

Administering Agency: Nevada County Facilities Maintenance Department

Contract No. _____

Contract Description: Space Planning and Facilities Optimization Study

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT (“Contract”) is made at Nevada City, California, as of June 9, 2026 by and between the County of Nevada, (“County”), and CBRE, Inc. (“Contractor” of “Consultant”) (together, “Parties”, individual “Party”), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed three hundred two thousand eight hundred Dollars (\$302,800.00).**
3. **Term** This Contract shall commence on June 9, 2026. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2027.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.
8. **Liquidated Damages**
Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages **shall not** **shall apply** to this contract. If Liquidated Damages are applicable to this contract, the Terms are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions and information technology security provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.

12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the

“Indemnified Party”), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party’s negligent act, errors or omissions or willful misconduct, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of such negligent act, error or omission or willful misconduct. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party’s liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party’s performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.

13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.
14. **Contractor without additional compensation** Contractor’s personnel, when on County’s premises and when accessing County network remotely, shall comply with County’s regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County’s privileged access management platform for all remote access support functions, unless other methods are granted in writing by County’s Chief Information Officer or his/her designee.
15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
 - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
 - Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
 - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.

- County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
16. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
 17. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
 18. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
 19. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
 20. **Levine Act** This contract shall not shall be subject to compliance with [Government Code Section 84308](#) (Levine Act), which pertains to campaign contributions of more than \$500 to any member of the County of Nevada Board of Supervisors or any County of Nevada Official who will be making, participating in making, or in any way attempting to use their official position to influence a County decision to approve the contract. If Levine Act Compliance is applicable to this contract, the terms are incorporated in Exhibit G, attached hereto.
 21. **Subrecipient** This contract shall not shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations. Subrecipient and Contractor determinations
 22. **Debarment** In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, this contract shall not shall qualify for debarment suspension monitoring. Contractor shall provide proof of debarment compliance if requested by the County. In addition, the County may (at anytime during the term of the Contract) screen the Contractor at www.sam.gov to ensure Contractor, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.
 23. **Financial, Statistical and Contract-Related Records:**
 - 23.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents,

original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

23.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

23.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

24. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor.**
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.
- D. Notwithstanding anything to the contrary herein, if state or federal funds that County intended to use for payment under this Contract are canceled, reduced, or otherwise made unavailable, County shall have the right to immediately terminate this Contract upon written notice to Contractor. In such an event, County shall pay Contractor for all services satisfactorily performed up to the date of termination in accordance with the terms of this Contract, and Contractor shall have no further claims against County due to such termination.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further

provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

25. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract specifically and uniquely for County are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the 'works made for hire.'" Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
26. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
27. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
28. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
29. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 22, Termination.
30. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
31. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the services or type of services to be provided by this Contract.
32. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by County, including personally identifiable patient or client information. Even information that might not be considered

confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Contract, Contractor agrees to protect the confidentiality of any confidential information with which Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this Contract. Violation of the confidentiality of patient or client information may, at the option of County, be considered a material breach of this Contract.

33. **Additional Contractor Responsibilities**

- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

34. **Information Technology Security Requirements** This contract shall not shall be subject to Exhibit F, "Information Technology Security," which is attached and incorporated by this reference. Contractor's failure to comply with the requirements in Exhibit F is a material breach of this Agreement.

35. **Artificial Intelligence Technology (AI Technology)** includes any machine learning, deep learning, or artificial intelligence ("AI") technologies, such as statistical learning algorithms, models (including large language models), neural networks, and other AI tools or methodologies, as well as all software implementations and related hardware or equipment capable of generating content (e.g., text, images, video, audio, or computer code) based on user-supplied prompts.

County Data includes all information, data, materials, text, prompts, images, or other content provided to the Contractor under this Agreement or any other agreements between the Contractor and the County.

Responsibilities and Training:

Contractor is responsible for all information in the machine learning model, intellectual property rights associated with the information, and software and coded instructions used to generate AI content. County is responsible for the accuracy, utility and formulation of prompts and other inputs used to access the AI services and for decisions made, advice given, actions taken, and failures to take action based on AI content generated from AI services, except for AI content that is generated from erroneous or non-

existing information in Contractor’s machine learning models or from malfunctioning AI service software.

Contractor shall not use, or permit any third party to use, County Data to train, validate, update, improve, or modify any AI Technology, whether for Contractor’s benefit or that of a third party, without the County's prior written authorization, which the County may grant or withhold at its sole discretion.

36. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

COUNTY OF NEVADA:		CONTRACTOR:	
Nevada County Facilities Management		CBRE, Inc	
Address:	10014 N. Bloomfield Drive	Address	2121 N. Pear Street, Suite 300
City, St, Zip	Nevada City, CA 95959	City, St, Zip	Dallas, TX 75201
Attn:	Andy Blakeslee	Attn:	Joey Larson
Email:	Andy.blakeslee@nevadacountyca.gov	Email:	Joey.larson@Consultant.com
Phone:	(530) 802-6804	Phone:	(214) 979-6100

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the Parties have executed this Contract to begin on the Effective Date.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Lisa Swarhout, Chair, of the Board of Supervisors

By: _____

Attest: Clerk of the Board of Supervisors, or designee

Approved as to Form – County Counsel:

By: _____ Date: _____

CONTRACTOR: CBRE, Inc

By: _____ Date: _____

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: _____

**If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).*

Exhibits

- A. [Schedule of Services](#)
 - B. [Schedule of Charges and Payments](#)
 - C. [Insurance Requirements](#)
 - D. [Information Technology Security](#)
- [Summary Page](#)

EXHIBIT A

SCHEDULE OF SERVICES

The Consultant shall deliver a comprehensive Space Planning Optimization Study to maximize County assets throughout Western and Eastern Nevada County. Services shall included but not limited to:

1.0 Scope of Services

- 1.1 **Project Management:** Provide project management services to support the successful completion of the project, including, but not limited to:
 - a. Assign a Project Manager who will serve as the main point of contact for County staff.
 - b. Produce and maintain a detailed progress schedule. The schedule shall use critical path methodology and list all activities, durations, start/finish dates, and predecessor/successor relationships between tasks. The schedule shall be updated and submitted to the County Project Manager at least monthly.
 - c. Facilitate monthly reoccurring meetings with County Staff and key stakeholders to discuss status, action items, issues, risks, opportunities, or other matters as needed to effectively manage the project work.
- 1.2 **Interview & Survey all County Departments:** Conduct interviews and surveys with all County departments to assess current and future space and staffing needs (see attached list of County Departments).
- 1.3 **Capacity & Utilization Analysis:** Perform capacity and utilization analysis of all County-owned and leased facilities (see attached list of County facilities).
- 1.4 **Existing Space Use Evaluation:** Evaluate existing space use policies and practices.
- 1.5 **Related Study Review:** Review and incorporate findings from related studies that have been completed to date.
- 1.6 **Standardized Space Guidelines:** Develop standardized space guidelines, including standardized space dimensions, layouts, and office set up.
- 1.7 **Identify Optimization Opportunities:** Identify optimization opportunities, including workspace models such as “hoteling” and other flexible workspaces based on how County staff works within each department and at each location.
- 1.8 **Forecast Facility Needs:** Forecast facility needs for all departments and shared or common spaces over a 25-year timeline, based on current deficiencies as well as projected needs including projected staffing levels, space requirements, and functional adjacencies. This analysis should account for anticipated population growth, service delivery changes, regulatory requirements, and evolving workplace models to ensure facilities align with long-term operational goals.
- 1.9 **Expansion Area Assessment:** Identify and assess potential expansion areas (including outdoor and adjacent parcels).
- 1.10 **Adjacency Analysis:** Complete an adjacency analysis to determine if like services are housed appropriately or if there should be consideration for moving/consolidation/alt or new facilities. Include a viability and opportunity assessment of a functional campus approach to facilities planning, such as the development of a Justice Center and HHS Center.
- 1.11 **Facility Planning Recommendations:** Provide facility planning recommendations to support future decision making, as funding allows, considering the County’s short-term and long-term forecasted land use, workspace needs, and potential expansion areas (including outdoor and adjacent parcels) in alignment with industry workspace and facility standards and understanding County resource constraints.
- 1.12 **Decision Making Matrix:** Create a decision-making matrix for facility improvement or expansion based on criteria developed through assessment and stakeholder engagement, to help guide future decision making.
- 1.13 **Final Report:** Provide a final report, including, but not limited to:
 - a. Analysis results
 - b. Recommendations with a range, based on cost or otherwise, of prioritized, cost-conscious solutions to meet both current and projected space needs.
 - c. A phased implementation plan based on priority and decision-making matrix for future capital planning.

2.0 Additional Services: The County may request add/alt services if additional funding becomes available. Those services are as follows:

2.1 **Lease Vs. Buy Assessment:** Create and evaluate lease vs. buy scenarios for current leased properties.

2.2 **Final Presentation:** Present the final report and results to County Leadership and the Board of Supervisors at the option of the County Project Manager.

3.0 Project Phases and Time Line:

The Project Tasks and expected timing for each is as follows:

Objectives	What the County Gains	Timing
PHASE I: Project Mobilization And Baseline Assessment		
<ul style="list-style-type: none"> - Establish a strong foundation by aligning on scope, confirming data inputs, and reviewing existing facilities, utilization, and policies - Develop a clear, fact-based understanding of how space is currently used across the County’s portfolio 	<ul style="list-style-type: none"> - A clear baseline of existing conditions and space performance - Alignment on data, assumptions, and project approach - Early visibility into inefficiencies, constraints, and improvement opportunities 	3 Weeks
PHASE II: Diagnosis and Needs Validation		
<ul style="list-style-type: none"> - Validate current and future space needs through department engagement, utilization analysis, and adjacency mapping - Translate operational realities into quantified, department-level requirements 	<ul style="list-style-type: none"> - County-wide validation of departmental space needs - Quantified demand tied to headcount, functions, and workflows - Clear understanding of adjacencies, utilization gaps, and trade-offs 	10 Weeks
PHASE III: Strategy Development		
<ul style="list-style-type: none"> - Translate validated needs into forward-looking strategies by forecasting long-term space requirements - Test and compare alternative portfolio scenarios to identify optimization opportunities aligned with County priorities 	<ul style="list-style-type: none"> - A long-term facilities forecast grounded in data - Side-by-side comparison of realistic portfolio options - Insight into cost, risk, and operational implications of each scenario 	6 Weeks
PHASE IV: Detailed Recommendations		
<ul style="list-style-type: none"> - Translate analysis and scenarios into clear, defensible recommendations supported by financial analysis and decision frameworks - Define an actionable roadmap for implementation 	<ul style="list-style-type: none"> - Prioritized, implementable facility recommendations - Financial clarity to support capital planning and investment decisions - A defensible roadmap to guide leadership and Board decision-making 	4 Weeks

4.0 Deliverables

4.1 PHASE I: Project Mobilization and Baseline Assessment

4.1.1 Project Kickoff Meeting: Consultant shall participate in a one-hour working session to launch the project effectively. Kickoff meeting will involve all project team members from both CONSULTANT and the County's core project team and will cover the following: establishing clear project objectives, identifying potential challenges and risks, and aligning on proposed activities. We will also review a detailed project schedule, confirm roles and responsibilities, and define the cadence of recurring touchpoints.

4.1.2 Monthly Project Calls: Consultant shall participate in monthly project calls with the core project team, with the option to insert additional calls during active periods of the engagement. Consultant shall provide a forum to discuss pertinent project issues, share draft deliverables and analysis for timely feedback, and, in the early stages of the project, discuss logistics for engagement activities with County Department Heads. These calls will be approximately 30-45 minutes and held virtually (Teams or Zoom). The SPOC will also track project progress against the project schedule and share this during the meeting. In addition, The Consultant shall allow for flexibility to add interim calls during active phases (e.g., interviews, scenario reviews, and deliverable milestones)

4.1.3 Request for Information: At the offset of the project, the SPOC will issue a Request for Information (RFI) outlining data and documents required to support analysis and project delivery. RFI items may include (to the extent available): Facility conditions assessments, current headcount by department and sub-department, floorplans, org charts, the County's guiding principles and current space allocation standards. Additionally, the RFI will enable Consultant to complete the following reviews:

- **Related Study Review*:** The RFI will allow Consultant to gather previous studies for review, in order to gain important historical context about the portfolio, enabling our team to quickly gain a comprehensive understanding of the County's current state.
- **Existing Policy Review*:** Evaluate existing space use policies and practices.

4.2 Phase II- Diagnosis: shall include existing Space use evaluation Leveraging the insights gained from our review of previous studies and space policies, Consultant will conduct a comprehensive overview of the existing space, encompassing the following

4.2.1 Departmental Site Observations: Consultant's project team will conduct in-person site visits at 40 select County properties. Our goal is to gain an initial understanding of their physical characteristics, surroundings, and current utilization. We will observe how employees use these spaces, analyze utilization patterns, and assess general building conditions, access points, and the overall employee and public / customer experience. Focusing on key buildings (to be agreed with the County), these site observations will occur over the course of a week and will include 'sign of life' checks at specific times during the day. These observations will provide valuable insight into the portfolio and enable us to engage in meaningful discussions during departmental leader interviews, helping to identify potential gaps and areas for improvement.

4.2.2 Space Analysis (Tier 1 Only): Consultant will analyze all available floor plans of all Tier 1 spaces, to evaluate existing planning standards, space allocations, and floor plate efficiencies. We will assess the functionality of the current spaces, examine team adjacencies, and identify areas that are either underutilized or optimally utilized. The goal of this space analysis is to compare the existing County spaces against industry best practices and pinpoint opportunities for improvement. Consultant will leverage available CAD/record drawings; where entire sets do not exist electronically, we will coordinate with the County to scan select sheets. If record drawings are unavailable, we will use approximate field verification, noting assumptions.

4.2.3 Interview and Survey All County Departments

- **Departmental Questionnaire:** To optimize each department leader's time, Consultant will utilize an intake form / questionnaire to gather quantitative data from departments. This approach aims to provide context and background information ahead of the interviews. This will allow us to focus on key areas of concern or delve further where further detail is needed rather than collect all required data points during this interview. The questionnaire will collect essential data, including current headcount and growth projections, adjacency needs, workspace requirements, collaboration needs, and space requirements for employees as well as public/customers and specialized functions. We will share this questionnaire with the County core team for review and approval. The County team will then distribute the approved questionnaires

- **Departmental Interviews:** Following the receipt of departmental questionnaires, Consultant will conduct up to 26 interactive, 60-minute interviews to assess future space requirements. These interviews, which may be grouped as needed, will build upon the questionnaire data to create a comprehensive assessment of all in-scope County departments. Consultant shall use these discussions to understand departmental needs, explore potential workspace trade-offs, and inform strategic spatial changes. Interviews will be conducted virtually (Microsoft Teams or Zoom) and scheduled by the County core team and include the departments listed in the RFP Attachment D "LIST OF COUNTY OFFICES, AGENCIES, DEPARTMENTS, and DIVISIONS." These interviews will delve into key areas, including:
 - Personnel headcount
 - Current workflows and operational processes
 - Interdepartmental adjacencies
 - Identified pain points and challenges
 - Specific space requirements, including specialized needs (e.g., AV/IT/security, storage)
 - Evolving business processes and recent changes
 - Considerations for future growth

4.2.4 Develop Department Profiles: Using data collected from departmental questionnaires, interviews, and observations, we will create departmental profiles that outline both immediate and future requirements. These profiles will be reviewed with the County during our monthly call.

4.2.5 Adjacency Analysis: Departmental Adjacency Mapping: Consultant will create an adjacency map which will visually represent the functional relationships and required proximities between departments outlining primary, secondary, and tertiary relationships. This analysis will inform recommendations regarding the appropriate housing of like services and potential for departmental movement, consolidation, or alternative/new facility considerations.

4.2.6 Capacity and Utilization Analysis

- A. Utilization Analysis:** Consultant will conduct a departmental and building-level utilization analysis of all County owned and leased properties, comparing actual attendance rates to departmental policies. This analysis, derived from data received through interviews, surveys, and on-site reviews, will identify areas of under- or overcapacity in specialty spaces in both Tier 1 and Tier 2 sites. The findings will help uncover underutilized buildings within the portfolio.
- B. Headcount Modeling:** Consultant will leverage existing headcount growth estimates where available by department. For all other departments, we will develop growth projections. To forecast county growth, we will utilize data from the State of California Department of Finance, Economic Research Unit, and other relevant sources. Applying public sector ratios and benchmarks, we will estimate potential service needs based on projected population growth. We will model headcount growth, based on identified service needs, by analyzing ratios from comparable public counties. Finally, the headcount growth projections will incorporate sensitivities to account for both aggressive and conservative growth scenarios.
- C. Supply and Demand Modeling (Capacity Assessment):** Consultant will complete a supply and demand analysis that compares existing space with future expansion needs. This analysis will summarize data by building and department, detailing square footage and layering on headcount projections. It will help identify potential gaps or surpluses in space and provide strategic recommendations to optimize the portfolio's performance and ensure alignment with departmental functional requirements and goals.

4.2.7 Standardized Space Guidelines

Space Standards: Consultant will focus on the larger staffing and workplace topics that drive how County space is allocated, rather than producing exhaustive line-by-line standards. We will review the County's existing space metrics against workplace planning best practices, focusing on space allocation, hybrid work, efficiency, and the mix of work setting types needed to support key job functions and departmental operations. The output is a streamlined "kit-of-parts" that defines the core space types available to the County—each with indicative size, layout, furniture, and tech/equipment guidance—so departments and future projects can apply a consistent set of building blocks without the overhead of a full standards manual.

4.3 Phase III Strategy Development

4.3.1 Identify Optimization Opportunities

- A. Develop Optimization Scenarios:** By leveraging established space standards, and the capacity assessment completed, we will identify opportunities for space optimization, including potential savings, increases, and other key metric adjustments. Analyzing staff work patterns by department and location, informed by hybrid and flexible work models, will inform the development of relevant space-sharing ratios and drive future flexibility.

4.3.2 Forecast Facility Needs

A. Detailed Space Program: CONSULTANT will develop a comprehensive 25-year facilities forecast for all departments and shared spaces. This forecast will provide the most detailed analysis for the first five years, focusing on immediate projects. It will consider current deficiencies, projected needs (including staffing, space requirements, and functional adjacencies), and external factors such as population growth, service delivery changes, regulatory requirements, and evolving workplace models, ensuring alignment with long-term operational goals. The primary deliverable will be a detailed space program for all Tier 1 facilities identified by the county. These programs will be based on departmental profiles and headcount projections, applying established and updated space standards to determine requirements. Tier 2 facilities will be evaluated at a higher level, focusing on site dynamics, parking, and functional zone analysis. Specifically, CONSULTANT will implement the County's two-tier approach:

Tier 1: Detailed, building-focused space planning for all enclosed, occupiable structures (including non-office program areas like clinics, evidence storage, animal care, and indoor shops/storage).

Tier 2: Programmatic site/operations planning for utility/industrial/operational sites (e.g., wastewater plants, towers, yards, airport operations), including functional zones, utilization ratios, buffers/constraints, circulation/parking, and future growth allowances. Occupiable structures within Tier 2 sites will still receive Tier 1 analysis

4.3.3 Real Estate Scenario Modeling

Alternative Portfolio Configuration Scenarios

Based on identified optimization opportunities, future real estate needs, and required adjacencies, CONSULTANT will propose alternative real estate scenarios. These scenarios will include recommended actions for the portfolio, as well as an assessment of the trade-offs and risks associated with each option and cost estimates (rough order of magnitude), sufficient to meet the requirement to provide recommendations with a range of prioritized, cost-conscious solutions. We will identify and highlight factors relevant to the County that may impact public service delivery or influence future adjacencies, including the viability of exploring a campus tailored to the County's specific needs. We will develop a base case that reflects the status quo, serving as a benchmark for comparison with all alternative scenarios. Potential scenarios may include downsizing existing locations, consolidating multiple facilities into either existing or new locations to ensure like services are housed appropriately, selling underutilized facilities or vacant land, or exiting excess space. Specific analysis will be completed for:

- **Lease Versus Buy Assessment (Optional Scope Item)*:** CONSULTANT will evaluate the financial implications of the County's space strategy, comparing the cost-effectiveness of continued leasing versus acquiring or constructing new facilities. The result will be a detailed financial summary outlining the advantages and disadvantages of each option.
- **Expansion Area Assessment and Masterplan Concepts:** CONSULTANT will evaluate potential expansion areas, encompassing adjacent parcels near key sites. This evaluation will be a foundation for developing real estate strategies to support future departmental expansion, ensuring the preservation of essential functional adjacencies.

4.4 Phase IV Recommendations

4.4.1 Detailed Recommendations

- A. **Facility Planning Recommendations:** Based on the scenario analysis, CONSULTANT will provide recommendations for short- and long-term facility strategies, aligned with new workspace standards and optimized for future needs. These recommendations will prioritize the greatest impact for the County within the available funding.
- B. **Decision Making Matrix:** To guide capital funding decisions, CONSULTANT will develop a decision-making matrix. This matrix will reflect the County's priorities and will incorporate key criteria, collaboratively defined with the County, drawing upon feedback from the engagement process.
- C. **Final Report:** The final report will provide the County with a comprehensive overview of the analysis, scenario evaluations, and portfolio recommendations. For Tier 1 sites, the report will include: projected staffing growth summaries, program-based space requirements, functional adjacencies, rightsizing and reconfiguration recommendations, ROM costs for the recommended scenario, and concept-level floor plan diagrams (if appropriate). For Tier 2 sites, the report will feature conceptual site-level diagrams with adjacency maps, along with a narrative summarizing recommended actions. The report will also include a comparative analysis of the studied scenarios, outlining their respective advantages and disadvantages, along with a financial analysis of future needs. Finally, the recommended solution will be supported by a detailed implementation plan and a decision-making matrix to guide future actions.
- D. **Final Presentation:** At the request of the County Project Manager, CONSULTANT will develop and present the final report and results to County Leadership and the Board of Supervisors.

4.5 Timeline:

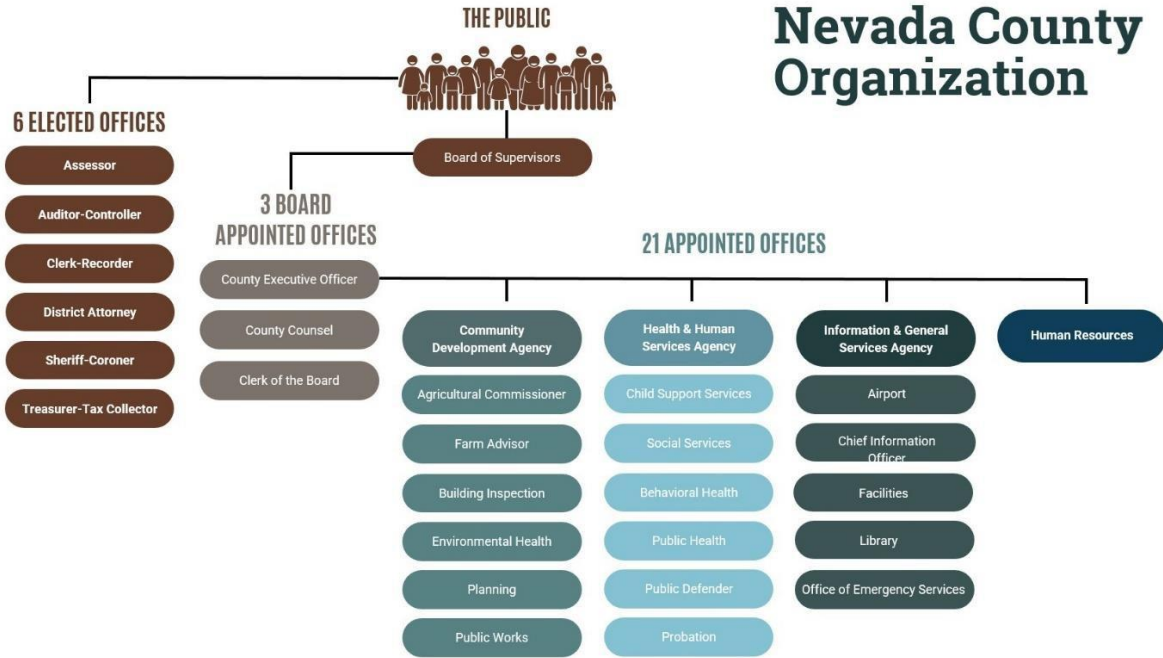
Key Tasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Project Management																				
◆ Project Kick-off Meeting (1 Hr.)	◆																			
Monthly Project Calls (with 4 float)																				
Related Study Review																				
Request For Information And Review Materials																				
Existing Space Use Evaluation																				
Departmental Site Observations																				
Space Analysis (550k SF)																				
Interview and Survey All County Departments																				
Departmental Questionnaire (N=53)																				
Departmental Interviews (N=26) - 60-min																				
Develop Department Profiles																				
Adjacency Analysis																				
Departmental Adjacency Mapping																				
Capacity and Utilization Analysis																				
Utilization Analysis																				
Headcount Growth Modeling																				
Supply And Demand Modeling																				
Standardized Space Guidelines																				
Industry Benchmarking And Research																				
Develop Space Standards																				
Identify Optimization Opportunities																				
Develop Optimization Scenarios																				
Forecast Facility Needs																				
Detailed Space Program																				
Real Estate Scenario Modeling																				
Alternative Portfolio Configuration Scenarios																				
Lease Versus Buy Assessment (optional)																				
Expansion Area Assessment And Masterplan Concepts																				
Detailed Recommendations																				
Facility Planning Recommendations																				
Decision-Making Matrix																				
Final Report																				
◆ Final Presentation																				

LIST OF COUNTY OFFICES, AGENCIES, DEPARTMENTS, & DIVISIONS

1. Adult Services
2. Agricultural Commissioner
3. Airport
4. Animal Control
5. Animal Services
6. Assessor
7. Auditor – Controller
8. Behavioral Health
9. Board of Supervisors
10. Building Department
11. Cannabis Compliance
12. Child Welfare Services
13. Child Support Services
14. Clerk of the Board
15. Clerk-Recorder
16. Code Compliance
17. Collections
18. Community Development Agency
19. County Counsel
20. County Executive Office
21. District Attorney
22. Economic Development
23. Elections Registrar of Voters
24. Employment Services
25. Environmental Health
26. Farm Advisor
27. Facilities Management
28. Geographic Information Systems
29. Grand Jury
30. Health & Human Services Agency
31. Housing & Community Services
32. Human Resources
33. Information & General Services Agency
34. Information Systems
35. Local Agency Formation
Commission (LAFCo)
36. Library
37. Office of Emergency Services
38. Planning
39. Probation
40. Public Assistance
41. Public Defender
42. Public Health
43. Public Works
44. Purchasing
45. Recreation
46. Sheriff
47. Social Services
48. Solid Waste
49. Transit
50. Treasurer-Tax Collector
51. Veterans Services
52. Victim / Witness Program
53. Wastewater

NEVADA COUNTY ORGANIZATION

Nevada County Organization



LIST OF COUNTY FACILITIES

City of Grass Valley			
Building	Department	Location	Square Footage
Sutton Resource Center, Behavioral Health	Behavioral Health	1105 Sutton Way, Grass Valley	7,377
Crown Point Facility, Behavioral & Public Health	HHSA	500 Crown Point Circle, Grass Valley	22,400
CSU, Crisis Stabilization	HHSA	145 Glasson Way, Grass Valley	2,240
Grass Valley Veterans Hall, Vet Services, Ag Comm	IGS	255 S. Auburn St., Grass Valley	28,908
GV Library	Library	207 Mill Street, Grass Valley	5,961
Managed Lease			
Laura Wilcox Memorial	IGS	208 Sutton Way, Grass Valley	5,939
Leased			
Brighton Greens	Social Services	988 McCourtney Rd, GV	20,000

City of Nevada City			
Public Facing			
Building	Department	Location	Square Footage
Courthouse	Court	201 Church St., Nevada City	28,792
District Attorney Building	District Attorney Office	201 Commercial St., Nevada City	8,175
Eric Rood Admin Center, Government Administration	Shared	950 Maidu Ave., Nevada city	103,400
Madelyn Helling Library	Library	980 Helling Way, Nevada City	16,709
Nevada City Veteran Hall	IGS	415 N. Pine St., Nevada City	6,566
North Pine, Probation/Public Defender	HHSA	109 1/2 Pine Street, N.C.	13,686
Tobiassen Park, Restroom / Ball Field	IGS	15159 Wet Hill Rd., Nevada City	100
Wayne Brown Correctional Facility	Sheriff	925 Maidu Ave, Nevada City	69,086
Internal County Operations			
Bost House, Treatment Facility	Behavioral Health	145 Bost Ave, Nevada City	4,650
Odyssey House , Behavioral Health Treatment	Behavioral Health	995 Helling Way / 10066 N Bloomfield R	2,998
Odyssey Storage, Storage	Behavioral Health	995 Helling Way / 10066 N Bloomfield R	952
Annex, Courts	Court	201 Church Street Nevada City	40,024

911 Tower, Radio Communication	IGS	995 Helling Way, Nevada City	400
Facilities Services Center, Operations	IGS	10014 N. Bloomfield Rd., Nevada City	3,370
Facilities Services Center, Building and Grounds Shop	IGS	10014 N. Bloomfield Rd., Nevada City	1,000
Barn , Facilities Storage & Surplus	IGS	15036 Hwy 49, Nevada City	2,621
ERAC Pump House , Fire, Generator, water	IGS	950 Maidu Ave, Nevada City	971
Sheriff's Property Unit, Evidence Storage	Sheriff	15076 Highway 49, Nevada City	5,905
SORDTF, Dispatch / Training	Sheriff	15434 Hwy 49, Nevada City	28,845
Managed Lease			
Tree Cell Tower, Verizon	IGS	Helling Library	2,500
Leased			
Doris Foley Library	Historical (Foley)	211 North Pine St., N.C.	5,466

Town of Truckee			
Building	Department	Location	Square Footage
Truckee Library	Library	10031 Levone Ave, Truckee	4,564
Truckee Joseph Building , Government Administration	Shared	10075 Levone Ave Truckee	23,732
Truckee Govt Center, Jail	Sheriff	10879 Donner Pass Rd. Truckee	6,478

Unincorporated Nevada County			
Public Facing			
Building	Department	Location	Square Footage
Airport Terminal, FBO/Leased	IGS	13059 John Bauer Ave., Grass Valley	2,992
Animal Shelter	IGS	14647 McCourtney Rd., Grass Valley	3,924
Transfer Station, Public Works	Public Works	14741 Wolf Mtn. Rd, Grass Valley	4,069
Operations Center, Public Works	Public Works	12350 LaBarr Meadows Rd, Grass Valley	28,326
Internal County Operations			
Orchard House, Behavioral Health Treatment	Behavioral Health	13192 Brunswick Rd. Grass Valley	5,170
Ranch House, Behavioral Health Treatment	Behavioral Health	16782 State Hwy. 49	1,417
Airport Hangar, Leased	IGS	13308 Nevada City Ave, Grass Valley	9,600

Animal Shelter Modular, Animal Control	IGS	14679 McCourtney Rd., Grass Valley	2,160
Loma Rica, Record Storage	IGS	12548 Loma Rica Dr., Grass Valley	4,640
Office Trailer, Storage	Public Works	12548 Loma Rica Dr., Grass Valley	1,408
Lake of the Pines, Waste Water Treatment	Sanitation District	10984 Riata Way, Auburn	5.1 ac
Lake Wildwood, Waste Water Treatment	Sanitation District	12622 Pleasant Valley Rd, Penn Valley	9.8 ac
Managed Lease			
Airport Cell Tower, ATT	IGS	Nevada County Airport	N/A
Leased			
County Warehouse	IGS	12740 Loma Rica Dr., Grass Valley	20,000
Bear River Library	Library	11010 Combie Rd. Ste 108&110,Auburn	2,631
Penn Valley Library	Library	11252 & 11254 Pleasant Valley Rd, P.V.	2,242
Combie Sheriff Satellite Office	Sheriff	11010 Combie Rd. Suite 108, Auburn	242
Penn Valley Sheriff Satellite Office	Sheriff	11352 Pleasant Valley Rd., P.V.	378

EXHIBIT B

SCHEDULE OF CHARGES AND PAYMENTS

Maximum Limit & Fee Schedule

Contractor's compensation shall be paid at the schedule shown below. Reimbursement of travel, lodging and miscellaneous expenses is not authorized. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this Contract shall be borne by Contractor.

The total of all payments made under this Contract shall not exceed the amount shown in Section 2 of this Contract.

Invoices

Invoices shall be submitted to County in a form and with sufficient detail as required by County including but not limited to:

1. Supplier Contract number
2. Phase of work completed
3. Percentage of progress made
4. Hours of work completed
5. Percentage of phase remaining
6. Additional services (as approved in writing and if applicable)

Work performed by Contractor will be subject to final acceptance by County project manager(s). Time and materials contracts should request supporting documentation sufficient to substantiate amounts billed including detailed time logs or timesheets indicating hours and activities worked on by each employee, invoices for materials purchased with supporting receipts, and a summary of work performed, or deliverables achieved.

Submit all invoices to:

Nevada County
Facilities Management Department
Address: 10014 N. Bloomfield Drive
City, St, Zip Nevada City, CA 95959
Attn: Facilities Admin
Email: Facilities@nevadacountyca.gov

County will make payment within thirty (30) days after the billing is received with accurate and complete agreed upon supporting documentation and approved by County and as outlined above.

Payment Schedule

Payments shall be made at the following milestones defined below and upon successful completion of each task and in accordance with the not to exceed amount as listed in the task descriptions tables provided below:

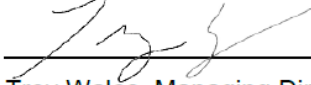
Milestone	Amount
Contract execution	10%
Phase I	10%
Phase II	30%
Phase III	25%
Phase IV	25%
Additional Services to be billed seperatly at the Add/Alt costs defined or agreed to in writing by both parties	

Task List in the not to exceed amounts as listed below:

DESCRIPTION	COST
Project Management	\$23,000
Interview & Survey all County Departments	\$59,000
Capacity & Utilization Analysis	\$22,000
Existing Space Use Evaluation	\$90,000
Add/Alt: Lease Vs. Buy Assessment (optional)	\$15,000 (optional)
Related Study Review	\$7,000
Standardized Space Guidelines	\$12,500
Identify Optimization Opportunities	\$10,500
Forecast Facility Needs	\$22,500
Expansion Area Assessment	\$12,800
Adjacency Analysis	\$3,500
Facility Planning Recommendations	\$12,500
Decision Making Matrix	\$5,000
Final Report	\$15,000
Final Presentation	\$7,500
TOTAL COST:	\$302,800

without optional item

Name of Firm: CBRE, Inc.

Authorized Signature: 

Printed Name and Title: Trey Walés, Managing Director

Date: May 15, 2026

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House (“ACH”). In the event County is unable to release payment by ACH Contractor agrees to accept payment by County warrant.

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance MCS-90, covering materials to be transported by Contractor pursuant to the contract.
3. **Workers’ Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

Contractor will provide County thirty (30) days prior written notice of the material change or cancellation of any policies required herein,

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability to the extent attributable to Contractor’s negligence or insured indemnification in the performance work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, then through the addition of both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions are used.)
2. **Primary Coverage** For any claims related to this contract, to the extent attributable to Contractor’s negligence of insured indemnification obligations **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with it.
3. **Umbrella or Excess Policy** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide the Commercial General Liability and Automobile coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered

hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

4. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
5. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
6. **Self-Insured Retentions** must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds **\$25,000** unless approved in writing by the County. Any and all deductibles and SIRs shall be the sole responsibility of the Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. County may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. County reserves the right to obtain a copy of any policies and endorsements for verification.
7. is to be placed with insurers authorized to conduct business in the State with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to County.
8. **Verification of Coverage** Contractor may be requested to furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause. Failure to obtain and provide verification of the requested/required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
9. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
10. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
11. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
12. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
13. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

EXHIBIT D

INFORMATION TECHNOLOGY SECURITY

1. Notification of Data Security Incident

For purposes of this section, “Data Security Incident” is defined as unauthorized access to the Contractor’s business and/or business systems by a third party, which access could potentially expose County data or systems to unauthorized access, disclosure, or misuse. In the event of a Data Security Incident, Contractor must notify County **in writing as soon as possible and no later than 48 hours after Contractor determines a Data Security Incident has occurred**. Notice should be made to all parties referenced in the “Notices” section of the Agreement. Notice must reference this contract number. Notice under this section must include the date of incident, Contractor’s systems and/or locations which were affected, and County services or data affected. The duty to notify under this section is broad, requiring disclosure whether any impact to County data is known at the time, to enable County to take immediate protective actions of its data and cloud environments.

Failure to notify under this section is a material breach, and County may immediately terminate the Agreement for failure to comply.

2. Data Location

Contractor shall not store non-public County of Nevada data outside the United States. This prohibition includes backup data and Disaster Recovery locations. The Contractor will permit its personnel and contractors to access County of Nevada data remotely as necessary to provide the Services.

2.1 The Contractor must notify the County **in writing within 48 hours** of any location changes to Contractor’s data center(s) that will process or store County data. Notice should be made to all parties referenced in the “Notices” section of the Agreement.

3. Data Encryption

3.1 The Contractor shall encrypt all non-public County data in transit regardless of the transit mechanism.

3.2 The Contractor shall encrypt all non-public County data at rest.

3.3 Encryption algorithms shall be AES-128 or better.

4. Cybersecurity Awareness and Training

The County maintains a robust Cybersecurity Awareness and Training program intended to assist employees and contractors with maintaining current knowledge of changing cybersecurity threats and countermeasures. Any contractor that is assigned a County network account will be assigned User Awareness training and must complete it within the time period it is assigned. Training completion progress is monitored by sponsor departments and non-compliant users may have their account suspended or restricted.

The County conducts email Phish testing on a regular basis to expose account holders to the types of potential threats.

Contractor will maintain a Cybersecurity Awareness and Training program for training staff at a minimum of once a year. Contractor will maintain records of the program for review by the County when requested.

SUMMARY OF CONTRACT

Contractor Name CBRE, Inc.
Description of Services: Space planning and facility optimization study

SUMMARY OF MATERIAL TERMS

Max Annual Price: \$302,800.00 _____

Contract Start Date: 6/9/2026 **Contract End Date:** 6/30/2027

Liquidated Damages: N/A _____

INSURANCE POLICIES

Commercial General Liability	(\$2,000,000)	
Worker’s Compensation	(Statutory Limits)	
Automobile Liability	(\$1,000,000)	

FUNDING

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A _____

NOTICE & IDENTIFICATION

COUNTY OF NEVADA:		CONTRACTOR:	
Nevada County Facilities Management Department		CONSULTANT, Inc.	
Address:	10014 N. Bloomfield Drive	Address	2121 N. Pearl Street, Suite 300
City, St, Zip	Nevada City, CA 95945	City, St, Zip	Dallas, TX 75201
Attn:	Andy Blakeslee	Attn:	Joey Larson
Email:	Andy.blakeslee@nevadacountyca.gov	Email:	Joey.larson@Consultant.com
Phone:	(530) 802-6804	Phone:	(214) 979-6100

Contractor is a: (check all that apply)					EDD Worksheet Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Corporation: <input checked="" type="checkbox"/>	Calif. <input type="checkbox"/>	Other <input type="checkbox"/>	LLC <input type="checkbox"/>	Additional Terms & Conditions Included		
Non- Profit: <input type="checkbox"/>	Corp. <input type="checkbox"/>			(Grant Specific)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Partnership: <input type="checkbox"/>	Calif. <input type="checkbox"/>	Other <input type="checkbox"/>	LLP <input type="checkbox"/>	Limited <input type="checkbox"/>	Subrecipient	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Person: <input type="checkbox"/>	Indiv. <input type="checkbox"/>	DBA <input type="checkbox"/>	Ass’n <input type="checkbox"/>	Other <input type="checkbox"/>		

ATTACHMENTS

Exhibit A: Schedule of Services	Exhibit E: N/A
Exhibit B: Schedule of Charges and Payments	Exhibit F: Information Technology Security
Exhibit C: Insurance Requirements	
Exhibit D: N/A	