

**PROFESSIONAL ARCHITECTURE AND ENGINEERING SERVICES
FOR THE GARBERVILLE VETERANS HALL PROJECT**

**CONSULTANT SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
ORW ARCHITECTURE, INC.
FOR THE GARBERVILLE VETERANS HALL PROJECT #162765**

This Agreement, entered into this ____ day of _____, 2023, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and ORW Architecture, Inc., an Oregon Corporation, hereinafter referred to as "CONSULTANT," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Public Works – Facilities Management Division, desires to retain a qualified professional organization to provide certain specified on-call engineering and project management services that are designed to assist COUNTY with the Garberville Veterans Hall Project; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONSULTANT represents that it is adequately trained, skilled, experienced and qualified to perform the professional consulting services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF CONSULTANT:

- A. Professional Services. CONSULTANT hereby agrees to provide professional consulting services in accordance with the criteria, schedule and fiscal requirements set forth in Exhibit A – Scope of Services, Exhibit B – Project Schedule, Exhibit C – Project Budget and Exhibit D – Billing Rate Schedule, which are attached hereto and incorporated herein by reference as if set forth in full. In providing such services CONSULTANT agrees to fully cooperate with the Humboldt County Department of Public Works Director, or a designee thereof, hereinafter referred to as "Director."
- B. Internal Controls. CONSULTANT shall maintain any and all appropriate internal financial controls over the funds received and disbursed pursuant to the terms and conditions of this Agreement, including, without limitation, procedures for tracking expenditures of such funds.
- C. Provision of Relevant Information. CONSULTANT shall cooperate with COUNTY in completing progress reports and other documents pertaining to the performance of CONSULTANT's obligations hereunder, including, without limitation, providing, in a timely manner, any and all requested information regarding the services provided pursuant to the terms and conditions of this Agreement.

- D. Project Access. In order to enable COUNTY to confirm CONSULTANT's compliance with the terms and conditions of this Agreement, CONSULTANT shall provide COUNTY, and any and all duly authorized representatives thereof, access to all work sites and any other areas associated with the services provided hereunder.

2. OBLIGATIONS OF COUNTY:

- A. Provision of Necessary Data and Materials. COUNTY shall provide CONSULTANT with any and all background data necessary for CONSULTANT to complete the services required pursuant to the terms and conditions of this Agreement.
- B. COUNTY Representative. COUNTY shall designate a representative with complete authority to transmit instructions and information, receive correspondence, interpret policy and define decisions related to the services provided pursuant to the terms and conditions of this Agreement. COUNTY's representative shall have overall charge and responsibility of COUNTY's duties and obligations required hereunder. Any and all correspondence pertaining to the performance of CONSULTANT's duties and obligations required hereunder shall be submitted to COUNTY's representative in accordance with the notice requirements set forth herein.
- C. Review of Submitted Materials. COUNTY shall thoroughly review any and all reports, proposals and other documents prepared and submitted pursuant to the terms and conditions of this Agreement. COUNTY shall provide CONSULTANT with a written response pertaining to the review of documents submitted by CONSULTANT within ten (10) calendar days from the receipt thereof.

3. TERM:

This Agreement shall begin on July 18, 2023 and shall remain in full force and effect until June 30, 2025, unless sooner terminated as provided herein.

4. TERMINATION:

- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONSULTANT fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.

CONSULTANT may terminate this AGREEMENT, upon written notice, in the event the COUNTY materially defaults in performing any obligation under this AGREEMENT, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder. CONSULTANT must provide COUNTY at least seven (7) days' notice of intent to terminate stating the alleged materially default and allow COUNTY the opportunity to cure the same.

- B. Termination without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.
- C. Termination due to Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONSULTANT seven (7) days advance written notice

of its intent to terminate this Agreement due to insufficient funding.

- D. Compensation upon Termination. In the event this Agreement is terminated, CONSULTANT shall be entitled to compensation for uncompensated services satisfactorily provided hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONSULTANT.

5. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for any and all services provided, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is Three Hundred Fifteen Thousand Dollars and 00/100 cents (\$315,000.00). In no event shall the maximum amount paid under this Agreement exceed Three Hundred Fifteen Thousand Dollars and 00/100 cents Dollars (\$315,000.00). CONSULTANT hereby agrees to perform any and all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit C – Project Budget.
- C. Additional Services. Any additional services not otherwise set forth herein shall not be provided by CONSULTANT, or compensated by COUNTY, without COUNTY's prior written authorization. Any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONSULTANT. CONSULTANT shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONSULTANT estimates that the maximum payable amount will be reached.

6. PAYMENT:

CONSULTANT shall submit to COUNTY monthly invoices substantiating the costs and expenses incurred pursuant to the terms and conditions of this Agreement no later than thirty (30) days after the end of each month. CONSULTANT shall submit a final invoice for payment within thirty (30) days following the expiration or termination of this Agreement. Invoices shall be prepared using a format that is substantially similar to the format set forth in Exhibit E – Sample Invoice Form, which is attached hereto and incorporated herein by reference as if set forth in full. Payment for any and all costs and expenses incurred pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County Department of Public Works – Facilities Management Division
Attention: Sean Meehan, Deputy Public Works Director
1106 Second Street
Eureka, California 95501

7. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective

addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Department of Public Works – Facilities Management Division
Attention: Sean Meehan, Deputy Public Works Director
1106 Second Street
Eureka, California 95501

CONSULTANT: ORW Architecture, Inc.
Attention: David Wilkerson, Principal
29 S. Grape Street
Medford, Oregon 97501

8. REPORTS:

CONSULTANT hereby agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONSULTANT shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable local, state and federal accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

9. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONSULTANT hereby agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONSULTANT, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards. CONSULTANT hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CONSULTANT further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs associated with the administration of this Agreement.

C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the

requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONSULTANT's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

10. MONITORING:

CONSULTANT hereby agrees that COUNTY has the right to monitor any and all activities related to this Agreement, including, without limitation, the right to review and monitor CONSULTANT's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONSULTANT shall cooperate with a corrective action plan, if deficiencies in CONSULTANT's records, policies, procedures or business operations are identified by COUNTY. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of CONSULTANT's performance hereunder.

11. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. CONSULTANT hereby agrees to protect all confidential information obtained pursuant to the terms and conditions of this Agreement in accordance with any and all applicable local, state and federal laws, regulations and standards.
- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance therewith. Each party agrees to enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of any and all applicable local, state and federal laws, regulations or standards.

12. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, CONSULTANT, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require the employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. CONSULTANT further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive

Order 11375 and Part 60 of Title 41 of the Code of Federal Regulations (“C.F.R.”); and any other applicable local, state or federal laws, regulations and standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated herein by reference as if set forth in full.

13. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONSULTANT certifies that it is not a Nuclear Weapons Contractor, in that CONSULTANT is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CONSULTANT agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONSULTANT subsequently becomes a Nuclear Weapons Contractor.

14. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONSULTANT certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*), by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. CONSULTANT’s policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation and employee assistance programs; and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
 - 1. Receive a copy of CONSULTANT’s Drug-Free Policy Statement; and
 - 2. Agree to abide by CONSULTANT’s Drug-Free Policy as a condition of employment.
- D. Effect of Non-Compliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

15. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, CONSULTANT shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONSULTANT's negligence, recklessness or willful misconduct in the performance of the services required pursuant to the terms and conditions of this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY or its agents, officers, officials, employees and volunteers. The duty of the CONSULTANT to indemnify includes the duty to defend as provided in Civil Code Section 2778 but does not require the CONSULTANT to appear in Court. CONSULTANT shall compensate COUNTY for litigation expenses as specified above.
- B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONSULTANT from liability under this provision. This provision shall apply to all claims for damages related to CONSULTANT's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.
- C. Mutual Indemnity. Each party agrees to hold harmless and indemnify the other party, and its agents, officers, officials, employees and volunteers, from and against any and all claims, demands, losses, damages, liabilities, speculative damages, and costs of any kind or nature, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers. Each party shall indemnify the other party for any and all claims resulting from the use of data documents, or other information, provided pursuant to the terms and conditions of this Agreement.
- D. Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear its proportionate share of liability in accordance with applicable law and as determined in any such proceeding. In such cases, each party will bear its own costs and attorney's fees.

16. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONSULTANT is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting CONSULTANT's indemnification obligations set forth herein, CONSULTANT, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONSULTANT and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:
 1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general

aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.
4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CONSULTANT may be exposed to liability regarding the services provided pursuant to the terms and conditions of this Agreement. CONSULTANT shall require that such coverage be incorporated into its professional services agreements with any other entities.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONSULTANT. Such coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONSULTANT shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate

policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.

4. For claims related to this Agreement, CONSULTANT's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONSULTANT's insurance and will not be used to contribute therewith.
5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
6. CONSULTANT shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONSULTANT does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONSULTANT under this Agreement.
7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONSULTANT shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

C. Insurance Notices. Any and all insurance notices required to be given hereunder shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CONSULTANT: ORW Architecture, Inc.
Attention: David Wilkerson, Principal
29 S. Grape Street
Medford, Oregon 97501

17. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONSULTANT shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CONSULTANT shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

18. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

A. General Legal Requirements. CONSULTANT hereby agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.

B. Licensure Requirements. CONSULTANT hereby agrees to comply with any and all local, state and

federal licensure, certification and accreditation requirements and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.

- C. Accessibility Requirements. CONSULTANT hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 11135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CONSULTANT hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the Humboldt County Conflict of Interest Code, all as may be amended from time to time.
- E. Prevailing Wage Requirements. CONSULTANT hereby agrees to comply with any and all applicable prevailing wage requirements set forth in California Labor Code Sections 1770, *et seq.* and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, all as may be amended from time to time.

19. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or incorrectly stated, the parties agree to amend the pertinent section to make such insertion or correction.

20. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

21. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

Each party hereby agrees that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by both parties hereto.

22. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

23. ASSIGNMENT:

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONSULTANT in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not

be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

24. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

25. WAIVER OF DEFAULT:

The waiver by either party of any breach of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement which may then exist on the part of CONSULTANT. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand repayment of, and CONSULTANT shall promptly refund, any funds which COUNTY determines were not expended in accordance with the terms and conditions of this Agreement.

26. AMENDMENT:

This Agreement may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

27. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

28. STANDARD OF PRACTICE:

CONSULTANT warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONSULTANT's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

29. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONSULTANT shall become the property of COUNTY. However, CONSULTANT may retain copies of such documents, information and reports for its records. In the event this Agreement is terminated, CONSULTANT shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

30. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

31. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. CONSULTANT shall inform COUNTY of any and all requests for interviews by the media related to this Agreement before such interviews take place. COUNTY shall be entitled to have a representative present at any and all interviews concerning the subject matter of this Agreement. Any and all notices required by this provision shall be given to Director in accordance with the notice requirements set forth herein.

32. SUBCONTRACTS:

CONSULTANT shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement; however, nothing set forth herein shall operate to confer any rights, remedies, obligations or liabilities upon any third parties. CONSULTANT shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

33. ATTORNEYS' FEES:

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, the term "prevailing party" means the party who dismisses an action in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

34. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 4D – Compensation upon Termination, Section 9 – Record Retention and Inspection, Section 11 – Confidential Information and Section 15 – Indemnification shall survive the expiration or termination of this Agreement.

35. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

36. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

37. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

38. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

39. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

40. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This Agreement, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

41. AUTHORITY TO EXECUTE:

Each person executing this Agreement warrants that he or she is duly authorized and has legal authority to execute this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

ORW ARCHITECTURE, INC.:

By: J.D. Wilkerson

Date: 7.10.23

Name: J. DAVID WILKERSON

Title: PRESIDENT

By: Andrew Owen

Date: 07/10/2023

Name: Andrew Owen

Title: Treasurer

COUNTY OF HUMBOLDT:

By: _____

Date: _____

Steve Madrone, Chair
Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: 07/14/2023

Risk Management

LIST OF EXHIBITS:

- Exhibit A – Scope of Services
- Exhibit B – Project Schedule
- Exhibit C – Project Budget
- Exhibit D – Billing Rate Schedule
- Exhibit E – Sample Invoice

Exhibit A – Scope of Services

July 10, 2023

Sean Meehan, Architect
Humboldt County Works
1106 Second Street
Eureka, California 95501
Via email: smeehan@co.humboldt.ca.us



re: *Proposal for Design Services and Construction Administration – Garberville Veterans’ Memorial Hall*

Dear Sean,

Thank you for the opportunity to provide a proposal for services to help with the design and construction of a new approximately 3,600 square foot Veterans’ Memorial Hall on County-owned land located in Garberville, California. Included into the new redevelopment on the site will include renovating and placement of the venerated flagpole, hardscape, landscaping of the exterior areas, and engineering site improvements.

We understand the project to be as follows:

- Architectural and Engineering Design Services and Construction Administration on a cleared site located at the street intersection of Conger street and Locust Street;
 - Create a REVIT model of the existing site and building and prepare backgrounds for consultants.
 - Provide design solution across all design disciplines that comply with the program requirements and all codes through the Agency(ies) Having Jurisdiction.
 - Provide 30% and 60% complete Design Development Drawings for Humboldt County Public Works review.
 - Provide 90% complete Construction Documentation Drawings for Humboldt County Public Works review.
 - Prepare an Order-of-Magnitude Opinion of Probable Construction Cost during design phases. (OM OPCC)

- Prepare and submit 100% Construction Documents of all design trades for permit and bidding purposes.
- Provide Construction Administration to the project through to Substantial Completion.

Scope of Services:

We propose five phases to this project:

Phase I – A/E Schematic Design

Preparation of architectural and engineering drawings for review and decision making and coordination with and obtaining approval from the client and client's representatives:

- a. Development of the Site Plan incorporating latest survey findings.
- b. Facilitate an expedited service application to P.G.E. for the proposed service to the new design.
- c. Create background electronic files for consultant use.
- d. Floor Plans – 2D drawings showing the size and spatial configuration of interior spaces and their relationship to corresponding exterior spaces.
- e. Coordination with design consultants on program requirements and Opinion of Probable Construction Cost (OPCC) methodologies.
- f. Both architectural and engineering drawings that show conceptual design intent. Systems and materials, and furnishings can appear schematic in nature pending further development of the design and refinement of details and material choices.

ORW Architecture will provide Phase I of the work to be billed monthly. The cost of this work shall be **Sixty-Six Thousand One Hundred Sixty-Five (\$66,165.00) Dollars.**

Phase II – A/E Design Development

Continued Preparation of architectural design and engineering system construction drawings:

- a. Further development of spatial and building design including refinement of details to structural elements, Systems development, General Civil Work, design finishes, and general installations.
- b. Preparation of Construction Document Sequencing in preparation of detailed drawings for construction including development of structural, mechanical, electrical, and plumbing systems.

- c. Provide Outline Specifications.
- d. Development of the outdoor Patio Area and Interior Design.
- e. Optional cost estimates for ASMEP shall be provided as Additional Services.

ORW Architecture will provide Phase II of the work to be billed monthly. The cost of this work shall be **Sixty-Nine Thousand Four Hundred Sixty-Four (\$69,464.00) Dollars.**

Phase III – A/E Construction Documentation and Permitting Activities

Final Preparation of architectural design and engineering system construction drawings with corresponding Specifications:

- a. Final development of spatial and building design including refinement of details to structural elements, Systems development, General Civil Work, design finishes, and general installations.
- b. Preparation of Construction Documents – preparation of detailed drawings for permit and bid purposes including coordination of structural, mechanical, electrical, and plumbing systems.
- c. Quality Control and Quality Assurance with internal documents and consultants.
- d. Coordination with Authorities Having Jurisdiction (AHJ) for obtaining a building permit.

ORW Architecture will provide Phase III of the work to be billed monthly. The cost of this work shall be **One Hundred Eight Thousand Seven Hundred Ninety (\$108,790.00) Dollars.**

Phase IV – Bidding & Bidding Support

- a. Coordinate bid documents and qualifications with Humboldt County Public Works and help prepare a list of contractors for soliciting bids to.
- b. Participate in Pre-Bid conferences as directed by Humboldt County Public Works.
- c. Provide clarifications to Bidders questions and coordinate responses to questions from design consultants.

ORW Architecture will provide Phase IV of the work to be billed monthly. The cost of this work shall be **Eleven Thousand Four Hundred Six (\$11,406.00) Dollars.**

Phase V – Permitting & Construction Administration

- a. Coordination with General Contractor in site preparations and answering RFI's.
- b. Construction Administration – Work in office to coordinate and observe the construction.
- c. Site Visits by design consultants to ORW required by General Contractor and/or Humboldt County agencies can be provided as Additional Services.

ORW Architecture will provide Phase V of the work to be billed monthly. The cost of this work shall be **Fifty-Nine Thousand One Hundred Seventy-Five (\$59,175.00) Dollars.**

The total Design Fee from A/E Schematic Design through Substantial Completion of Construction is proposed by ORW Architecture at **Three Hundred Fifteen Thousand (\$315,000.00) Dollars.**

We trust that this proposal conveys our expertise, our enthusiasm, and our readiness to collaborate with you on this important project for the Veterans Memorial Hall in Garberville, California. When the proposal gains the approval of the Humboldt County Board, we will draft a standard AIA agreement for your review and execution. We look forward to kicking off the project as soon as we are authorized.

Respectfully,



J. David Wilkerson, II AIA, LEED AP

Principal

JDW/ms

Attachments: Project Schedule

Project Budget

Billing Rate Schedule

Deliverables Schedule

Sample Invoice

Supplemental Documentation

List and Schedule of Deliverables

ORW's scope of work shall include the following Deliverables as part of each Task required for the project:

Project Administration:

- Consultant Kick-off Meeting
- Project Budget and Tracking
- Project Schedule
- Project Team Meeting Agenda and Minutes

Stakeholder Engagement and Scoping:

- Scope of Work Memo
- Stakeholder Meeting Agenda, Minutes, and Presentation Materials

Schematic Design Deliverables:

- Design Alternatives – two(2)
- R.O.M. Estimate for each Conceptual Design
- Alternative Evaluation and Preferred Alternative Memo
- Preferred Alternative Design
- Virtual Public Presentation and Presentation Materials on Design

Construction Documents

- Building Permit Application and Approval
- Design Packages at 65%, 95%, and 100% design
- Construction Estimates at 65% and 95% design

Bidding:

- Attendance at Pre-Bid Conference
- Addenda
- Substitution Requests

Construction Administration:

- Responses to Requests For Information
- Reviews of Submittals for conformance with contract documents
- Review of Change Orders for scope confirmation
- Up to 4 Site Visits
- Construction Punch List
- Review of Close- Out Documentation against the specifications
- GC shall provide As-Built Plans and Specifications for the City's records in a format specified by the County.

Exhibit B – Project Schedule

2023

January '23							February '23							March '23							April '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				

May '23							June '23							July '23							August '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				

September '23							October '23							November '23							December '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

January '24							February '24							March '24							April '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				

May '24							June '24							July '24							August '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4						1	2	3		1	2	3	4	5	6			1	2	3	4	5
5	6	7	8	9	10	11	5	6	7	8	9	10	11	5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18	12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25	19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30	31		26	27	28	29	30	31	26	27	28	29	30	31		

2024

PROJECT PHASE				START				END				DURATION			
Schematic Design (SD)		7/18/23	9/7/23	38 Days											
Design Development (DD)		9/11/23	10/20/23	30 Days											
Construction Documents (CD)		10/23/23	1/11/24	59 Days											
Bid Documents		1/11/24	1/31/24	15 Days											
Bid		2/15/24	4/11/24	41 Days											
Construction (estimated)		5/6/24	4/19/25	50 Weeks											

Working Days

MEETING GROUP KEY			
EXECUTIVE	County Board		
FACILITIES	Public Works		
VETERANS	Veteran User Group		
CITY	Garberville Unincorporated		
COMMUNITY	Residents of Garberville		
SITE	Site Review Group		

ORW Consultant Meetings
Every 2 Weeks on Wednesdays

Date	Group	Subject / Deliverables
7/18/23	EXECUTIVE	MEETING: Approve ORW Proposal
7/24/23	Facilities w/ ORW	Finalize Memorial Hall Concept Plan
7/26/23	FACILITIES	Finalize Schedule
7/27/23	FACILITIES	Contract Approval
7/31/23	FACILITIES	County/ORW KickOff
8/11/23	ORW	Sketch Designs Delivered
8/25/23	VETERANS	Stakeholder Meeting #01
8/23/23	ORW	Consultant Kick Off
8/28/23	ORW	Establish Project Budget and Tracking
8/29/23	ORW	Establish Design Process Meeting Schedule
9/7/23	DELIVERABLE	Deadline - SD Package / to Humboldt County Public Works
9/8/23	VETERANS	Stakeholder Meeting #02 - VIRTUAL
9/8/23	FACILITIES	SD OPINION OF PROBABLE COST ESTIMATE
9/11/23	FACILITIES	SD Owner Review - 9/11/23-09/22/23
9/11/23	ORW	MEETING: Owner SD comments
9/11/23	ORW	Consultant Coordination Round Robin
9/13/23	FACILITIES	Public Works provides survey information and Other
9/13/23	ORW	Finalize Consultant Needs
9/14/23	ORW	Provide Final Backgrounds to Consultants
9/19/23	ORW	All Teams Coordination Round Robin
9/21/23	ORW	Present Fixed Floor Plan, Elevations, and Site Layout
10/10/23	ORW	OPINION OF PROBABLE COST ESTIMATE
10/20/23	DELIVERABLE	DEADLINE - 100% DD Package / to Cost Estimator
DD Owner Review - 10/23/23-11/3/23		
10/23/23	FACILITIES	MEETING: Owner DD comments
11/14/23	ORW	QA/QC Review
12/14/23	ORW	QA/QC Cross-Discipline Coordination
1/11/24	DELIVERABLE	DEADLINE - 95% CD Package / to Cost Estimator
1/26/24	DELIVERABLE	DEADLINE - Cost Estimate Due
1/30/24	EXECUTIVE	MEETING: Cost Estimate / CD Package Review
CD Owner Review - 01/8/23-01/23/24		
1/31/24	DELIVERABLE	DEADLINE - Permit/Bid Package
2/6/24	EXECUTIVE	MEETING: Bid Package Page Turn
2/15/24	DELIVERABLE	DEADLINE - Bid Start
3/15/24	FACILITIES	Last Day for Bid Questions
4/11/24	DELIVERABLE	DEADLINE - Bids Due
Bid Review / Contracts - 4/15/24-5/3/24		
Construction - 5/6/24-4/19/25		

Garberville Veterans Hall

PROJECT SCHEDULE

ORW Project No: 2318
Print Date: 7/10/2023



Exhibit C – Project Budget

2318 Modified Fee Break Down Budget - Garberville Veterans Hall

BASIC SERVICES

	Total	SD	DD	CD	BI/PERM	CA	
	Original Breakdown:	100.00%	20.00%	22.00%	36.00%	2.00%	20.00%
ORW	\$ 175,500	\$ 35,100	\$ 38,610	\$ 63,180	\$ 3,510	\$ 35,100	\$ 175,500
SHN	\$ 47,200	\$ 9,440	\$ 10,384	\$ 11,500	\$ 6,436	\$ 9,440	\$ 47,200
WRK Structural	\$ 31,500	\$ 6,900	\$ 7,590	\$ 12,420	\$ 690	\$ 3,900	\$ 31,500
ArcSine - Mechanical	\$ 15,500	\$ 4,300	\$ 3,080	\$ 5,040	\$ -	\$ 3,080	\$ 15,500
ArcSine - Electrical	\$ 21,000	\$ 5,800	\$ 4,180	\$ 6,840	\$ -	\$ 4,180	\$ 21,000
Terrain L.A.	\$ 11,750	\$ 2,450	\$ 2,695	\$ 4,410	\$ 245	\$ 1,950	\$ 11,750
Halliday (H.A.I.)	\$ 12,550	\$ 2,175	\$ 2,925	\$ 5,400	\$ 525	\$ 1,525	\$ 12,550
Totals	\$ 315,000	\$ 66,165	\$ 69,464	\$ 108,790	\$ 11,406	\$ 59,175	\$ 315,000

Consultants Only

\$ 31,065.00 \$ 30,854.00 \$ 45,610.00 \$ 7,896.00 \$ 24,075.00 \$ 139,500

Reimbursables

Included in Overall Fee



Exhibit D – Billing Rate Schedule

ORW Architecture – Standard Hourly Rates

Principal Architect	\$ 195	/ hr
Senior Technical Staff	\$ 165	/ hr
Senior Project Manager	\$ 165	/ hr
Project Manager	\$ 150	/ hr
Project Architect	\$ 150	/ hr
Construction Administrator	\$ 150	/ hr
Assistant Project Manager	\$ 135	/ hr
Production Manager	\$ 135	/ hr
BIM Manager	\$ 135	/ hr
Document Technologist	\$ 110	/ hr
Intern	\$ 80	/ hr
Administration/Clerical	\$ 95	/ hr

Reimbursable Expenses: These expenses are charged directly to the client and include (but are not necessarily limited to) the following:

- Travel Expenses and Mileage
- Printing/Plotting and Copies
- Postage and UPS Shipping Charges
- Fees paid on Client’s behalf

Exhibit E – Sample Invoice



ORW Architecture

29 S Grape St
 Medford, OR 97501
 Tel: (541) 779-5237
 donna@orwarch.com
 www.orwarchitecture.com

INVOICE SAMPLE

INVOICE

BILL TO

Client Name
 Client Address

Project # | Project Name

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	AMOUNT DUE THIS INVOICE
XXXX	March 27, 2023	April 26, 2023	XXXX	\$XXXX.XX

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Contract	% Phase Completed	Amount Billed	% Completed	Current Completed	Amount Remaining
Project Name	50.25 %	\$139,215.00	-	\$0.00	-	\$0.00	\$139,215.00
2229-01 SD Phase	10.82 %	\$29,984.00	100.00 %	\$29,984.00	-	\$0.00	\$0.00
2229-01 DD Phase	11.44 %	\$31,707.00	10.00 %	\$3,170.70	15.00 %	\$4,756.05	\$23,780.25
2229-01 CD Phase	17.21 %	\$47,685.25	-	\$0.00	-	\$0.00	\$47,685.25
2229-01 BI & Permitting	0.82 %	\$2,276.70	-	\$0.00	-	\$0.00	\$2,276.70
2229-01 CA Phase	9.45 %	\$26,182.05	-	\$0.00	-	\$0.00	\$26,182.05
	100.00 %	\$277,050.00	11.97 %	\$33,154.70	1.72 %	\$4,756.05	\$239,139.25

AMOUNT DUE THIS INVOICE \$4,756.05

This invoice is due on 4/26/2023

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$37,910.75	\$33,154.70	\$4,756.05

Respectfully Submitted: _____