

**AMENDMENT #2 TO THE PERSONAL SERVICES CONTRACT WITH  
ADAMS ASHBY GROUP, INC.  
(RESO NO. 16-114 and RESO NO. 16-503)**

**THIS AMENDMENT** is dated this 24<sup>th</sup> day of October 2017 by and between Adams Ashby Group, Inc., hereinafter referred to as "Contractor", and County of Nevada, hereinafter referred to as "County". Said Amendment will amend the prior Agreement between the parties entitled Personal Services Contract, executed on March 22, 2016, per Resolution No. 16-114 and subsequently amended on October 25, 2016 per Resolution No. 16-503; and

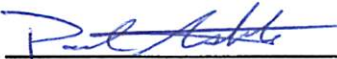
**WHEREAS**, the Board of Supervisors approved a contract with Adams Ashby Group, Inc. to provide Davis-Bacon Act Compliance Officer Services; and

**WHEREAS**, the parties desire to amend their agreement to: 1) extend the contract termination date from October 31, 2017 to June 30, 2018 to allow for the completion of the construction contracts for the Penn Valley Sewer Pipeline and the Bost House Rehabilitation Projects; 2) increase the Maximum Contract Price from \$42,720 to \$45,120 (an increase of \$2,400) to cover additional costs due to the extension of the project completion date; 3) revise Exhibit "B" Schedule of Charges and Payments, to reflect the increase in the Maximum Contract Price.

**NOW, THEREFORE**, the parties hereto agree as follows:

- 1) That Amendment #2 shall be effective as of November 1, 2017.
- 2) That Section (§2) Maximum Contract Price, shall be changed to the following: \$45,120.
- 3) That Section (§3), Contract Termination Date, shall be changed to the following: 06/30/2018.
- 4) That Exhibit "B", Schedule of Charges and Payments, shall be amended and replaced, as set forth in the amended Exhibit "B" attached hereto and incorporated herein.
- 5) That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

CONTRACTOR:

By:   
Paul Ashby  
Adams Ashby Group, Inc.  
770 L Street, Suite 950  
Sacramento, California 95814

COUNTY OF NEVADA:

By: \_\_\_\_\_  
Honorable Hank Weston  
Chair, Board of Supervisors

Attest:

By: \_\_\_\_\_  
Julie Patterson Hunter  
Clerk of the Board of Supervisors

EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS - ADAMS ASHBY GROUP, INC.

**Cost Proposal – Sewer Line Project**

AAG proposes to bill labor compliance services for the fee listed below. All charges may be included in your grant through Activity Delivery dollars, thus not impacting your general fund. Below we have estimated the required hours for each task based on one bid per project.

Contractor shall be compensated for services at the following rates:

Task*	Schedule	Time Allocation
<b>Step 1: Applicability</b>		
1.1 Advise State Representative of Labor Compliance Officer contact information	Immediate - upon award of contract.	
1.2 Establish file and insert Start Construction Checklist. Begin set up of project and establish wage rate sheet. Prepare documents for bid package and review package before publication.	Once project is ready to move forward	
1.3 Secure Wage Rate Determination (SF-308) from CDBG representative – update prior to bid release	Once project has been approved and design in at 95% completion.	24
<b>Step 2: Bid Process</b>		
2.1 Obtain documentation of Advertise for Bids		
2.2 Calendar date of pre-bid conference, prepare handouts related to MBE/WBE and Section 3 and attend	At bid issuance	
2.3 Discuss wage classifications and if additional classification requests will be required	At pre-bid conference	
2.4 Obtain 10 day update prior to bid opening - receive and review if update has occurred.	Based on bid opening date	
2.5 Open & Award Bids (after 15 day waiting period)		
2.6 Notify representative of Bid Award	Approval of Board	32
<b>Step 3: Verification of Contractors and Subcontractors</b>		
3.1 Run EPLS and California license verification on all sub and general	At award - prior to contract execution	
3.2 Review insurance coverage	At award - prior to contract execution	8
<b>Step 4: Notice of Award/Pre-Construction</b>		
4.1 Obtain contract copy for file/including sub contracts – collect all required Section 3 data for reporting	Advise at Pre-Bid and obtain once contract is executed	
4.2 Issue Notice of Award to required agency(ies)	Approval of Board	
4.3 Calendar Pre-Construction Conference and advise required state representatives	After Approval of Board	

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Adams Ashby Group

*PA*

4.4	Prepare agenda and Labor Compliance Book for General and all Subs - Schedule training	7 days prior to Pre-construction meeting	
4.5	Attend Pre-Construction meeting	As scheduled	
4.6	Finalize forms/documents and final wage rates	Prior to notice to proceed being issued.	60
<b>Step 5: Construction</b>			
5.1	Obtain Notice to Proceed - Begin Payroll # 1	As scheduled	
5.2	Notify State Representative of Start of Construction	As scheduled	5
<b>Step 6: Begin Labor Compliance Monitoring</b>			
6.1	Review Contractor Work Schedule and discuss with project manager - Develop interview schedule	At construction start date	
6.2	Conduct employee interviews	Varies on construction	
6.3	Collect and Review/Approve Weekly Payrolls	Weekly	
6.6	Compare Payroll Forms to Interviews/project reports	As needed	
6.7	Submit/Reject payrolls and review reports for corrections	As needed	
6.8	Follow-up on payments to workers	As needed	
6.9	Report violations to City	As needed	
6.10	Report any violations to HCD*	As needed	180
<b>Step 7: Monthly Labor Compliance Certification</b>			
7.1	Provide required reports to State Representative (as required)	Semi-Annual reports	
7.2	Complete Final Wage Compliance Report/Certifications	Project close-out	24
<b>Step 8: Close-out</b>			
8.1	Finalize project reports, files, audit and package for filing		40
<b>Sewer Line Project</b>		<b>Total hours 373 x \$80 per hour</b>	<b>\$29,840</b>

### Cost Proposal – Bost Avenue Housing Rehabilitation Project

AAG proposes to bill labor compliance services for the fee listed below. All charges may be included in your grant through Activity Delivery dollars, thus not impacting your general fund. Below we have estimated the required hours for each task.

Task*	Schedule	Time Allocation
<b>Step 1: Applicability</b>		
1.1	Advise State Representative of Labor Compliance Officer contact information	Immediate - upon award of contract.
1.2	Establish file and insert Start Construction Checklist. Begin set up of project and establish wage rate sheet. Prepare documents for bid package and review package before publication.	Once project is ready to move forward
1.3	Secure Wage Rate Determination (SF-308) from CDBG representative – update prior to bid release	Once project has been approved and design in at 95% completion. 24
<b>Step 2: Bid Process</b>		
2.1	Obtain documentation of Advertise for Bids	
2.2	Calendar date of pre-bid conference, prepare handouts related to MBE/WBE and Section 3 and attend	At bid issuance
2.3	Discuss wage classifications and if additional classification requests will be required	At pre-bid conference
2.4	Obtain 10 day update prior to bid opening - receive and review if update has occurred.	Based on bid opening date
2.5	Open & Award Bids (after 15 day waiting period)	
2.6	Notify representative of Bid Award	Approval of Board 32
<b>Step 3: Verification of Contractors and Subcontractors</b>		
3.1	Run EPLS and California license verification on all sub and general	At award - prior to contract execution
3.2	Review insurance coverage	At award - prior to contract execution 8
<b>Step 4: Notice of Award/Pre-Construction</b>		
4.1	Obtain contract copy for file/including sub contracts – collect all required Section 3 data for reporting	Advise at Pre-Bid and obtain once contract is executed
4.2	Issue Notice of Award to required agency(ies)	Approval of Board
4.3	Calendar Pre-Construction Conference and advise required state representatives	After Approval of Board

4.4	Prepare agenda and Labor Compliance Book for General and all Subs - Schedule training	7 days prior to Pre-construction meeting	
4.5	Attend Pre-Construction meeting	As scheduled	
4.6	Finalize forms/documents and final wage rates	Prior to notice to proceed being issued.	60
<b>Step 5: Construction</b>			
5.1	Obtain Notice to Proceed - Begin Payroll #1	As scheduled	
5.2	Notify State Representative of Start of Construction	As scheduled	5
<b>Step 6: Begin Labor Compliance Monitoring</b>			
6.1	Review Contractor Work Schedule and discuss with project manager - Develop interview schedule	At construction start date	
6.2	Conduct employee interviews	Varies on construction	
6.3	Collect and Review/Approve Weekly Payrolls	Weekly	
6.6	Compare Payroll Forms to Interviews/project reports	As needed	
6.7	Submit/Reject payrolls and review reports for corrections	As needed	
6.8	Follow-up on payments to workers	As needed	
6.9	Report violations to City	As needed	
6.10	Report any violations to HCD*	As needed	48
<b>Step 7: Monthly Labor Compliance Certification</b>			
7.1	Provide required reports to State Representative (as required)	Semi-Annual reports	
7.2	Complete Final Wage Compliance Report/Certifications	Project close-out	4
<b>Step 8: Close-out</b>			
8.1	Finalize project reports, files, audit and package for filing		10
<b>Bost Avenue Housing Rehabilitation Project</b>		<b>Total hours 191 x \$80 per hour</b>	<b>\$15,280</b>

**Total Cost Proposal for Labor Compliance Services - \$45,120**

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**ADAMS ASHBY GROUP, INC.**  
**(continued)**

Payment schedules shall set forth specific milestones which relate to the schedule of services to be provided, as set forth in Exhibit "A" above, and as described in the Cost Proposal made part of this Exhibit "B". In no event shall the total compensation paid to Contractor in accordance with the terms of this Agreement exceed the Maximum Contract Price set forth on page 1, § 2. Contractor shall submit invoices once a month in arrears for services provided. Contractor shall itemize on the invoice the dates, duration and services provided. The invoices shall be submitted no later than the 15<sup>th</sup> of each month.

Invoices shall be submitted to:

Nevada County Health and Human Services Agency  
Attn: Fiscal Staff  
950 Maidu Ave.  
Nevada City, CA 95959

County shall review the billing and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of either removing the questioned cost or delaying the entire claim pending resolution of the cost(s).

Contractor shall be reimbursed within thirty (30) days of County's receipt of complete, correct, approved invoice.

Contractor understands that the project is being funded by a Community Development Block Grant (CDBG) and agrees that all work will be performed in accordance with CDBG requirements in order to receive and retain payment for services.