

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
PSOMAS, INC.
FOR
ON-CALL CONSTRUCTION MANAGEMENT & ENGINEERING SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and PSOMAS, INC., a California Corporation hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to provide on-call Construction Management & Engineering Services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Reuben Tolentino who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on _____, 20____ (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed One Million Four Hundred Thousand Dollars (\$1,400,000.00).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

"CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney's fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance

policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and

- C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the

event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach
ATTN: Director of Public Works
2000 Main Street
Huntington Beach, CA 92648

TO CONSULTANT:

Psomas
ATTN: Reuben Tolentino
5 Hutton Centre Drive, Suite 300
Santa Ana, CA 92707

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or

neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this

Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. GENERAL PRINCIPALS CERTIFICATION FOR FEDERAL-AID CONTRACTS

CONSULTANT shall comply generally accepted accounting principles and good business practices. CONSULTANT shall, at its own expense, furnish all cost items associated with the proposed services except as specified to be furnished by City. CONSULTANT shall retain financial records, supporting documents, statistical records, and all other records pertinent to the proposed services for a period of a minimum of three (3) years from the expiration of the term of the Master Agreement.

CONSULTANT shall take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive or is considered sensitive consistent with laws regarding privacy and responsibility over confidentiality.

30. NON-DISCRIMINATION CERTIFICATION FOR FEDERAL-AID CONTRACTS

CONSULTANT shall take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive or is considered sensitive consistent with laws regarding privacy and responsibility over confidentiality.

CONSULTANT shall ensure that services and facilities are provided without regard to ethnic group identification, race, color, national origin, creed, religion, age, sex, physical or mental disability, political affiliation, or marital status in accordance with applicable laws, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200-d); Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324); Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1987 (P.L. 100-209); Executive Order 12898 (February 11, 1994); Executive Order 13166 (August 16, 2000); Title VII of the Civil Rights Act of

1964 (42 U.S.C 2000-d); the Age Discrimination Act of 1975 (42 U.S.C. 6101); Article 9.5, Chapter 1, Part 1, Division 2, Title 2 (Section 11135, et seq) of the California Government Code; Title 9, Chapter 4, Subchapter 6 (Section 10800, et seq) of the CCR and California Department of Social Services Manual of Policies and Procedures (CDSS MPP) Division 21.

CONSULTANT shall ensure that proposed activities be accomplished in an equitable and impartial manner so that no person shall be excluded because of race, color, gender, or national origin from participation in, or be denied the benefits, or any program or activity for which federal financial assistance is received (31 CFR Part 22).

31. MBE AND WBE CERTIFICATION FOR FEDERAL-AID CONTRACTS

It is the policy of the City to encourage the participation of disadvantaged, minority and women owned business enterprises in the City's procurement process.

CONSULTANT agrees to use its best efforts to carry out this policy when sourcing the use of outside consultants, advisors and contractors to the fullest extent practicable, consistent with the efficient performance of a contract. CONSULTANT may rely on written representations by consultants, advisors and contractors regarding their status. CONSULTANT shall report to the City the names of all consultants, advisors and contractors hired for the proposed services and information on whether or not they are a disadvantaged, minority or women-owned business enterprise, as defined in Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

CONSULTANT shall, in accordance with 2 CFR 200.321, take affirmative steps to include minority business, women's business enterprises, and labor surplus area firms when sourcing the use of outside consultants, advisors, and contractors for a contract by:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(b) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

(d) Establishing delivery schedules, where the requirements permit, which encourage participation by small and minority businesses and women's business enterprises; and

(e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

32. DOMESTIC PREFERENCE CERTIFICATION FOR FEDERAL-AID CONTRACTS

It is the policy of the City to encourage a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders.

CONSULTANT agrees to use its best efforts to comply with 2 CFR 200.322 to the fullest extent possible consistent with the efficient performance of a contract.

33. RECOVERED MATERIALS CERTIFICATION FOR FEDERAL-AID CONTRACTS

CONSULTANT shall comply with 2 CFR 200.322 and procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a

satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. CONSULTANT certifies that the percentage of recovered materials to be used in the performance of this Agreement will be at least the amount required by applicable specifications or other contractual requirements. For contracts over \$100,000 in total value, CONSULTANT shall estimate the percentage of total material utilized for the performance of the project that is recovered materials and shall provide such estimate to City upon request.

34. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT
CERTIFICATION FOR FEDERAL-AID CONTRACTS

CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401-7671q. CONSULTANT agrees to report each violation to the USDA and the appropriate EPA Regional Office.

CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). CONSULTANT agrees to report each violation to the USDA and the appropriate EPA Regional Office.

35. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this certification. Indicate to whom it applies, initiating agency, and dates of action.

36. NON-LOBBYING CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing and submitting this document, to the best of his or her knowledge and belief, that:

- (l) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an

officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

37. EFFECTIVE DATE


This Agreement shall be effective on the date of its approval by the City Council.

This Agreement shall expire when terminated as provided herein.

CONSULTANT,

PSOMAS

By: _____



print name

ITS: (circle one) Chairman/President/Vice President

AND

By: _____

print name

ITS: (circle one) Secretary/Chief Financial Officer/Asst.
Secretary - Treasurer

CITY OF HUNTINGTON BEACH, a
municipal corporation of the State of
California

Mayor

City Clerk

INITIATED AND APPROVED:



Director of Public Works

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:



City Attorney 

EXHIBIT "A"

Administrative

1. Perform a "third" party constructability review of the project plans and specifications prior to the preconstruction conference and identify potential problems that may need attention before construction starts. Provide reviews and comments from ADA compliance perspective.
2. Review project permit requirements.
3. Prepare and conduct Pre-Construction Meetings.
4. Provide coordination of project activities and prepare reports and documents, as necessary, for City review and action.
5. Maintain at the consultant's local office, on a current basis; a record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings, product data; samples; submittal; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which are relevant to the contract work.
6. Provide weekly status reports to The City as required.
7. Review laboratory, shop and mill test reports of materials and equipment, and coordinate as required with Design Engineers.
8. Utilize the Public Works Project Tracking System (PTS), developed in Excel, to track and generate logs, contractor and consultant payment applications, change orders, weekly statement of working days and affidavits. PTS will be accessed, updated, and maintained in Drop-box and Agency will, from time to time, access PTS to add or retrieve data and budgets.
9. Monitor Contractor and subcontractor compliance with State and Federal labor law and paperwork requirements including certified payroll, conducting spot interviews with employees on the project, preparing daily reports listing employee, labor classifications, hours worked and equipment on project, maintaining evidence of apprentices employed on the project, spot checking payrolls to ensure that applicable Davis-Bacon or State prevailing wage rates are paid and ensuring that contractor has posted all required posters, notices and wage determination at the job site.
10. Administer the construction contract in conformance with the requirements set forth in the project Plans and Specifications including applicable requirements from Caltrans Standard Plans and Specifications, Local Assistance Procedures, Standard Specifications for Public Works Construction, and the City of Huntington Beach.
11. Receive, log, and respond to Contractor Request for Information (RFI).
12. Conduct weekly construction progress meetings with Contractor, Subcontractors, City Staff, Design Engineer, Sub-consultants, affected outside Agencies, general public, business owners, other consultants, etc. to discuss matters such as procedures, progress, problems, and scheduling. Prepare and distribute meeting minutes.
13. Coordinate and monitor all inspection activities.
14. Maintain an open-door policy and meet with general public as needed regarding the construction and make recommendations to address their concerns.
15. Receive and process all shop drawings, project data, samples, and other submittals to the Design Engineer for review. Establish and implement procedures for expediting the processing and approval of submittal.

16. Coordinate submittal review with Design Engineer on an as needed basis.
17. Coordinate with the City Engineer and other City Departments.
18. Document all claims and maintain for account records. Provide all necessary documentation and support to the City in settling claims.
19. Administer implementation of project's Traffic Control Plans and perform weekly review for conformance to approved plan.
20. Coordinate and schedule construction surveying.
21. Coordinate testing requirements and scheduling of material testing.
22. Review and analyze the Contractor's cost loaded / resource loaded baseline project schedule for critical path, activity logic sequences, realistic durations, constraints, schedule of values and schedule of delivery for products with long lead time which includes submittal process. Work with Contractor (weekly) to maintain the project schedule updates to show current conditions and suggest revisions as required that will be congruent with monthly progress pay requests.
23. Recommend necessary or desirable changes in the Construction Contractor's scope of services to City. Review and evaluate Contractor's request for changes. Negotiate with Contractor and submit recommendations to City supported by field data related to any additional work. If change orders are accepted by City, prepare change orders for signature and authorization by the City. Maintain a log of change requests.
24. Create and maintain "As-Built" project schedule.
25. Review pay requests and provide recommendation for contractor payments.
26. Coordinate the transition of project to City Maintenance.
27. Coordinate any training sessions required for City staff.
28. Conduct regular coordination meetings with property owners and business owners.
29. Construction Closeout.

Consultant shall provide the following project closeout services:

- Administer and coordinate final inspections.
 - Coordinate the correction and completion of the work.
 - Assist City in determining when the Project or a designated portion thereof is substantially complete.
 - Calculate the amount of final payment due prime Contractor.
 - Obtain evidence of certification of all lien releases.
 - Assist City with Filing the Project "Notice of Completion".
 - Secure and transmit to City, required guarantees.
 - Issue the notice of substantial completion and process the notice of completion.
 - Coordinate any startup requirements.
 - Deliver all equipment manuals, special equipment, spare parts, catalogs, and other materials required by specifications.
 - Collect all as-built data from contractors or consultants.
 - Make recommendation for the release of retention.
30. Provide construction management documents and records to The City.

Inspection:

1. Review contract documents, plans, and permits.
2. Attend the pre-construction meeting.
3. Monitor and enforce construction noticing requirements, including but not limited to

PM10 and SWPPP requirements.

4. Maintain field diary (bound workbooks) during construction, including a cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
5. Monitor the contractor's fugitive dust control plan and ensure the contractor using approved haul routes and they are kept clean.
6. Ensure compliance with the construction contract by continuously monitoring, evaluating, approving, or rejecting the Contractor's work in accordance with the approved construction contract documents.
7. Determine that the Contractor's work is being performed in accordance with the requirements of the contract documents. Endeavor to guard City against defects and deficiencies in the work. As appropriate, require special inspection or testing, or make recommendations to City regarding special inspection or testing of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed.
8. Provide and maintain a digital photographic history of the progress of the project.

Photos will also be taken of the following:

- Showing existing conditions prior to construction.
 - Disputed work items.
 - Work that has to be duplicated, replaced, or removed.
 - Completed work.
 - Extra Work.
9. Record the progress of the project. Maintain a daily log containing a record of weather, Contractor and subcontractor's work on site, Contractor and subcontractor's equipment with hours on site, number and names of workers with hours on site, work accomplished, problems encountered, and other relevant data. Provide copies of daily logs to City as requested. Include information on Contractor and the entire project, showing percentages of completion. Daily Reports should be detailed enough to develop Time and Material payments for the contractor's work in case of future disputes.
 10. During the course of construction, maintain one set of plans with markings and dimensions in red ink to denote field changes or other corrections.
 11. Maintain copies of all permits needed to construct the project and enforce special requirements of each.

EXHIBIT "B"

Payment Schedule (Hourly Payment)

A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

SEE ATTACHED EXHIBIT B

B. Travel Charges for time during travel are not reimbursable.

C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
 - A) Reference this Agreement;
 - B) Describe the services performed;
 - C) Show the total amount of the payment due;
 - D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
 - E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

EXHIBIT B

Cost Proposal

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant PSOMAS

☒ Prime Consultant

☐ Subconsultant

☐ 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount \$ _____ Date 03/10/2022

For Combined Rate	Fringe Benefit % + General & Administrative %	=	165.76%	Combined ICR%
OR				
For Home Office Rate	Fringe Benefit % + General & Administrative %	=	0.00%	Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %	=	0.00%	Field Office ICR%
	Fee	=		10%

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Aldwir, Adnan ** Construction Management Office Engineer	\$139.91	\$139.91	\$139.91	01/01/2022	12/31/2022			
	\$145.51	\$145.51	\$145.51	01/01/2023	12/31/2023	\$47.86	4%	Not Applicable
	\$151.33	\$151.33	\$151.33	01/01/2024	12/31/2024	\$49.77	4%	
	\$157.38	\$157.38	\$157.38	01/01/2025	12/31/2025	\$51.77	4%	
	\$163.68	\$163.68	\$163.68	01/01/2026	12/31/2026	\$53.84	4%	
Angel, Alejandro * QA/QC Manager	\$272.43	\$272.43	\$272.43	01/01/2022	12/31/2022	\$55.99		Not Applicable
	\$283.33	\$283.33	\$283.33	01/01/2023	12/31/2023	\$93.19	4%	
	\$294.66	\$294.66	\$294.66	01/01/2024	12/31/2024	\$96.92	4%	
	\$306.44	\$306.44	\$306.44	01/01/2025	12/31/2025	\$100.79	4%	
	\$318.70	\$318.70	\$318.70	01/01/2026	12/31/2026	\$104.83	4%	
Baine, Steven * General Civil Engineer	\$166.84	\$166.84	\$166.84	01/01/2022	12/31/2022	\$109.02		Not Applicable
	\$173.51	\$173.51	\$173.51	01/01/2023	12/31/2023	\$57.07	4%	
	\$180.45	\$180.45	\$180.45	01/01/2024	12/31/2024	\$59.35	4%	
	\$187.67	\$187.67	\$187.67	01/01/2025	12/31/2025	\$61.73	4%	
	\$195.17	\$195.17	\$195.17	01/01/2026	12/31/2026	\$64.20	4%	
Baker, Nancy Water Engineer	\$219.19	\$219.19	\$219.19	01/01/2022	12/31/2022	\$66.76		Not Applicable
	\$227.96	\$227.96	\$227.96	01/01/2023	12/31/2023	\$74.98	4%	
	\$237.08	\$237.08	\$237.08	01/01/2024	12/31/2024	\$77.98	4%	
	\$246.56	\$246.56	\$246.56	01/01/2025	12/31/2025	\$81.10	4%	
	\$256.43	\$256.43	\$256.43	01/01/2026	12/31/2026	\$84.34	4%	
						\$87.72		

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification'	Hourly Billing Rates'			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate'	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Barnett, Brett * Construction Management Lead	\$315.58	\$315.58	\$315.58	01/01/2022	12/31/2022	\$107.95	4%	Not Applicable
	\$328.20	\$328.20	\$328.20	01/01/2023	12/31/2023	\$112.27	4%	
	\$341.33	\$341.33	\$341.33	01/01/2024	12/31/2024	\$116.76	4%	
	\$354.98	\$354.98	\$354.98	01/01/2025	12/31/2025	\$121.43	4%	
	\$369.18	\$369.18	\$369.18	01/01/2026	12/31/2026	\$126.29		
Bartorelli, Joseph Office Surveyor	\$247.87	\$247.87	\$247.87	01/01/2022	12/31/2022	\$84.79	4%	Not Applicable
	\$257.79	\$257.79	\$257.79	01/01/2023	12/31/2023	\$88.18	4%	
	\$268.10	\$268.10	\$268.10	01/01/2024	12/31/2024	\$91.71	4%	
	\$278.82	\$278.82	\$278.82	01/01/2025	12/31/2025	\$95.38	4%	
	\$289.97	\$289.97	\$289.97	01/01/2026	12/31/2026	\$99.19		
Boyle, Joseph * Water/Wastewater Lead	\$275.82	\$275.82	\$275.82	01/01/2022	12/31/2022	\$94.35	4%	Not Applicable
	\$286.85	\$286.85	\$286.85	01/01/2023	12/31/2023	\$98.12	4%	
	\$298.33	\$298.33	\$298.33	01/01/2024	12/31/2024	\$102.05	4%	
	\$310.26	\$310.26	\$310.26	01/01/2025	12/31/2025	\$106.13	4%	
	\$322.67	\$322.67	\$322.67	01/01/2026	12/31/2026	\$110.38		
Butcher, Everett Project Construction Manager	\$175.40	\$175.40	\$175.40	01/01/2022	12/31/2022	\$60.00	4%	Not Applicable
	\$182.42	\$182.42	\$182.42	01/01/2023	12/31/2023	\$62.40	4%	
	\$189.71	\$189.71	\$189.71	01/01/2024	12/31/2024	\$64.90	4%	
	\$197.30	\$197.30	\$197.30	01/01/2025	12/31/2025	\$67.49	4%	
	\$205.20	\$205.20	\$205.20	01/01/2026	12/31/2026	\$70.19		
Carr, Kelsey Transportation Engineer	\$98.90	\$98.90	\$98.90	01/01/2022	12/31/2022	\$33.83	4%	Not Applicable
	\$102.85	\$102.85	\$102.85	01/01/2023	12/31/2023	\$35.18	4%	
	\$106.97	\$106.97	\$106.97	01/01/2024	12/31/2024	\$36.59	4%	
	\$111.25	\$111.25	\$111.25	01/01/2025	12/31/2025	\$38.05	4%	
	\$115.70	\$115.70	\$115.70	01/01/2026	12/31/2026	\$39.58		
Chan, Wing * Transportation Engineer	\$126.58	\$126.58	\$126.58	01/01/2022	12/31/2022	\$43.30	4%	Not Applicable
	\$131.64	\$131.64	\$131.64	01/01/2023	12/31/2023	\$45.03	4%	
	\$136.91	\$136.91	\$136.91	01/01/2024	12/31/2024	\$46.83	4%	
	\$142.39	\$142.39	\$142.39	01/01/2025	12/31/2025	\$48.71	4%	
	\$148.08	\$148.08	\$148.08	01/01/2026	12/31/2026	\$50.65		
Chess, Jeffrey QA/QC Manager	\$269.50	\$269.50	\$269.50	01/01/2022	12/31/2022	\$92.19	4%	Not Applicable
	\$280.28	\$280.28	\$280.28	01/01/2023	12/31/2023	\$95.88	4%	
	\$291.50	\$291.50	\$291.50	01/01/2024	12/31/2024	\$99.71	4%	
	\$303.16	\$303.16	\$303.16	01/01/2025	12/31/2025	\$103.70	4%	
	\$315.28	\$315.28	\$315.28	01/01/2026	12/31/2026	\$107.85		

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification¹	Hourly Billing Rates²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate³	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Crenu, Ion * General Civil Engineer	\$211.80	\$211.80	\$211.80	01/01/2022	12/31/2022	\$72.45	4%	Not Applicable
	\$220.27	\$220.27	\$220.27	01/01/2023	12/31/2023	\$75.35	4%	
	\$229.08	\$229.08	\$229.08	01/01/2024	12/31/2024	\$78.36	4%	
	\$238.24	\$238.24	\$238.24	01/01/2025	12/31/2025	\$81.50	4%	
	\$247.77	\$247.77	\$247.77	01/01/2026	12/31/2026	\$84.76		
Davis, Carrie * General Civil Engineer	\$256.44	\$256.44	\$256.44	01/01/2022	12/31/2022	\$87.72	4%	Not Applicable
	\$266.69	\$266.69	\$266.69	01/01/2023	12/31/2023	\$91.23	4%	
	\$277.36	\$277.36	\$277.36	01/01/2024	12/31/2024	\$94.88	4%	
	\$288.46	\$288.46	\$288.46	01/01/2025	12/31/2025	\$98.67	4%	
	\$300.00	\$300.00	\$300.00	01/01/2026	12/31/2026	\$102.62		
Del Cid, Michael Construction Management Office Engineer	\$116.96	\$116.96	\$116.96	01/01/2022	12/31/2022	\$40.01	4%	Not Applicable
	\$121.64	\$121.64	\$121.64	01/01/2023	12/31/2023	\$41.61	4%	
	\$126.51	\$126.51	\$126.51	01/01/2024	12/31/2024	\$43.27	4%	
	\$131.57	\$131.57	\$131.57	01/01/2025	12/31/2025	\$45.01	4%	
	\$136.83	\$136.83	\$136.83	01/01/2026	12/31/2026	\$46.81		
Duffy, Robert ** Assistant Construction Manager / Construction Inspector	\$144.12	\$144.12	\$144.12	01/01/2022	12/31/2022	\$49.30	4%	Not Applicable
	\$149.89	\$149.89	\$149.89	01/01/2023	12/31/2023	\$51.27	4%	
	\$155.88	\$155.88	\$155.88	01/01/2024	12/31/2024	\$53.32	4%	
	\$162.12	\$162.12	\$162.12	01/01/2025	12/31/2025	\$55.46	4%	
	\$168.60	\$168.60	\$168.60	01/01/2026	12/31/2026	\$57.67		
Evans, Jeremy Office Surveyor	\$178.32	\$178.32	\$178.32	01/01/2022	12/31/2022	\$61.00	4%	Not Applicable
	\$185.46	\$185.46	\$185.46	01/01/2023	12/31/2023	\$63.44	4%	
	\$192.88	\$192.88	\$192.88	01/01/2024	12/31/2024	\$65.98	4%	
	\$200.59	\$200.59	\$200.59	01/01/2025	12/31/2025	\$68.62	4%	
	\$208.61	\$208.61	\$208.61	01/01/2026	12/31/2026	\$71.36		
Fitzpatrick, Peter * Survey Lead	\$250.56	\$250.56	\$250.56	01/01/2022	12/31/2022	\$85.71	4%	Not Applicable
	\$260.58	\$260.58	\$260.58	01/01/2023	12/31/2023	\$89.14	4%	
	\$271.01	\$271.01	\$271.01	01/01/2024	12/31/2024	\$92.70	4%	
	\$281.85	\$281.85	\$281.85	01/01/2025	12/31/2025	\$96.41	4%	
	\$293.12	\$293.12	\$293.12	01/01/2026	12/31/2026	\$100.27		
Fredericks, Douglas * Structures Engineer	\$268.98	\$268.98	\$268.98	01/01/2022	12/31/2022	\$92.01	4%	Not Applicable
	\$279.74	\$279.74	\$279.74	01/01/2023	12/31/2023	\$95.69	4%	
	\$290.93	\$290.93	\$290.93	01/01/2024	12/31/2024	\$99.52	4%	
	\$302.56	\$302.56	\$302.56	01/01/2025	12/31/2025	\$103.50	4%	
	\$314.67	\$314.67	\$314.67	01/01/2026	12/31/2026	\$107.64		

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ³	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Guzman, Anthony ** Assistant Construction Manager / Construction Inspector	\$139.91	\$139.91	\$139.91	01/01/2022	12/31/2022	\$47.86	4%	Not Applicable
	\$145.51	\$145.51	\$145.51	01/01/2023	12/31/2023	\$49.77	4%	
	\$151.33	\$151.33	\$151.33	01/01/2024	12/31/2024	\$51.77	4%	
	\$157.38	\$157.38	\$157.38	01/01/2025	12/31/2025	\$53.84	4%	
	\$163.68	\$163.68	\$163.68	01/01/2026	12/31/2026	\$55.99	4%	
Halbach, Benjamin Water Engineer	\$136.55	\$136.55	\$136.55	01/01/2022	12/31/2022	\$46.71	4%	Not Applicable
	\$142.01	\$142.01	\$142.01	01/01/2023	12/31/2023	\$48.58	4%	
	\$147.69	\$147.69	\$147.69	01/01/2024	12/31/2024	\$50.52	4%	
	\$153.60	\$153.60	\$153.60	01/01/2025	12/31/2025	\$52.54	4%	
	\$159.74	\$159.74	\$159.74	01/01/2026	12/31/2026	\$54.64	4%	
Hayes, Timothy * Principal in Charge	\$274.83	\$274.83	\$274.83	01/01/2022	12/31/2022	\$94.01	4%	Not Applicable
	\$285.82	\$285.82	\$285.82	01/01/2023	12/31/2023	\$97.77	4%	
	\$297.25	\$297.25	\$297.25	01/01/2024	12/31/2024	\$101.68	4%	
	\$309.14	\$309.14	\$309.14	01/01/2025	12/31/2025	\$105.75	4%	
	\$321.51	\$321.51	\$321.51	01/01/2026	12/31/2026	\$109.98	4%	
Helmer, Gregory Office Surveyor	\$274.33	\$274.33	\$274.33	01/01/2022	12/31/2022	\$93.84	4%	Not Applicable
	\$285.30	\$285.30	\$285.30	01/01/2023	12/31/2023	\$97.59	4%	
	\$296.71	\$296.71	\$296.71	01/01/2024	12/31/2024	\$101.50	4%	
	\$308.58	\$308.58	\$308.58	01/01/2025	12/31/2025	\$105.56	4%	
	\$320.93	\$320.93	\$320.93	01/01/2026	12/31/2026	\$109.78	4%	
Hernandez, Patricia General Civil Engineer	\$100.33	\$100.33	\$100.33	01/01/2022	12/31/2022	\$34.32	4%	Not Applicable
	\$104.34	\$104.34	\$104.34	01/01/2023	12/31/2023	\$35.69	4%	
	\$108.52	\$108.52	\$108.52	01/01/2024	12/31/2024	\$37.12	4%	
	\$112.86	\$112.86	\$112.86	01/01/2025	12/31/2025	\$38.61	4%	
	\$117.37	\$117.37	\$117.37	01/01/2026	12/31/2026	\$40.15	4%	
Higginbotham, Eugene ** Assistant Construction Manager / Construction Inspector	\$146.90	\$146.90	\$146.90	01/01/2022	12/31/2022	\$50.25	4%	Not Applicable
	\$152.77	\$152.77	\$152.77	01/01/2023	12/31/2023	\$52.26	4%	
	\$158.89	\$158.89	\$158.89	01/01/2024	12/31/2024	\$54.35	4%	
	\$165.24	\$165.24	\$165.24	01/01/2025	12/31/2025	\$56.52	4%	
	\$171.85	\$171.85	\$171.85	01/01/2026	12/31/2026	\$58.79	4%	
Javier, Bridget Water Engineer	\$108.22	\$108.22	\$108.22	01/01/2022	12/31/2022	\$37.02	4%	Not Applicable
	\$112.55	\$112.55	\$112.55	01/01/2023	12/31/2023	\$38.50	4%	
	\$117.05	\$117.05	\$117.05	01/01/2024	12/31/2024	\$40.04	4%	
	\$121.74	\$121.74	\$121.74	01/01/2025	12/31/2025	\$41.64	4%	
	\$126.61	\$126.61	\$126.61	01/01/2026	12/31/2026	\$43.31	4%	

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Johnson, Scott * Transportation Engineer	\$161.63	\$161.63	\$161.63	01/01/2022	12/31/2022	\$55.29	4%	Not Applicable
	\$168.10	\$168.10	\$168.10	01/01/2023	12/31/2023	\$57.50	4%	
	\$174.82	\$174.82	\$174.82	01/01/2024	12/31/2024	\$59.80	4%	
	\$181.81	\$181.81	\$181.81	01/01/2025	12/31/2025	\$62.19	4%	
	\$189.09	\$189.09	\$189.09	01/01/2026	12/31/2026	\$64.68	4%	
Kahlen, Teresa Office Surveyor	\$193.85	\$193.85	\$193.85	01/01/2022	12/31/2022	\$66.31	4%	Not Applicable
	\$201.60	\$201.60	\$201.60	01/01/2023	12/31/2023	\$68.96	4%	
	\$209.67	\$209.67	\$209.67	01/01/2024	12/31/2024	\$71.72	4%	
	\$218.05	\$218.05	\$218.05	01/01/2025	12/31/2025	\$74.59	4%	
	\$226.77	\$226.77	\$226.77	01/01/2026	12/31/2026	\$77.57	4%	
Kausen, Krista Water Engineer	\$161.22	\$161.22	\$161.22	01/01/2022	12/31/2022	\$55.15	4%	Not Applicable
	\$167.67	\$167.67	\$167.67	01/01/2023	12/31/2023	\$57.36	4%	
	\$174.38	\$174.38	\$174.38	01/01/2024	12/31/2024	\$59.65	4%	
	\$181.35	\$181.35	\$181.35	01/01/2025	12/31/2025	\$62.04	4%	
	\$188.61	\$188.61	\$188.61	01/01/2026	12/31/2026	\$64.52	4%	
Khan, Abdul Project Construction Manager	\$260.68	\$260.68	\$260.68	01/01/2022	12/31/2022	\$89.17	4%	Not Applicable
	\$271.10	\$271.10	\$271.10	01/01/2023	12/31/2023	\$92.74	4%	
	\$281.95	\$281.95	\$281.95	01/01/2024	12/31/2024	\$96.45	4%	
	\$293.23	\$293.23	\$293.23	01/01/2025	12/31/2025	\$100.30	4%	
	\$304.95	\$304.95	\$304.95	01/01/2026	12/31/2026	\$104.32	4%	
Lin, Louis Transportation Engineer	\$58.47	\$58.47	\$58.47	01/01/2022	12/31/2022	\$20.00	4%	Not Applicable
	\$60.81	\$60.81	\$60.81	01/01/2023	12/31/2023	\$20.80	4%	
	\$63.24	\$63.24	\$63.24	01/01/2024	12/31/2024	\$21.63	4%	
	\$65.77	\$65.77	\$65.77	01/01/2025	12/31/2025	\$22.50	4%	
	\$68.40	\$68.40	\$68.40	01/01/2026	12/31/2026	\$23.40	4%	
Mansouri, Abdol Hossain * Project Construction Manager / Scheduling	\$256.61	\$256.61	\$256.61	01/01/2022	12/31/2022	\$87.78	4%	Not Applicable
	\$266.88	\$266.88	\$266.88	01/01/2023	12/31/2023	\$91.29	4%	
	\$277.55	\$277.55	\$277.55	01/01/2024	12/31/2024	\$94.94	4%	
	\$288.65	\$288.65	\$288.65	01/01/2025	12/31/2025	\$98.74	4%	
	\$300.20	\$300.20	\$300.20	01/01/2026	12/31/2026	\$102.69	4%	
Moritz, David * Survey Lead	\$288.97	\$288.97	\$288.97	01/01/2022	12/31/2022	\$98.85	4%	Not Applicable
	\$300.53	\$300.53	\$300.53	01/01/2023	12/31/2023	\$102.80	4%	
	\$312.55	\$312.55	\$312.55	01/01/2024	12/31/2024	\$106.92	4%	
	\$325.06	\$325.06	\$325.06	01/01/2025	12/31/2025	\$111.19	4%	
	\$338.06	\$338.06	\$338.06	01/01/2026	12/31/2026	\$115.64	4%	

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Naftali, Arief * Engineering Contract Manager	\$246.91	\$246.91	\$246.91	01/01/2022	12/31/2022	\$84.46	4%	Not Applicable
	\$256.78	\$256.78	\$256.78	01/01/2023	12/31/2023	\$87.84	4%	
	\$267.05	\$267.05	\$267.05	01/01/2024	12/31/2024	\$91.35	4%	
	\$277.74	\$277.74	\$277.74	01/01/2025	12/31/2025	\$95.01	4%	
	\$288.85	\$288.85	\$288.85	01/01/2026	12/31/2026	\$98.81		
Nguyen, Danny General Civil Engineer	\$149.12	\$149.12	\$149.12	01/01/2022	12/31/2022	\$51.01	4%	Not Applicable
	\$155.09	\$155.09	\$155.09	01/01/2023	12/31/2023	\$53.05	4%	
	\$161.29	\$161.29	\$161.29	01/01/2024	12/31/2024	\$55.17	4%	
	\$167.74	\$167.74	\$167.74	01/01/2025	12/31/2025	\$57.38	4%	
	\$174.45	\$174.45	\$174.45	01/01/2026	12/31/2026	\$59.67		
Nguyen, Jimmy Nam * Transportation Engineer	\$146.93	\$146.93	\$146.93	01/01/2022	12/31/2022	\$50.26	4%	Not Applicable
	\$152.81	\$152.81	\$152.81	01/01/2023	12/31/2023	\$52.27	4%	
	\$158.92	\$158.92	\$158.92	01/01/2024	12/31/2024	\$54.36	4%	
	\$165.27	\$165.27	\$165.27	01/01/2025	12/31/2025	\$56.54	4%	
	\$171.89	\$171.89	\$171.89	01/01/2026	12/31/2026	\$58.80		
Oh, Kenneth Project Construction Manager	\$295.14	\$295.14	\$295.14	01/01/2022	12/31/2022	\$100.96	4%	Not Applicable
	\$306.95	\$306.95	\$306.95	01/01/2023	12/31/2023	\$105.00	4%	
	\$319.23	\$319.23	\$319.23	01/01/2024	12/31/2024	\$109.20	4%	
	\$332.00	\$332.00	\$332.00	01/01/2025	12/31/2025	\$113.57	4%	
	\$345.27	\$345.27	\$345.27	01/01/2026	12/31/2026	\$118.11		
Oliver, John * Water Engineer	\$143.48	\$143.48	\$143.48	01/01/2022	12/31/2022	\$49.08	4%	Not Applicable
	\$149.22	\$149.22	\$149.22	01/01/2023	12/31/2023	\$51.04	4%	
	\$155.19	\$155.19	\$155.19	01/01/2024	12/31/2024	\$53.08	4%	
	\$161.39	\$161.39	\$161.39	01/01/2025	12/31/2025	\$55.21	4%	
	\$167.85	\$167.85	\$167.85	01/01/2026	12/31/2026	\$57.42		
Pence, Brandon General Civil Engineer	\$108.19	\$108.19	\$108.19	01/01/2022	12/31/2022	\$37.01	4%	Not Applicable
	\$112.52	\$112.52	\$112.52	01/01/2023	12/31/2023	\$38.49	4%	
	\$117.02	\$117.02	\$117.02	01/01/2024	12/31/2024	\$40.03	4%	
	\$121.70	\$121.70	\$121.70	01/01/2025	12/31/2025	\$41.63	4%	
	\$126.57	\$126.57	\$126.57	01/01/2026	12/31/2026	\$43.30		
Pham, Daniel Transportation Engineer	\$95.56	\$95.56	\$95.56	01/01/2022	12/31/2022	\$32.69	4%	Not Applicable
	\$99.39	\$99.39	\$99.39	01/01/2023	12/31/2023	\$34.00	4%	
	\$103.36	\$103.36	\$103.36	01/01/2024	12/31/2024	\$35.36	4%	
	\$107.50	\$107.50	\$107.50	01/01/2025	12/31/2025	\$36.77	4%	
	\$111.80	\$111.80	\$111.80	01/01/2026	12/31/2026	\$38.24		

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification¹	Hourly Billing Rates²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate³	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Pilarski, Tom * Subsurface Utility Lead	\$216.80	\$216.80	\$216.80	01/01/2022	12/31/2022	\$74.16	4%	Not Applicable
	\$225.47	\$225.47	\$225.47	01/01/2023	12/31/2023	\$77.13	4%	Not Applicable
	\$234.49	\$234.49	\$234.49	01/01/2024	12/31/2024	\$80.21	4%	Not Applicable
	\$243.87	\$243.87	\$243.87	01/01/2025	12/31/2025	\$83.42	4%	Not Applicable
	\$253.62	\$253.62	\$253.62	01/01/2026	12/31/2026	\$86.76	4%	Not Applicable
Price, Steven Office Surveyor	\$152.01	\$152.01	\$152.01	01/01/2022	12/31/2022	\$52.00	4%	Not Applicable
	\$158.10	\$158.10	\$158.10	01/01/2023	12/31/2023	\$54.08	4%	Not Applicable
	\$164.42	\$164.42	\$164.42	01/01/2024	12/31/2024	\$56.24	4%	Not Applicable
	\$171.00	\$171.00	\$171.00	01/01/2025	12/31/2025	\$58.49	4%	Not Applicable
	\$177.84	\$177.84	\$177.84	01/01/2026	12/31/2026	\$60.83	4%	Not Applicable
Prokofyeva, Yelena General Civil Engineer	\$114.98	\$114.98	\$114.98	01/01/2022	12/31/2022	\$39.33	4%	Not Applicable
	\$119.57	\$119.57	\$119.57	01/01/2023	12/31/2023	\$40.90	4%	Not Applicable
	\$124.36	\$124.36	\$124.36	01/01/2024	12/31/2024	\$42.54	4%	Not Applicable
	\$129.33	\$129.33	\$129.33	01/01/2025	12/31/2025	\$44.24	4%	Not Applicable
	\$134.51	\$134.51	\$134.51	01/01/2026	12/31/2026	\$46.01	4%	Not Applicable
Sagadyan, Lauren * Construction Management Office Engineer	\$115.94	\$115.94	\$115.94	01/01/2022	12/31/2022	\$39.66	4%	Not Applicable
	\$120.58	\$120.58	\$120.58	01/01/2023	12/31/2023	\$41.25	4%	Not Applicable
	\$125.40	\$125.40	\$125.40	01/01/2024	12/31/2024	\$42.90	4%	Not Applicable
	\$130.42	\$130.42	\$130.42	01/01/2025	12/31/2025	\$44.61	4%	Not Applicable
	\$135.63	\$135.63	\$135.63	01/01/2026	12/31/2026	\$46.40	4%	Not Applicable
Salcedo, Maira * Water Engineer	\$208.20	\$208.20	\$208.20	01/01/2022	12/31/2022	\$71.22	4%	Not Applicable
	\$216.53	\$216.53	\$216.53	01/01/2023	12/31/2023	\$74.07	4%	Not Applicable
	\$225.19	\$225.19	\$225.19	01/01/2024	12/31/2024	\$77.03	4%	Not Applicable
	\$234.20	\$234.20	\$234.20	01/01/2025	12/31/2025	\$80.11	4%	Not Applicable
	\$243.57	\$243.57	\$243.57	01/01/2026	12/31/2026	\$83.32	4%	Not Applicable
Santilan Avelar, Jose Transportation Engineer	\$99.75	\$99.75	\$99.75	01/01/2022	12/31/2022	\$34.12	4%	Not Applicable
	\$103.73	\$103.73	\$103.73	01/01/2023	12/31/2023	\$35.48	4%	Not Applicable
	\$107.88	\$107.88	\$107.88	01/01/2024	12/31/2024	\$36.90	4%	Not Applicable
	\$112.20	\$112.20	\$112.20	01/01/2025	12/31/2025	\$38.38	4%	Not Applicable
	\$116.69	\$116.69	\$116.69	01/01/2026	12/31/2026	\$39.92	4%	Not Applicable
Sheth, Apurva-Allan ** Assistant Construction Manager / Construction Inspector	\$140.88	\$140.88	\$140.88	01/01/2022	12/31/2022	\$48.19	4%	Not Applicable
	\$146.51	\$146.51	\$146.51	01/01/2023	12/31/2023	\$50.12	4%	Not Applicable
	\$152.37	\$152.37	\$152.37	01/01/2024	12/31/2024	\$52.12	4%	Not Applicable
	\$158.47	\$158.47	\$158.47	01/01/2025	12/31/2025	\$54.21	4%	Not Applicable
	\$164.81	\$164.81	\$164.81	01/01/2026	12/31/2026	\$56.38	4%	Not Applicable

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ³	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Swan, Michael * Water Engineer	\$253.19	\$253.19	\$253.19	01/01/2022	12/31/2022	\$86.61	4%	Not Applicable
	\$263.32	\$263.32	\$263.32	01/01/2023	12/31/2023	\$90.07	4%	
	\$273.85	\$273.85	\$273.85	01/01/2024	12/31/2024	\$93.68	4%	
	\$284.81	\$284.81	\$284.81	01/01/2025	12/31/2025	\$97.42	4%	
	\$296.20	\$296.20	\$296.20	01/01/2026	12/31/2026	\$101.32	4%	
Tolentino, Reuben Construction Management Contract Manager	\$278.54	\$278.54	\$278.54	01/01/2022	12/31/2022	\$95.28	4%	Not Applicable
	\$289.68	\$289.68	\$289.68	01/01/2023	12/31/2023	\$99.09	4%	
	\$301.27	\$301.27	\$301.27	01/01/2024	12/31/2024	\$103.05	4%	
	\$313.32	\$313.32	\$313.32	01/01/2025	12/31/2025	\$107.18	4%	
	\$325.85	\$325.85	\$325.85	01/01/2026	12/31/2026	\$111.46	4%	
Troyan, Michael Project Construction Manager	\$268.74	\$268.74	\$268.74	01/01/2022	12/31/2022	\$91.93	4%	Not Applicable
	\$279.49	\$279.49	\$279.49	01/01/2023	12/31/2023	\$95.61	4%	
	\$290.67	\$290.67	\$290.67	01/01/2024	12/31/2024	\$99.43	4%	
	\$302.30	\$302.30	\$302.30	01/01/2025	12/31/2025	\$103.41	4%	
	\$314.39	\$314.39	\$314.39	01/01/2026	12/31/2026	\$107.55	4%	
Uberhuaga Robledo, Jorge Project Construction Manager	\$239.01	\$239.01	\$239.01	01/01/2022	12/31/2022	\$81.76	4%	Not Applicable
	\$248.57	\$248.57	\$248.57	01/01/2023	12/31/2023	\$85.03	4%	
	\$258.52	\$258.52	\$258.52	01/01/2024	12/31/2024	\$88.43	4%	
	\$268.86	\$268.86	\$268.86	01/01/2025	12/31/2025	\$91.97	4%	
	\$279.61	\$279.61	\$279.61	01/01/2026	12/31/2026	\$95.65	4%	
Vafai, Shayesteh General Civil Engineer	\$154.94	\$154.94	\$154.94	01/01/2022	12/31/2022	\$53.00	4%	Not Applicable
	\$161.14	\$161.14	\$161.14	01/01/2023	12/31/2023	\$55.12	4%	
	\$167.58	\$167.58	\$167.58	01/01/2024	12/31/2024	\$57.32	4%	
	\$174.28	\$174.28	\$174.28	01/01/2025	12/31/2025	\$59.62	4%	
	\$181.26	\$181.26	\$181.26	01/01/2026	12/31/2026	\$62.00	4%	
Vakilabadi, Farzad Project Construction Manager	\$248.49	\$248.49	\$248.49	01/01/2022	12/31/2022	\$85.00	4%	Not Applicable
	\$258.43	\$258.43	\$258.43	01/01/2023	12/31/2023	\$88.40	4%	
	\$268.76	\$268.76	\$268.76	01/01/2024	12/31/2024	\$91.94	4%	
	\$279.51	\$279.51	\$279.51	01/01/2025	12/31/2025	\$95.61	4%	
	\$290.69	\$290.69	\$290.69	01/01/2026	12/31/2026	\$99.44	4%	
Wright, Brian * Stormwater Lead	\$245.07	\$245.07	\$245.07	01/01/2022	12/31/2022	\$83.83	4%	Not Applicable
	\$254.87	\$254.87	\$254.87	01/01/2023	12/31/2023	\$87.18	4%	
	\$265.06	\$265.06	\$265.06	01/01/2024	12/31/2024	\$90.67	4%	
	\$275.67	\$275.67	\$275.67	01/01/2025	12/31/2025	\$94.30	4%	
	\$286.69	\$286.69	\$286.69	01/01/2026	12/31/2026	\$98.07	4%	

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ³	% or \$ Increase	Hourly Range - for Classifications Only
	Straight	OT(1.5x)	OT(2x)	From	To			
Yellowhair, Darlene Transportation Engineer	\$147.81	\$147.81	\$147.81	01/01/2022	12/31/2022	\$50.56	4%	Not Applicable
	\$153.72	\$153.72	\$153.72	01/01/2023	12/31/2023	\$52.58	4%	
	\$159.87	\$159.87	\$159.87	01/01/2024	12/31/2024	\$54.69	4%	
	\$166.26	\$166.26	\$166.26	01/01/2025	12/31/2025	\$56.87	4%	
Zein, Nabil Project Construction Manager	\$172.91	\$172.91	\$172.91	01/01/2026	12/31/2026	\$59.15		Not Applicable
	\$295.76	\$295.76	\$295.76	01/01/2022	12/31/2022	\$101.17	4%	
	\$307.59	\$307.59	\$307.59	01/01/2023	12/31/2023	\$105.22	4%	
	\$319.89	\$319.89	\$319.89	01/01/2024	12/31/2024	\$109.43	4%	
	\$332.69	\$332.69	\$332.69	01/01/2025	12/31/2025	\$113.80	4%	
	\$345.99	\$345.99	\$345.99	01/01/2026	12/31/2026	\$118.35		

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: PSOMAS

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate 160.36 % OR

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * Jan 1, 2020 - Dec 31, 2020

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount \$ 100,000,000.00 on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is 3.
- Years of consultant's experience with 48 CFR Part 31 is 15.
- Audit history of the consultant's current and prior years (if applicable)
 - ☐ Cognizant ICR Audit
 - ☐ Local Gov't ICR Audit
 - ☐ Caltrans ICR Audit
 - ☒ CPA ICR Audit
 - ☐ Federal Gov't ICR Audit

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: Arief Naftali Title**: Vice President
Signature: [Signature] Date of Certification (mm/dd/yyyy): 03/02/2022
Email**: Arief.naftali@psomas.com Phone Number**: 714-481-7956

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: *Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.*

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: Arcon Structural Engineers, Inc.

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate 171.11 % OR

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * 01/01/2020 - 12/31/2020

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

Consultant Annual Certification of Indirect Costs and Financial Management System

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

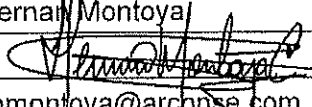
- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount \$ 0.00 on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is .
- Years of consultant's experience with 48 CFR Part 31 is 10 Years.
- Audit history of the consultant's current and prior years (if applicable)

<input type="checkbox"/> Cognizant ICR Audit	<input type="checkbox"/> Local Gov't ICR Audit	<input type="checkbox"/> Caltrans ICR Audit
<input type="checkbox"/> CPA ICR Audit	<input type="checkbox"/> Federal Gov't ICR Audit	

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: Hernan Montoya Title**: President
 Signature:  Date of Certification (mm/dd/yyyy): 03/08/2022
 Email**: hmontoya@arcnse.com Phone Number**: (949) 766-5102 x14

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.

Distribution: 1) Original - Local Agency Project File
 2) Copy - Consultant
 3) Copy - Caltrans Audits and Investigations

California Safe Harbor Indirect Cost Rate Program

Consultant Firm Certification of Eligibility and Certification of Financial Management System

Consultant Firm Name Casamar Group, LLC

Local Agency (if applicable) City of Huntington Beach

Contract Number / Federal Project Number TBD

Contract Total \$ TBD

For Subconsultant Firms – estimated % of work to be performed TBD %

Safe Harbor Indirect Cost Rate (SHR): **Home: 120% and/or Field: 90%**

Field SHR will be utilized for contracts where the work deliverables are not completed from the consultant offices (i.e. Construction Inspection, Material Testing, Sources Inspection, others).

Consultant Firm Certification of Eligibility

I, the undersigned, certify that I am eligible to use the Safe Harbor indirect cost rate as I:

1. Am not a Prime Consultant Firm on a Caltrans contract > \$3.5M, or Local Government contract > \$1M, regardless of the participation amount.
2. Have not used SHR for more than three (3) years since entering the program on a state or federally funded contract.

AND

1. Do not have relevant contract cost history to use as a base for developing a Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31 compliant ICR.
2. Do not have a previously accepted ICR by a cognizant agency, or with an audited/accepted actual ICR, and do not have an existing contract with a provisional rate.

Certification of Financial Management System

I, the undersigned, certify that our financial management system in place for this contract and moving forward meets the standards for the Safe Harbor indirect cost rate requirements and financial reporting, accounting records, internal and budget control as set forth in 2 CFR 200, Subpart D. These standards require consulting firms have an accounting system

California Safe Harbor Indirect Cost Rate Program

adequate to accumulate, and track allowable, allocable, and reasonable direct labor and other direct costs by contract; segregate indirect costs and remove unallowable costs.

Print Name Joe Garcia

Signature _____
(Electronic Signature Allowed)

Title Principal

Date Completed 03/09/2022

Note: The certification of this Safe Harbor Rate was made by, and are the responsibility of, the Company's management.

Definition of Terms

Direct Cost is any cost that is identified specifically with a particular cost objective. Direct costs are not limited to items that are incorporated in the end products as material or labor. Costs identified specifically with a contract are direct costs of that contract. All costs identified with other final cost objectives of the contractor are direct costs of those objectives, 48 CFR 31.202.

Indirect or overhead cost is any cost that is not directly identified with a single final cost objective but is identified with two or more final cost objectives or with at least one intermediate cost objective, 48 CFR 31. 203.

References

Title 48 Code of Federal Regulations (CFR) Part 31 -Federal cost principles.
Title 48 CFR Chapter 99, Subchapter B - Procurement Practices and Cost Accounting Standards.
Title 48 CFR 200 Subpart D, Standards for Financial and Program Management.
Title 23 United States Code (U.S.C.), Chapter 1, Section 112 - Letting of Contracts.
Title 23 CFR, Chapter 1, Part 172 - Procurement, Management, and Administration of Engineering and Design Related Services.
American Association of State Highway and Transportation Officials (AASHTO) Uniform Audit & Accounting Guide (2016 Edition).

California Safe Harbor Indirect Cost Rate Program

Caltrans Contract

If participating on a Caltrans Contract, also attach a completed copy of the following Safe Harbor Indirect Cost Rate Questionnaire for Evaluating Consultant Firm's Financial Management System.

California Safe Harbor Indirect Cost Rate Program

Questionnaire for Evaluating Consultant Firm's Financial Management System

Consultant Firm Name Casamar Group, LLC

Firm Headquarters Address 23335 Alamos Lane
Newhall, CA 91321

Accounting Records

- Location where Accounting records are held Co HQ
- Name and Title Mary Renfrow, Accounting Manager
- Email and Phone mrenfrow@casamargroup.com 661-993-3036
- Mailing Address 23335 Alamos Lane
Newhall, CA 91321

To be eligible for Safe Harbor indirect cost rate (SHR), the Consultant Firm's financial management system must be adequate to accumulate and track direct labor and other direct costs by contract, segregate indirect costs, and remove unallowable costs in accordance with 48 CFR 31 for the different business segments.

Instructions

1. Answer all questions and provide an explanation and additional supporting documentation where requested.
2. If additional space is required, please attach a separate sheet and refer to items being answered by number.

Has the Firm developed an indirect cost rate in the past? Yes ☐ No ☒

If "Yes", you are NOT ELIGIBLE to use the SHR.

DO NOT CONTINUE with this Questionnaire and please complete the AASHTO Appendix B ICQ and provide an ICR Schedule.

Is the Firm a Prime Consultant Firm on a Caltrans contract > \$3.5M Or Local Government contract > \$1M, regardless of the participation Amount? Yes ☐ No ☒

If "Yes", you are NOT ELIGIBLE to use the SHR.

DO NOT CONTINUE with this Questionnaire and please complete the AASHTO Appendix B ICQ and provide an AUDITED ICR Report.

California Safe Harbor Indirect Cost Rate Program

1. What form of business entity is the Firm?

Sole Proprietorship ____ Partnership ____ C Corporation ____ S Corporation ____
Other Limited Liability Corporation

2. What types of services will the Firm provide for this contract? (Select all that apply.)

Architectural and Engineering Services ____ Program Management x
Preliminary Engineering ____ Design Engineering ____
Surveying ____ Feasibility Studies ____
Mapping or Architectural Related Services ____ Other PM/CM Support

3. Does the Firm have prior government contracting experience? Yes x No ____

4. Does the general ledger contain separate direct and indirect accounts for the following?

Labor Yes x No ____ Non-Labor Yes x No ____

5. Does the company have a system in place to identify and remove from the indirect cost pools all unallowable cost? Yes ____ No x

6. Does the firm assign a unique identification/project number in your accounting system for each contract/project?

Yes ____ No x

7. Is indirect and direct labor separated by contract/project/cost objectives on employee timesheets with unique reporting codes?

Yes ____ No x

California Safe Harbor Indirect Cost Rate Program

8. Do you have written policies on the following cost categories?

Accounting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Overtime	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Billing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Direct/Indirect Expenses	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Timesheet Preparation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Prevailing Wage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Bonus	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

9. What types of employee status will the Firm provide for this contract?

Non-exempt ☐ Exempt-salaried ☐ Exempt-hourly ☒ Contract Employee ☐
 Other _____

10. Does the Firm pay overtime for exempt employees?

Yes ☐ No ☒

11. Besides labor, does the Firm normally bill/invoice the following as direct contract/project costs? (Select all that apply)

Vehicle <input checked="" type="checkbox"/>	Shipping <input checked="" type="checkbox"/>
Computer/CADD <input checked="" type="checkbox"/>	Lab <input checked="" type="checkbox"/>
Printing <input checked="" type="checkbox"/>	Travel <input checked="" type="checkbox"/>
Specialty Equipment <input checked="" type="checkbox"/> (List below)	Other (List below) <input checked="" type="checkbox"/>

Pre-approved project-related pre-approved mileage

12. Are mileage logs maintained for all vehicles? If no, please explain below.

Explanation not applicable. Company does not own any vehicles.

Where is the vehicle stored after work? n/a

Does employee use vehicle for personal use? Yes _____ No n/a

What is the recovery/billing rate used for Firm or personal vehicle mileage reimbursement?

\$ 0.575 per mile

California Safe Harbor Indirect Cost Rate Program

I certify that to the best of my knowledge and belief the responses to this questionnaire are accurate.

Print Name Joe Garcia

Signature _____
(Electronic Signature Allowed)

Title Principal

Date Completed 03/09/2022

Note: The certification of this Safe Harbor Rate was made by, and are the responsibility of, the Company's management.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: PSOMAS

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate 160.36 % OR

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * Jan 1, 2020 - Dec 31, 2020

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

Consultant Annual Certification of Indirect Costs and Financial Management System

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount \$ 100,000,000.00 on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is 3.
- Years of consultant's experience with 48 CFR Part 31 is 15.
- Audit history of the consultant's current and prior years (if applicable)
 - ☐ Cognizant ICR Audit
 - ☐ Local Gov't ICR Audit
 - ☐ Caltrans ICR Audit
 - ☒ CPA ICR Audit
 - ☐ Federal Gov't ICR Audit

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: _____

Title**: _____

Signature: William J. McCarthy III

Date of Certification (mm/dd/yyyy): 03/04/2022

Email**: _____

Phone Number**: 201.775.6000

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: **Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.**

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

California Safe Harbor Indirect Cost Rate Program

Consultant Firm Certification of Eligibility and Certification of Financial Management System

Consultant Firm Name Monument ROW, Inc

Local Agency (if applicable) _____

Contract Number / Federal Project Number _____

Contract Total \$ _____

For Subconsultant Firms – estimated % of work to be performed _____ %

Safe Harbor Indirect Cost Rate (SHR): **Home: 120% and/or Field: 90%**

Field SHR will be utilized for contracts where the work deliverables are not completed from the consultant offices (i.e. Construction Inspection, Material Testing, Sources Inspection, others).

Consultant Firm Certification of Eligibility

I, the undersigned, certify that I am eligible to use the Safe Harbor indirect cost rate as I:

1. Am not a Prime Consultant Firm on a Caltrans contract > \$3.5M, or Local Government contract > \$1M, regardless of the participation amount.
2. Have not used SHR for more than three (3) years since entering the program on a state or federally funded contract.

AND

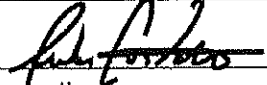
1. Do not have relevant contract cost history to use as a base for developing a Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31 compliant ICR.
2. Do not have a previously accepted ICR by a cognizant agency, or with an audited/accepted actual ICR, and do not have an existing contract with a provisional rate.

Certification of Financial Management System

I, the undersigned, certify that our financial management system in place for this contract and moving forward meets the standards for the Safe Harbor indirect cost rate requirements and financial reporting, accounting records, internal and budget control as set forth in 2 CFR 200, Subpart D. These standards require consulting firms have an accounting system

California Safe Harbor Indirect Cost Rate Program

adequate to accumulate, and track allowable, allocable, and reasonable direct labor and other direct costs by contract; segregate indirect costs and remove unallowable costs.

Print Name Amber Costello
Signature 
(Electronic Signature Allowed)
Title President
Date Completed 3/8/22

Note: The certification of this Safe Harbor Rate was made by, and are the responsibility of, the Company's management.

Definition of Terms

Direct Cost is any cost that is identified specifically with a particular cost objective. Direct costs are not limited to items that are incorporated in the end products as material or labor. Costs identified specifically with a contract are direct costs of that contract. All costs identified with other final cost objectives of the contractor are direct costs of those objectives, 48 CFR 31.202.

Indirect or overhead cost is any cost that is not directly identified with a single final cost objective but is identified with two or more final cost objectives or with at least one intermediate cost objective, 48 CFR 31. 203.

References

Title 48 Code of Federal Regulations (CFR) Part 31 -Federal cost principles.
Title 48 CFR Chapter 99, Subchapter B - Procurement Practices and Cost Accounting Standards.
Title 2 CFR 200 Subpart D, Standards for Financial and Program Management.
Title 23 United States Code (U.S.C.), Chapter 1, Section 112 - Letting of Contracts.
Title 23 CFR, Chapter 1, Part 172 - Procurement, Management, and Administration of Engineering and Design Related Services.
American Association of State Highway and Transportation Officials (AASHTO) Uniform Audit & Accounting Guide (2016 Edition).

California Safe Harbor Indirect Cost Rate Program

Caltrans Contract

If participating on a Caltrans Contract, also attach a completed copy of the following Safe Harbor Indirect Cost Rate Questionnaire for Evaluating Consultant Firm's Financial Management System.

California Safe Harbor Indirect Cost Rate Program

Questionnaire for Evaluating Consultant Firm's Financial Management System

Consultant Firm Name Monument ROW, Inc

Firm Headquarters Address 200 Spectrum Center, Suite 300
Irvine, CA 92618

Accounting Records

- Location where Accounting records are held 8 Cobblestone Court, Laguna Niguel, CA 92677
- Name and Title Amber Costello, President
- Email and Phone acostello@monumentrow.com 562.260.0507
- Mailing Address 200 Spectrum Center, Suite 300
Irvine, CA 92618

To be eligible for Safe Harbor indirect cost rate (SHR), the Consultant Firm's financial management system must be adequate to accumulate and track direct labor and other direct costs by contract, segregate indirect costs, and remove unallowable costs in accordance with 48 CFR 31 for the different business segments.

Instructions

1. Answer all questions and provide an explanation and additional supporting documentation where requested.
2. If additional space is required, please attach a separate sheet and refer to items being answered by number.

Has the Firm developed an indirect cost rate in the past? Yes ☐ No ☒

If "Yes", you are NOT ELIGIBLE to use the SHR.

DO NOT CONTINUE with this Questionnaire and please complete the AASHTO Appendix B ICQ and provide an ICR Schedule.

Is the Firm a Prime Consultant Firm on a Caltrans contract > \$3.5M
Or Local Government contract > \$1M, regardless of the participation Amount? Yes ☐ No ☒

If "Yes", you are NOT ELIGIBLE to use the SHR.

DO NOT CONTINUE with this Questionnaire and please complete the AASHTO Appendix B ICQ and provide an AUDITED ICR Report.

California Safe Harbor Indirect Cost Rate Program

1. What form of business entity is the Firm?

Sole Proprietorship ____ Partnership ____ C Corporation ____ S Corporation x

Other _____

2. What types of services will the Firm provide for this contract? (Select all that apply.)

Architectural and Engineering Services ____ Program Management ____

Preliminary Engineering ____ Design Engineering ____

Surveying ____ Feasibility Studies ____

Mapping or Architectural Related Services ____ Other Right of Way Services

3. Does the Firm have prior government contracting experience? Yes x No ____

4. Does the general ledger contain separate direct and indirect accounts for the following?

Labor Yes x No ____ Non-Labor Yes x No ____

5. Does the company have a system in place to identify and remove from the indirect cost pools all unallowable cost? Yes x No ____

6. Does the firm assign a unique identification/project number in your accounting system for each contract/project?

Yes x No ____

7. Is indirect and direct labor separated by contract/project/cost objectives on employee timesheets with unique reporting codes?

Yes x No ____

California Safe Harbor Indirect Cost Rate Program

8. Do you have written policies on the following cost categories?

Accounting Yes x No _____ Overtime Yes x No _____

Billing Yes x No Direct/Indirect Expenses Yes x No

Timesheet Preparation Yes x No Prevailing Wage Yes x No

Bonus Yes x No

9. What types of employee status will the Firm provide for this contract?

Non-exempt x Exempt-salaried x Exempt-hourly Contract Employee

Other _____

10. Does the Firm pay overtime for exempt employees?

Yes _____ No x

11. Besides labor, does the Firm normally bill/invoice the following as direct contract/project costs? (Select all that apply)

Vehicle _____

Shipping _____

Computer/CADD _____

Lab _____

Printing _____

Travel _____

Specialty Equipment _____
(List below)

Other (List below) _____

12. Are mileage logs maintained for all vehicles? If no, please explain below.

Explanation _____

Where is the vehicle stored after work? _____

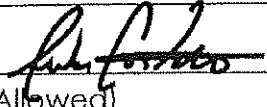
Does employee use vehicle for personal use? Yes _____ No _____

What is the recovery/billing rate used for Firm or personal vehicle mileage reimbursement?

\$ _____ per mile

California Safe Harbor Indirect Cost Rate Program

I certify that to the best of my knowledge and belief the responses to this questionnaire are accurate.

Print Name Amber Costello
Signature 
(Electronic Signature Allowed)
Title President
Date Completed 3/8/22

Note: The certification of this Safe Harbor Rate was made by, and are the responsibility of, the Company's management.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: PSOMAS

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate 160.36 % OR

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * Jan 1, 2020 - Dec 31, 2020

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

Consultant Annual Certification of Indirect Costs and Financial Management System

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount \$ 100,000,000.00 on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is 3.
- Years of consultant's experience with 48 CFR Part 31 is 15.
- Audit history of the consultant's current and prior years (if applicable)

<input type="checkbox"/> Cognizant ICR Audit	<input type="checkbox"/> Local Gov't ICR Audit	<input type="checkbox"/> Caltrans ICR Audit
<input checked="" type="checkbox"/> CPA ICR Audit	<input type="checkbox"/> Federal Gov't ICR Audit	

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: _____

Title**: _____

Signature: 

Date of Certification (mm/dd/yyyy): 03/04/2022

Email**: _____

Phone Number**: 201.775.6000

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549		CONTACT NAME: Karin Thorp PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: DesignProCerts@AssuredPartners.com ADDRESS:	
License#: 6003745		INSURER(S) AFFORDING COVERAGE	
INSURED PSOMAS 555 South Flower Street, Suite 4300 Los Angeles CA 90071		INSURER A: XL Specialty Insurance Co. NAIC # 37885	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1760798253

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made			DPR5003444	10/15/2022	10/15/2023	Per Claim Annual Aggregate \$2,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
2HUN012600, On-Call Construction Management and Engineering Services, COHB CM OnCall Contract

APPROVED AS TO FORM

By:
MICHAEL E. GATES
CITY ATTORNEY
CITY OF HUNTINGTON BEACH

CERTIFICATE HOLDER

CANCELLATION 30 Day Notice of Cancellation

City of Huntington Beach Attn: Keegan Olds 2000 Main St. Huntington Beach CA 92648	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

This endorsement, effective 12:01 a.m., 10/15/2022 forms a part of
Policy No. DPR5003444
Issued to PSOMAS
by XL Specialty Insurance Company.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CANCELLATION – NOTICE TO DESIGNATED ENTITIES

This endorsement modifies Insurance provided under the following:

PROFESSIONAL, ENVIRONMENTAL AND NETWORK SECURITY LIABILITY POLICY – ARCHITECTS,
CONSULTANTS AND ENGINEERS

Section XI. OTHER CONDITIONS, Paragraph A. Cancellation is amended by the addition of the following:

In the event that the Company cancels this Policy for any statutorily permitted reason other than non-payment of premium, the Company agrees to provide thirty (30) days' notice of cancellation of this Policy to any entity with whom the NAMED INSURED agreed in a written contract or agreement would be provided with notice of cancellation of this Policy, provided that:

1. The Company receives, at least fifteen (15) days prior to the date of cancellation, a written request from the NAMED INSURED to provide notice of cancellation to entities designated by the NAMED INSURED to receive such notice and;
2. The written request includes the name and address of each person or entity designated by the NAMED INSURED to receive such notice.

This endorsement does not apply to non-renewal of the Policy, cancellation at the INSURED'S request, or to cancellation of the Policy for non-payment of premium to the Company or to a premium finance company authorized to cancel the Policy. Furthermore, nothing contained in this endorsement shall be construed to provide any rights under the Policy to the entities receiving notice of cancellation pursuant to this endorsement, nor shall this endorsement amend or alter the effective date of cancellation stated in the cancellation notice issued to the NAMED INSURED.

All other terms and conditions of the Policy remain unchanged.

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
PSOMAS
FOR
ON-CALL ENVIRONMENTAL (CEQA) SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and PSOMAS, a California Corporation hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to On-Call Environmental (CEQA) Services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in Exhibit "A," which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Jim Hunter who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on April 5th, 2022 (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Eight Hundred Fifty Thousand Dollars (\$850,000).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

"CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney's fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance

policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and