



# RESOLUTION No. 21-352

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION APPROVING AN AGREEMENT BETWEEN THE COUNTY OF NEVADA AND INTERWEST CONSULTING GROUP INC., TO PROVIDE ON-CALL BUILDING INSPECTION AND PLAN REVIEW SERVICES AND AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE THE CONTRACT IN A MAXIMUM CONTRACT AMOUNT OF \$175,000

WHEREAS, in periods of high building activity the Building Department has a need to utilize additional staffing resources to complete Plan Review and Inspections in a timely manner; and

WHEREAS, a competitive procurement process was conducted and Interwest Consulting Group Inc., was selected to provide on-call Plan Review and Inspection services; and

WHEREAS, services will only be utilized as needed and when sufficient revenue is received to fund the services; and

WHEREAS, the maximum contract amount will not exceed \$175,000; and

WHEREAS, there is sufficient budget available in the Fiscal Year 2021/22 Building Department budget 1123-20602-322-1000/521520.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada approves the contract between the County of Nevada and Interwest Consulting Group Inc., for Fiscal Year 2021/22 in the maximum amount of \$175,000 and authorizes the Chair of the Board of Supervisors to execute the contract on behalf of the County of Nevada.

BE IT FURTHER RESOLVED that upon satisfactory service by Interwest Consulting Group Inc., this Agreement may be renewed on a year-by-year basis for up to two (2) additional years without a need for a new competitive bidding process.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10<sup>th</sup> day of August, 2021, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Dan Miller, Chair

8/10/2021 cc: Building\*  
AC\* (Hold)

8/18/2021 cc: Building\*  
AC\* (Release)

**Administering Agency:** Nevada County Community Development Agency – Building Department

**Contract No.** RES 21-352

**Contract Description:** **Plan Review & Building Inspection Services**

**PROFESSIONAL SERVICES CONTRACT**

**THIS PROFESSIONAL SERVICES CONTRACT** ("Contract") is made at Nevada City, California, as of April 15, 2021 by and between the County of Nevada, ("County"), and Interwest Consulting Group Inc., ("Contractor"), 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 one hundred seventy-five thousand dollars (\$175,000).**
3. **Term** This Contract shall commence on, 7/1/2021. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: 6/30/2022.
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** Reasonable commercial efforts Consultant shall us commercially reasonable efforts timely to satisfy the performance under this Agreement. Consultant is required to make a diligent, reasonable and good faith effort to accomplish the applicable objective. 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 apply  shall not apply to this contract. Liquidated Damages applicable to this contract 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's agents and employees are employees only of the Contractor and shall not be considered to be employees of the County for any reason. 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 the 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 the 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 or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the 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 the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County, and such consent shall not be unreasonably withheld.. 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 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 third party losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, 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, the Contract. 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. Each party to this Agreement agrees to be responsible for the liabilities arising out of their own conduct and the conduct of their officers, employees and agents. 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. Consultant shall have the right to control the defense and settlement of any claim for which indemnification is sought under this Agreement. Consultants obligation to provide indemnification is contingent upon timely notice of the claim for which indemnification is sought, such that the defense of the claim is not prejudiced, and the reasonable cooperation of the party seeking indemnification with the defense of the claim.

14. **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.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the 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 the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the 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. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
  - The 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 the County of Nevada 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 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.

**Financial, Statistical and Contract-Related Records:**

- 19.1. **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.
- 19.2. **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 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.
- 19.3. **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 Maximum Contract Price.
21. **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 the Contractor, the 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 the Contractor has no control.

- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

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, photostatting, 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 the 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.
22. **Intellectual Property** 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, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
23. **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.
24. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the 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 Personnel Code.



25. **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.
26. **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 19, Termination.
27. **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.
28. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
29. **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.
30. **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:**

Nevada County Building Department  
 Address: 950 Maidu Ave, Ste. 170 or  
 PO Box 599002  
 City, St, Zip Nevada City, CA 95959  
 Attn: Craig Griesbach  
 Email: craig.griesbach@co.nevada.us  
 Phone: 530-265-1583

**CONTRACTOR:**

Interwest Consulting Group, Inc.  
 Address: 1613 Santa Clara Drive #100  
 City, St, Zip Roseville, CA 95661  
 Attn: Paul Meschino, VP of  
 Operations  
 Email: pmechino@interwestgrp.com  
 Phone: (916) 273-4663-office

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.

**SUMMARY OF CONTRACT**

Executed as of the day first above stated:


**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 effective on the Beginning Date, above.

**COUNTY OF NEVADA:**

By:  Date: Aug 13, 2021  
Dan Miller (Aug 13, 2021 12:15 PDT)

Printed Name/Title: Honorable Daniel Miller, Chair, of the Board of Supervisors

By:   
Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

Approved as to Form – County Counsel: \_\_\_\_\_ Date: Aug 16, 2021  
By:   
Douglas Johnson (Aug 16, 2021 11:04 MDT)

**CONTRACTOR: Interwest Consulting Group**

By:  Date: Aug 5, 2021

Name: Avner Alkhas

\* Title: Vice President of Finance

By:  Date: Aug 5, 2021  
Thomas G. Brackett (Aug 5, 2021 11:04 MDT)

Name: Thomas Brackett

\* Title: Chief Executive Officer

***\* 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

## SUMMARY OF CONTRACT

### EXHIBIT A

### SCHEDULE OF SERVICES

Interwest can provide professional plan review and building inspection services on an as needed basis to the County of Nevada:

#### PLAN REVIEW

- a) Conduct initial plan review and all subsequent reviews for design integrity and code compliance with the adopted edition of the applicable California Building Codes, Part 1 through 12, Standards, State Housing Laws, Title 25, local ordinances and appendices adopted by the County within timeframes specified by the County.
- b) Review plans for all types of fire protection systems, fire and life safety, and compliance with state and local hazardous materials regulations.
- c) Review structural calculations, soils reports, geotechnical, grading, onsite improvements, energy calculations/reports, disabled accessibility requirements, green building standards, County adopted ordinances and policies, and other project related information provided by the applicant or the County.
- d) Identify items needing clarification or correction to achieve compliance with applicable regulations, codes and standards, and provide a written report of these items, including referenced code sections. The reports completed shall be clear, concise and not contain a multitude of general notes that do not reflect conditions specific to the project.
- e) Coordinate the resolution of identified deficiencies with the applicant and County. Upon request by the County, shall attend any required meetings connected with the plan review or field inspection of the projects.
- f) The standard turnaround time for assigned plan reviews shall be ten (10) business days for initial review, and five (5) business days for rechecks. Expedited plan review for initial review and rechecks may be requested with a turnaround time of not more than (5) business days. Contractors shall pick up and deliver plans to the department unless alternate arrangements are approved by the Director of the Building Department.
- g) The Contractor shall utilize employees to perform the plan reviews who are certified as Plans Examiners through the International Code Council and who are provided with a reasonable degree of annual training in accordance with the requirements of AB 717 (California Health and Safety Code 18965 et seq). A California Registered Engineer or Licensed Architect employed by the Contractor shall review the portion of plans that involve engineering design and calculations. Plans Examiners shall have a minimum of three (3) years of plan review experience with a municipality or a private Contractor.
- h) Projects shall be assigned at the sole discretion of the Building Director or designee. The County may use its own employees and/or other independent Contractors to perform plan reviews in addition to any such work assigned to a Contractor. The volume of plan review is dependent upon economic conditions that are outside the control of the County. Consequently, there is no guarantee provided as

## SUMMARY OF CONTRACT

to the minimum or maximum volume of work that may be assigned to the Contractor within any given time period.

i) In the course of the plan review process, the Contractor shall avoid situations involving an actual or potential conflict of interest, shall act as an agent and a deputy of the Building Director, and shall act in the interests of the County and the citizens of Nevada County. Contractors shall provide no services for any private client within the unincorporated boundaries of the County during the contract period.

j) Contractor shall have a staff member that is a Certified Access Specialist (CAsp) from the California Department of State Architect (DSA) with a minimum of three (3) years of disabled accessibility plan review experience. This staff member shall review any assigned projects that have aspects related to California disabled accessibility requirements.

k) The Building Director shall have the right of refusal of any staff member assigned by the Contractor. All staff members must have a commitment to efficiency and high standards of customer service.

l) The Contractor shall have the ability to complete plan review digitally using Adobe PDF and shall have staff with previous experience completing reviews digitally. The Contractor shall have the ability to securely transfer digital files without the use of email to the County with a minimum attachment size of

m) It is highly desirable that Plans Examiners have experience working with projects in high elevations with structural snow loading requirements, cold weather utility requirements and steep slope grading requirements. It is also highly desirable that Plans Examiners have experience working with historical buildings, sites and elements.

n) It is highly desirable that Plans Examiners have experience working in rural County environments and communities.

o) It is highly desirable that Plans Examiners have experience reviewing storm water erosion control, drainage and best management practice requirement for large and small grading projects.

p) It is highly desirable to have additional plan review engineering staff with California Registration as a:

- California Civil Engineer
- California Structural Engineer
- California Licensed Land Surveyor
- California Electrical Engineer
- California Architect
- California Mechanical Engineer

q) It is highly desirable to have additional plan review staff with the following professional certifications:

- Fire Plans Examiner
- Structural Plans Examiner
- Residential Plans Examiner 20MB.
- Commercial Fire Sprinkler Plans Examiner

## SUMMARY OF CONTRACT

- Residential Fire Sprinkler Plans Examiner
- Commercial Fire Alarm Plans Examiner
- LEED
- Electrical Plans Examiner
- Plumbing Plans Examiner
- Mechanical Plans Examiner
- Green Building Plans Examiner
- SAP Certified through the CA Office of Emergency Services

### **BUILDING INSPECTIONS**

Contractors shall provide experienced and trained staff to supplement the County's existing staff on an on-call, asneeded basis. The Contractor's building inspection staff shall be certified by the International Code Council or other appropriate recognized organization in accordance with AB 717 and possess a minimum of three (3) years of building code enforcement experience with a municipality or a private municipal Contractor.

- a) Contractor shall have a staff member that is a Certified Access Specialist (CAsp) from the California Department of State Architect (DSA) with a minimum of three (3) years of disabled accessibility inspection experience. This staff member shall complete inspections for any assigned projects that have aspects related to California disabled accessibility requirements. This staff member shall complete CAsp inspection services when requested by the County.
- b) The Building Director shall have the right of refusal of any staff member assigned by the Contractor. All building inspection staff members must have a commitment to efficiency and high standards of customer service.
- c) The Contractor inspection staff shall provide inspection services and assure that the construction meets the approved project plans and is in compliance with the latest adopted codes, policies and procedures. The Contractor shall be available to provide inspection services upon 48 hours' notice. The Contractor shall be available during an emergency or natural disaster to assist the County with inspection services.
- d) It is highly desirable that Building Inspectors have experience completing building and grading inspections for projects in high elevations with structural snow loading requirements, cold weather utility requirements and steep slope grading requirements. It is also highly desirable that Building Inspectors have experience completing building inspections on historical buildings, sites and elements.
- e) It is highly desirable that Building Inspection staff have experience working in rural County environments and communities.
- f) It is highly desirable that Building Inspection staff has experience inspecting storm water erosion control measures, drainage and best management practices for large and small grading projects.

## SUMMARY OF CONTRACT

g) It is highly desirable to have building inspection staff with the following professional certifications:

- Commercial Building Inspector
- Residential Building Inspector
- Commercial/Residential Mechanical Inspector
- Commercial/Residential Plumbing Inspector
- Commercial/Residential Electrical Inspector
- Fire Marshal
- Fire Inspector
- Green Building/LEED Inspector
- Permit Technician
- SAP Certified through the CA Office of Emergency Services

SUMMARY OF CONTRACT

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 the Contractor.

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

Payment Schedule: **RATE AND SERVICE STRUCTURE FOR BUILDING INSPECTION AND OTHER SERVICES**

1. CONTRACTOR will provide required building inspection classifications and staffing services according to the needs of the COUNTY.
2. Building Inspection and other staffing services will be billed at the hourly rates listed within the Schedule of Hourly Billing Rates.



SUMMARY OF CONTRACT

<b>Fee structure for plan review</b>	<b>COST</b>
Indicate the fee as a percentage of the County's collected plan review fee of a first time review and on recheck. This fee should include shipping and courier service.	65%
Indicate the fee as a percentage of the County's collected plan review separated into a full review (architectural, utilities, grading, disabled access, structural, etc.) and a structural only review.	65%-Full 45%-Structural Only 30%-MEP Only
Indicate fee to provide expedited plan review processing, consisting of a first time review and on recheck with a turn-around time of not more than five (5) days.	1.4x
Indicate fee to provide expedited plan review processing, consisting of a first time review and on recheck with a turn-around time of not more than five (5) days.	1.4x
<b>FEE SCHEDULE: Provide the hourly billing rates for each of the following personnel categories. If an additional charge will be assessed for mileage, indicate the charge per mile. Otherwise this rate should be all inclusive for each of the respective job classifications:</b>	<b>COST</b>
Certified Building Inspector	\$90
Certified Building Official	\$135
Certified Permit Inspector	\$90
Plans Examiner	\$90
Certified Access Specialist (CASp)	\$95
Permit Technician	\$60
Administrative	\$60

Schedule of Hourly Billing Rates

Classification Hourly Billing Rate

Licensed Engineer \$135  
 Fire Plans Examiner \$100  
 Fire Inspector \$90-95

Additional Charges:

Mileage for Inspectors will be charged at the current IRS Rate.

Invoices

Invoices shall be submitted to County in a form and with sufficient detail as required by County. Work performed by Contractor will be subject to final acceptance by the County project manager(s).

Submit all invoices to:

Nevada County  
 Building Department

SUMMARY OF CONTRACT

Address: PO Box 599002  
City, St, Zip Nevada City, CA 95959  
Attn: Craig Griesbach  
Email: craig.griesbach@co.nevada.ca.us and cda.fiscal@co.nevada.ca.us  
Phone: (530) 265-1583

Payment Schedule

The County will make payment within thirty (30) days after the billing is received and approved by County and as outlined below.

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 the 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 the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **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 **\$1,000,000** 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.
- (ii) **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.
- (iii) **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.
- (iv) **Professional Liability** (Errors and Omissions) Insurance covering **design and engineering** error and omission with limit no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate.
- (v) If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

#### **Other Insurance Provisions:**

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

- (i) **Additional Insured Status: The County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of the 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 the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the 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 the Contractor's insurance and shall not contribute with it.
- (iii) **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the 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.

## SUMMARY OF CONTRACT

- (v) **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.
- (vi) **Deductible and Self-Insured Retentions** Deductible and 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.
- (vii) **Acceptability of Insurers:** Insurance 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 the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis:
  - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
  - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (x) **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.
- (xi) **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.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.
- (xiii) **Premium Payments** The insurance companies shall have no recourse against the 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.

## SUMMARY OF CONTRACT

- (xiv) **Material Breach** Failure of the 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.
- (xv) **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 a 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.

**Contractor Name Interwest Consulting Group**

**Description of Services Professional Plan Review & Building Inspection Services**

**SUMMARY OF MATERIAL TERMS**

**Max Annual Price:** \$175,000  
**Contract Start Date:** 7/1/2021  
**Liquidated Damages:** n/a

**Max Multi-Year Price:** n/a  
**Contract End Date:** 6/30/2022

**INSURANCE POLICIES**

**FUNDING:**

Commercial General Liability (\$1,000,000)	<b>1123-20602-322-1000-521520</b>
Automobile Liability (\$1,000,000)	Click or tap here to enter text.
Worker's Compensation (Statutory Limits)	Click or tap here to enter text.
Professional Errors and Omissions (\$1,000,000)	Click or tap here to enter text.

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: Certified Plans Examiners, Building Inspectors, Building Officials and other related staff from the International Code Council (ICC) or equivalent certification agency

**NOTICE & IDENTIFICATION**

**COUNTY OF NEVADA:**

Nevada County  
Building Department

Address: 950 Maidu Avenue Ste. 170  
City, St, Zip Nevada City, CA 95959  
Attn: Craig Griesbach  
Email: craig.griesbach@co.nevada.ca.us  
Phone: (530) 265-1583

**CONTRACTOR:**

Interwest Consulting Group

Address 1613 Santa Clara Drive #100  
City, St, Zip Roseville, CA 95661  
Attn: Ron Beehler, SE, CBO  
Email: rbeehler@interwsetgrp.com  
Phone: (916) 273-4663-office

**Contractor is a:** (check all that apply)

- Corporation:  Calif.,  Other,  LLC,
- Non-Profit  Corp  Yes  No
- Partnership:  Calif.,  Other,  LLP,  Limited
- Person:  Individ.,  Dba,  Ass'n  Other

**EDD Worksheet Required**

Yes  No

**ATTACHMENTS**

**Exhibit A:**Schedule of Services

**Exhibit B:**Schedule of Charges and Payments

**Exhibit C:**Insurance Requirements