<i>Monthly</i>
Eye Wash Station	<i>Monthly</i>
Emergency Shower	<i>Monthly</i>
Forklift/Scissor Lift/Aerial Lift	<i>Pre-shift or pre use</i>
Hazardous Waste Containers	<i>Weekly</i>
Respirator	<i>Pre use</i>
Fall Protection Equipment	<i>Semi-annually & pre use</i>
Confined Space Equipment	<i>Per Equipment Manufacturer</i>
Portable Ladders	<i>Pre use</i>
Scaffold System	<i>Daily Prior to Employee Access</i>
Trench/Excavation	<i>Daily Prior to Employee Access. After Any Hazard Increasing Occurrence</i>
Work Areas	<i>Daily before work begins</i>

Managers and Supervisors shall conduct inspections as often as possible and at intervals sufficient to ensure safe and sanitary working conditions are maintained at all times.

12.0 HAZARD IDENTIFICATION AND CORRECTION

Hazard identification and assessment means that all contractors or subcontractors shall:

- a. Collect and review information about the hazards likely to be present in the workplace.
- b. Periodically inspect the workplace to identify new or recurring hazards.
- c. Investigate injuries, illnesses, incidents, and close calls/near misses to identify the underlying hazards.
- d. Identify and address any trends in injuries, illnesses, and hazard reports. Consider hazards associated with emergency or non-routine situations.
- e. Determine the severity and likelihood of incidents that could result from each hazard identified and use this information to prioritize corrective actions.

Note: employers have an ongoing obligation to control serious, recognized hazards.

13.0 RECORDKEEPING REQUIREMENTS

Record	Minimum Retention (yrs)	Code citation
Workplace inspections	1	8CCR3203(b)(1)

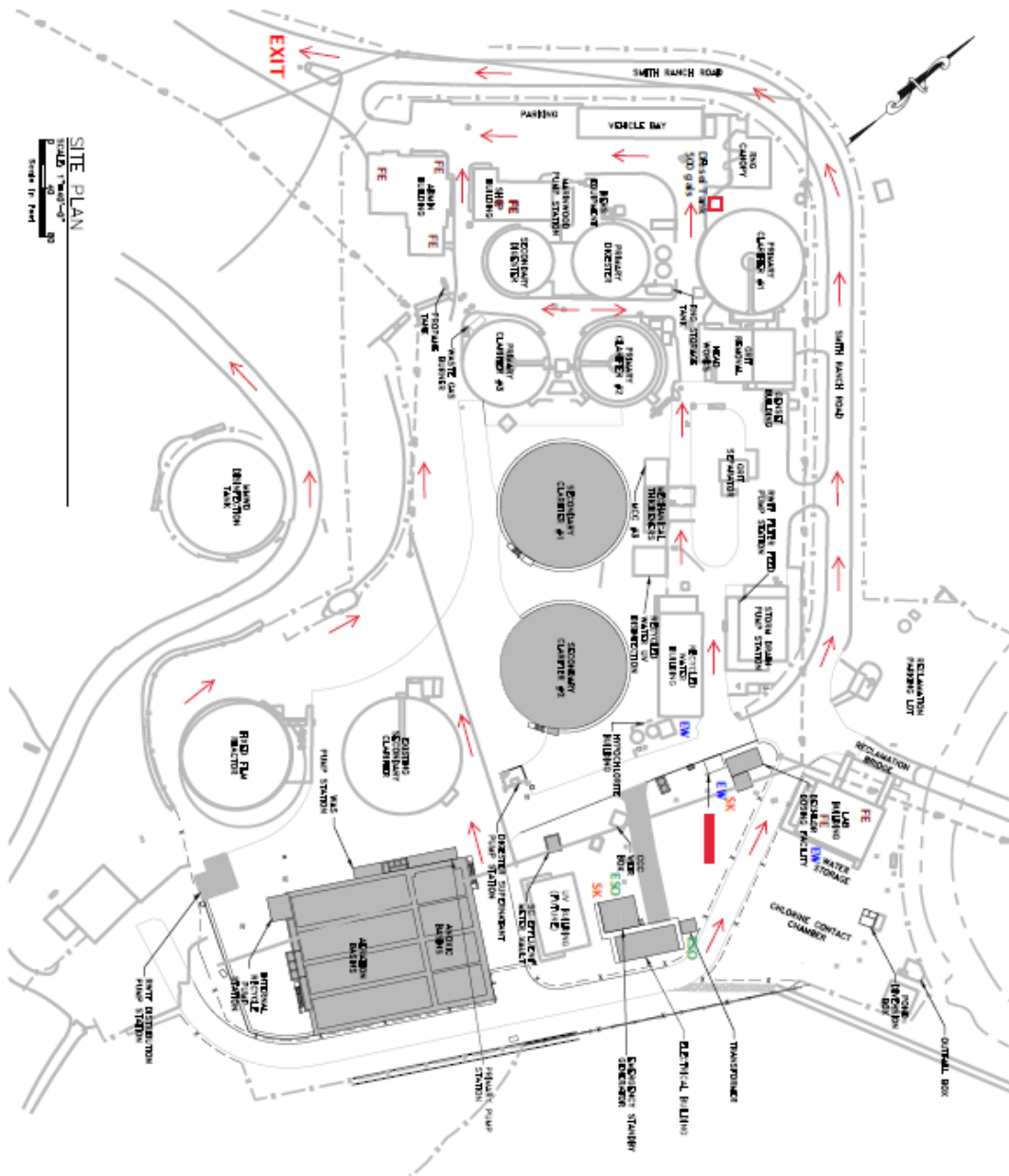
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	"At least" 30 yrs	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
MSDS & SDS, and employee hazardous material exposure records	30 years	8,CCR 5194
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

14.0 PERIODIC PROGRAM EVALUATION

Program evaluation and improvement means that the Las Gallinas Valley Sanitary District Facility Management will:

- a. Establish, report, and track metrics that indicate whether the program is effective.
- b. Evaluate the overall program, initially and periodically, to identify deficiencies and opportunities for improvement.
- c. Monitor progress and performance of contractors or subcontractors.
- d. Verify that the program is implemented and is operating.
- e. Correct program deficiencies and identify opportunities to improve.

Appendix A- Wastewater Treatment Plant Map



SITE PLAN
 SCALE: 1/8" = 1'-0"
 NORTH IS UP

- Legend**
- EW = Eyewash/Shower Station
 - SK = Spill Kit
 - FE = Fire Extinguisher
 - ESO = Emergency Shutoff

Appendix B- Definitions

Appendix B- Definitions

PARTS AND MATERIALS:

All products, materials, devices, systems, or installations installed by Contractor shall have been approved, listed, labeled, or certified as conforming to applicable governmental or other nationally recognized standards, or applicable scientific principles. The listing, labeling, or certification of conformity shall be based upon an evaluation performed by a person, firm, or entity with appropriate registered engineering competence; or by a person, firm, or entity, independent of the manufacturer or supplier of the product, with demonstrated competence in the field of such evaluation.

CONTRACTOR:

Designates “Contractor”, “Contractors”, “Sub-Contractors”, “Suppliers”, and all employees of each.

AUTHORIZED DISTRICT REPRESENTATIVE:

The District’s Authorized Representatives shall be the employee(s) designated by the District to be responsible for communicating with the Contractor or subcontractor.

COMPETENT PERSON:

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

QUALIFIED PERSON:

Qualified Person, Attendant or Operator. A person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

DISTRICT JURISDICTION:

For the purposes of these regulations, “District” Shall mean the Las Gallinas Valley Sanitary District.

TREATMENT PLANT AND FACILITIES:

For the purposes of these regulations, “Treatment Plant & Facilities” shall include the District's Wastewater Treatment Plant, lift stations and sewage conveyance systems located within the boundaries of the District.

Exhibit E

Contractor's License & Workers' Compensation Insurance Info
(Placeholder)

Exhibit F

**Performance Bond, Payment/Labor and Materials Bond,
and Maintenance Bond**

LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

PERFORMANCE BOND

BOND NO. _____

PREMIUM: _____

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, LAS GALLINAS VALLEY SANITARY DISTRICT, (hereinafter designated as "Obligee") and _____ (hereinafter designated as "Principal") have entered into an agreement whereby principal agrees to install and complete certain designated public IMPROVEMENT, which said agreement, dated _____, and identified as project _____, is hereby referred to and made a part hereof; and

WHEREAS, Said principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement;

NOW, THEREFORE, We, the principal and _____ as surety, are held and firmly bound unto the hereinafter called "The Obligee," in the penal sum of _____ dollars (\$ _____) lawful money of the United States for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally firmly by these presents.

The condition of this obligation is such that if the above bound principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and perform and at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Obligee, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by county in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specification accompanying the same shall in any wise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their

PERFORMANCE BOND

several seals this _____ day of _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal)

PRINCIPAL

(Acknowledgement)

By:
Title: _____

(Corporate Seal)

SURETY

By: _____

(Attorney-in-fact)

(Acknowledgement)

Title: _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond.)

LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

PAYMENT/LABOR AND MATERIALS BOND

BOND NO.: _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ Principal, and _____, incorporated under the laws of the State of _____ and authorized to execute bonds and undertakings as sole surety, as Surety, are held and firmly bound unto any and all persons named in California Civil Code Section 1181 whose claim has not been paid by the contractor, company or corporation, in the aggregate total of _____ dollars (\$ _____), for the payment whereof, well and truly to be made, said Principal and Surety bind themselves, their heirs, administrators, successors and assigns, jointly and severally, firmly by these present.

The Condition of the foregoing obligation is such that; whereas the above bounden Principal has entered into a contract, dated _____, with the LAS GALLINAS VALLEY SANITARY DISTRICT to do the following work, to-wit: _____.

NOW, THEREFORE, if the above bounden Principal contractor, person, company or corporation, or his or its subcontractor, fails to pay any claimant named in Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code, with respect to work or labor performed by any such claimant, that, the Surety on this bond will pay the same, in an amount not exceeding the aggregate sum specified in this bond, and also in case suit is brought upon this bond, a reasonable attorney's fee, which shall be awarded by the court to the prevailing party in said suit, said attorney's fee to be taxes as costs in said suit. This bond shall inure to the benefit of any person named in Section 3181 of the Civil Code of the State of California so as to vie a right of action to them or their assignees in any suit brought upon this bond.

This bond is executed and filed to comply with the provisions of the act of Legislature of the State of California as designated in Civil Code Sections 3247-3252 inclusive, and all amendments thereto.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, _____ the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal)

PAYMENT/LABOR AND MATERIALS BOND

PRINCIPAL

(Acknowledgement)

By:
Title: _____

(Corporate Seal)

SURETY

By: _____

(Attorney-in-fact)

(Acknowledgement)

Title: _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond.)

LAS GALLINAS VALLEY SANITARY DISTRICT
101 Lucas Valley Road, Suite 300
San Rafael, California 94903

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Board of the Las Gallinas Valley Sanitary District (designated as the "OBLIGEE"), has awarded to _____, (designated as the "PRINCIPAL") a contract for the _____ project, Job No. _____, which contract and all of the Contract Documents as defined therein (designated as the "Contract") are hereby made a part hereof;

WHEREAS, the PRINCIPAL is required under the terms of the Contract to furnish a bond for the correction of any defects due to defective materials or workmanship in the work performed under the Contract, for a period of THREE (3) YEARS from the date of acceptance by the OBLIGEE of the contracted work.

NOW, THEREFORE, we the PRINCIPAL and the undersigned _____, as surety (designated as "SURETY"), an admitted surety insurer authorized to do business in the State of California, are held and firmly bound unto the Las Gallinas Valley Sanitary District, in the penal sum of _____ Dollars (\$_____), lawful money of the United States, being a sum not less than ten percent (10%) of the final Contract price, 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 CONDITIONS OF THIS OBLIGATION ARE SUCH that if, during a maintenance period of THREE (3) YEARS from the date of acceptance by the OBLIGEE of the contracted work, the PRINCIPAL upon receiving written notice of a need for repairs which are directly attributable to defective materials or workmanship, shall diligently take the necessary steps to correct said defects within seven (7) calendar days from the date of said notice, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

If any action shall be brought by the OBLIGEE upon this bond, a reasonable attorney's fee, to be fixed by the Court, shall be and become a part of OBLIGEE's judgment in any such action. No right of action shall accrue on this bond to, or for the use of, any person or corporation other than the OBLIGEE named herein or the heirs, executors, administrator or successor of the OBLIGEE.

IN WITNESS WHEREOF, the above bound parties have executed this instrument under their seals this _____ day of _____, _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

MAINTENANCE BOND

(Corporate Seal)

PRINCIPAL

(Acknowledgement)

By: _____
Title: _____

(Corporate Seal)

SURETY

(Acknowledgement)

By: _____

(Attorney-in-fact)
Title: _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond)