

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	17-2426
Introduction Date	12-13-2017
Enactment Number	17-1728
Enactment Date	12/13/17 02



OAKLAND UNIFIED  
SCHOOL DISTRICT  
Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent and Secretary, Board of Education  
By: Vernon Hal, Senior Business Officer  
Joe Dominguez, Deputy Chief, Facilities Planning and Management

**Board Meeting Date** December 13, 2017

**Subject** Independent Consultant Agreement Under \$88,300 - Terraphase Engineering - Madison Park Academy Expansion Project

**Action Requested** Approval by the Board of Education of an Independent Consultant Agreement Under \$88,300 between the District and Terraphase Engineering, Oakland, CA, for the latter to provide services for Title 5 Studies, railroad risk, pipeline risk and hazardous materials, in conjunction with the Madison Park Academy Expansion Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, commencing December 14, 2017 and concluding no later than July 10, 2018, in an amount not-to exceed \$16,748.00.

**Discussion** Services are required for Title 5 Studies, and for health & safety plan.

**LBP** (Local Business Participation Percentage) 84.00%

**Recommendation** Approval by the Board of Education of an Independent Consultant Agreement Under \$88,300 between the District and Terraphase Engineering, Oakland, CA, for the latter to provide services for Title 5 Studies, railroad risk, pipeline risk and hazardous materials, in conjunction with the Madison Park Academy Expansion Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, commencing December 14, 2017 and concluding no later than July 10, 2018, in an amount not-to exceed \$16,748.00.

**Fiscal Impact** Fund 21, Measure J

**Attachments**

- Independent Consultant Agreement including scope of work
- Consultant Proposal
- Certificate of Insurance



**CONTRACT JUSTIFICATION FORM**  
**This Form Shall Be Submitted to the Board Office**  
**With Every Consent Agenda Contract.**

**Legislative File ID No.** \_\_\_\_\_

**Department:** Facilities Planning and Management

**Vendor Name:** Terraphase Engineering

**Project Name:** Madison Park Academy Expansion **Project No.:** 13124

**Contract Term:** Intended Start: 12-14-2017 Intended End: 7/10/2018

**Annual (if annual contract) or Total (if multi-year agreement) Cost:** \$16,748.00

**Approved by:** Cesar Monterrosa

**Is Vendor a local Oakland Business or have they meet the requirements of the**

**Local Business Policy?**  Yes (No if Unchecked)

**How was this Vendor selected?**

This is a trusted vendor whose cost proposal is in line with similar scopes of work and proposals from other vendors.

**Summarize the services this Vendor will be providing.**

Vendor will provide hazardous materials consulting services required for Title 5 studies , provide a Site health and safety plan. Collect composite soils samples and analysis as listed in proposal.

**Was this contract competitively bid?**  Yes (No if Unchecked)

If No, please answer the following:

1) How did you determine the price is competitive?

Cost proposal is in line with similar scopes of work.

**INDEPENDENT CONSULTANT**  
**Less Than \$88,300**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **1st day of November, 2017**, by and between the **Oakland Unified School District** ("District") and **Terraphase Engineering**, ("Consultant"), (together, "Parties").

**WHEREAS**, the District is authorized to contract with and employ any persons for the furnishing of special and professional services and advice if those persons are specially trained and experienced and competent to perform the services required;

**WHEREAS**, the District is in need of such services and advice and the Consultant warrants that it is specially trained, licensed and experienced and competent to perform the services required by the District;

**WHEREAS**, the Consultant agrees to perform the services described in this Agreement in accordance with the standards of its profession, to District's satisfaction, and in accordance with this Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

1. **Services.** Consultant shall furnish to the District the following services, as more fully described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services"):

Scope of Services includes to provide services for Title 5 Studies, Railroad Risk, Pipeline Risk and Hazardous Materials for Madison Park & Madison Art Academy.

2. **Term.** Consultant shall commence providing Services under this Agreement on **December 14, 2017**, and will diligently perform as required and complete performance by **July 10, 2018**, unless this Agreement is terminated and/or otherwise cancelled prior to that time. This Agreement may be extended upon mutual approval of both parties in writing on an annual basis to the extent permissible under applicable law.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<input checked="" type="checkbox"/> Signed Agreement	<input checked="" type="checkbox"/> W-9 Form
<input checked="" type="checkbox"/> Insurance Certificates & Endorsements	<input checked="" type="checkbox"/> Workers' Compensation Certificate
<input checked="" type="checkbox"/> Debarment Certification	Other: _____
<input checked="" type="checkbox"/> Fingerprinting/Criminal Background Investigation Certification	

4. **Compensation.** District agrees to pay Consultant for Services satisfactorily rendered pursuant to this Agreement, a fixed fee of **Sixteen thousand, seven hundred forty-eight and NO/100 Dollars** (\$16,748.00), paid monthly in proportion to Services performed.
  - 4.1. District shall pay Consultant for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed and after the District's written approval of the Services, or the portion of the Services for which payment is to be made (such approval not to be unreasonably withheld or delayed).

- 4.2. Any disputed Invoiced amount which cannot be resolved in good faith between the Parties within fifteen (15) business days shall be resolved in accordance with Section 25 below.
5. **Expenses.** Expenses will not be charged for Consultant's performance of these Services.
6. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
7. **Local, Small Local and Small Local Resident Business Enterprise (L/SL/SLRBE) Program:** Consultant shall comply with the requirements of District's L/SL/SLRBE Program, as applicable, which may require a fifty percent (50%) mandatory minimum local participation requirement in the performance of this Agreement. A copy of the District's Local Business Participation Policy can be obtained on the District's website, at [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us), under District Services, Facilities Planning & Management Department, Bids and Requests for Proposals.
8. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the Services herein contemplated, Consultant shall have the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
9. **Performance of Services / Standard of Care.**
- 9.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts. Consultant's Services will be performed with due care and in accordance with applicable law, code, rule, regulation, and/or ordinance.
- 9.1.1. Consultant hereby represents that it possesses the necessary professional capabilities, qualifications, licenses, skilled personnel, experience, expertise, and financial resources, and it has available and will provide the necessary equipment, materials, tools, and facilities to perform the Services in an efficient, professional, and timely manner in accordance with the terms and conditions of the Agreement.
- 9.1.2. Consultant shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Services, and Consultant understands that the District relies upon such professional quality, accuracy, completeness, and coordination by Consultant in performing the Services.
- 9.1.3. Consultant shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.
- 9.1.4. Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or

omission that Consultant or its employees may discover. Consultant shall use professional efforts in identifying any errors, inconsistencies, or omissions.

9.1.5. Any representations, recommendations, opinions or conclusions relating to the Services provided by Consultant must be made in writing by duly authorized representatives of Consultant.

9.2. **Meetings.** Consultant and District agree to participate in regular meetings to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

9.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

10. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

11. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District (specifically excluding any underlying pre-existing intellectual property). District may, with Consultant's prior written consent, use Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

## 12. **Termination.**

12.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.

12.2. **For Convenience by Consultant.** Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and, unless within three (3) calendar days after that notice the condition or violation shall cease or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required Services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the Services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12.4. Upon termination, Consultant shall provide the District with all documents produced maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

13. **Indemnification.** To the furthest extent permitted by California law, Consultant shall indemnify, and hold harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, arising out of, pertaining to or relating to the negligence, recklessness, errors or omissions, or willful misconduct of Consultant. Consultant shall, to the fullest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

14. **Insurance.**

14.1. Consultant shall procure and maintain at all times it performs any portion of the Services the following Insurance with minimum limits equal to the amount indicated below.

14.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that insure against all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from Consultant's performance of any portion of the Services. (Form CG 0001 and CA 0001)

14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

14.1.3. **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Consultant's profession.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

14.2. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

14.2.4. All policies except the Professional Liability, Workers' Compensation, and Employers' Liability Insurance shall be written on an occurrence form.

14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

15. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. **Compliance with Laws.** Consultant shall observe and comply with all applicable rules and regulations of the governing board of the District and all applicable federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant



knowingly performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. **Certificates/Permits/Licenses/Registration.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this agreement.
18. **Safety and Security.** Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
19. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
20. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all its subcontractor(s).
21. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Although District has determined that fingerprinting is not applicable to this Agreement, Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:
  - 21.1. All site visits shall be arranged through the District;
  - 21.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;
  - 21.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;
  - 21.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting the District;
  - 21.5. Consultant and Consultant's employees shall not use student restroom facilities; and
  - 21.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.
22. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter.



Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

23. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
24. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any manner which is permissible under the law. The District's evaluation may include, without limitation:
- 24.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
  - 24.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
25. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
26. **Disputes:** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which the District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Consultant's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.
27. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all Information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
28. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or

deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

Oakland Unified School District  
955 High Street  
Oakland, CA 94601  
Tel: 510-535-7038; Fax: 510-535-7082  
ATTN: Cesar Monterrosa

Terraphase Engineering  
1404 Franklin Street, Ste. 600  
Oakland, CA 94612  
ATTN: Alice Hale  
Tel: 510-645-1850

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

29. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
30. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administration offices are located.
31. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
32. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
33. **Incorporation of Recitals and Exhibit.** The Recitals and exhibit attached hereto are hereby incorporated herein by reference.
34. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
35. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
36. **Attorney's Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
37. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

38. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

39. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

40. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its officials: are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>



\_\_\_\_\_  
**Cesar Monterrosa**  
**Director of Facilities Planning & Management**

**[SIGNATURES ON NEXT PAGE]**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below:

**OAKLAND UNIFIED SCHOOL DISTRICT**

[Signature] 12/13/17  
James Harris, President, Board of Education Date

[Signature] 12/13/17  
Kyla Johnson-Fammell, Superintendent & Secretary, Board of Education Date

[Signature]  
Joe Dominguez, Deputy Chief, Facilities Planning and Management Date

**APPROVED AS TO FORM:**

[Signature] 11/16/17  
OUSD Facilities Legal Counsel Date

**CONSULTANT**

\_\_\_\_\_  
Date

**Information regarding Consultant:**

Consultant: Terraphase Engineering

License No.: C84714

Address: 1404 FRANKLIN, OAKLAND  
Sixth Floor

Telephone: 510 645 1850 x 57

Facsimile: 510 380 6304

E-Mail: Alice.Hale@Terraphase.com

Type of Business Entity:  
 Individual  
 Sole Proprietorship  
 Partnership  
 Limited Partnership  
 Corporation, State: CALIFORNIA  
 Limited Liability Company  
 Other: \_\_\_\_\_

27-3543127  
Employer Identification and/or  
Social Security Number

**NOTE: United States Code, title 26, sections 6041 and 6109 require non-corporate recipients of \$600 or more to furnish their taxpayer identification number to the payer. The United States Code also provides that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the District requires your federal tax identification number or Social Security number, whichever is applicable.**

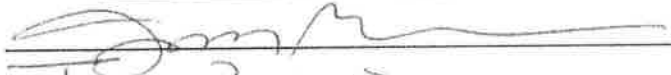
**WORKERS' COMPENSATION CERTIFICATION**

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 11-2-17  
Proper Name of Consultant: Terraphase ENGINEERING INC.  
Signature:   
Print Name: JEFF RAINEY  
Title: VICE PRESIDENT

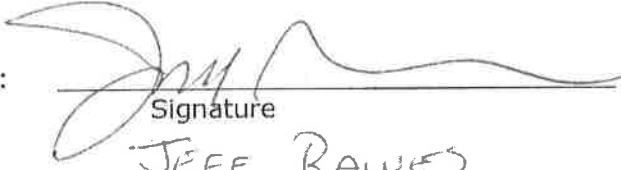
(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned is aware of and hereby certify that neither <sup>Terraphase Engineering</sup> ~~Jensen Hughes, Inc.~~ ("Consultant") nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the undersigned agrees to include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts.

Where the Consultant or any lower participant is unable to certify to this statement, it shall attach an explanation hereto.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named Consultant on the 2<sup>nd</sup> day of November 2017 for the purposes of submission of this Agreement.

By:   
Signature  
JEFF RAINES  
Typed or Printed Name  
VICE PRESIDENT / SECRETARY  
Title

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services ("Agreement"):

- Consultant's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Consultant's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

Date: \_\_\_\_\_

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant's services under this Agreement and Consultant certifies its compliance with these provisions as follows: *"Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."*

- Consultant's services under this Agreement shall be limited to the construction, reconstruction, rehabilitation, or repair of a school facility and although all Employees will have contact, other than limited contact, with District pupils, pursuant to Education Code section 45125.2 District shall ensure the safety of the pupils by at least one of the following as marked:

- The installation of a physical barrier at the worksite to limit contact with pupils.



- Continual supervision and monitoring of all Consultant's on-site employees of Consultant by an employee of Consultant, \_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.
- Surveillance of Employees by District personnel.

Date: \_\_\_\_\_

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

I am a representative of the Consultant entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Date: Nov 2 2017

Name of Consultant: Terraphase Engineering

Signature: [Handwritten Signature]

Print Name and Title: Self Rates VP

**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

**BASIC SCOPE OF SERVICES**

See attached



July 20, 2017

Sonya Perkins  
OUSD Facilities Planning & Management  
955 High Street  
Oakland, CA 94601

**Subject:** Proposal for Soils Evaluation for Construction Worker Safety, Madison Park Business and Art Academy, Oakland, California

Dear Ms. Perkins:

At your request, Terraphase Engineering Inc. (Terraphase) has prepared this Proposal to provide soil testing for the proposed Madison Park Business and Art Academy to be located adjacent to the James Madison Middle School located in Oakland, California (the "Site"). Terraphase understands the purpose of the soil sampling to be evaluation for construction worker safety and preliminary evaluation of soil for onsite reuse or offsite disposal. The following section describes our proposed scope of work.

#### **Scope of Work**

Terraphase will collect and composite samples from the following locations:

- The proposed location of the new building (Locations B-1, B-2, B-3, B-4 on the attached figure).
- The north and west parking lot (Locations B-5, B-6, B-7).

Each sample location will be sampled at two depths: (1) directly below the asphalt and any underlying road base, and (2) from 12 inches below the first sample. The samples will be composited in the field. A total of four composite soil samples will be analyzed by the laboratory. Three asphalt samples will be collected. The samples will be analyzed for the following parameters:

- California Assessment Manual 17 Metals (EPA Method 6010)
- Total Petroleum Hydrocarbons in the diesel/motor oil range (EPA Method 8015)
- Total Petroleum Hydrocarbons in the gasoline range (EPA Method 8260) – samples will not be composited.
- Organochlorine Pesticides (OCPs; EPA Method 8081)
- Polychlorinated biphenyls (PCBs; EPA Method 8082)
- Semi-volatile organic compounds (SVOC; EPA Method 8270)
- Asbestos (CARB 435) – samples will not be composited.

A sample of paint will be scraped off the parking lot striping to assess whether the paint is lead based.

Terraphase understands the District's intended purpose of the work is to assess impacts of exposure to site soils to construction workers during the construction of the new school. Therefore, analytical results will be compared to the Environmental Screening Levels for construction worker exposure (San

Date: July 20, 2017  
Sonya Perkins  
Proposal for Soil Sampling,  
Madison Park Business and Art Academy, Oakland, California

Francisco Bay Regional Water Quality Control Board 2016). In addition, as a preliminary evaluation of soils for onsite reuse or disposal, the analytical results will be screened as follows:

- Onsite Reuse: California Department of Toxic Substances Control (DTSC) Human and Ecological Risk Office (HERO) Screening Levels (DTSC 2017)
- Disposal: California Code of Regulations Title 22 waste characterization thresholds

Note, the current grading plan indicates that the project will not result in significant soil excavation. If soil is excavated for disposal, the landfill may have additional acceptance criteria with respect to the number of samples or analytes needed.

Prior to performing the work, Terraphase will prepare a work plan and site-specific health and safety plan to govern the work and will notify Underground Service Alert of Northern California.

### **Cost Estimate**

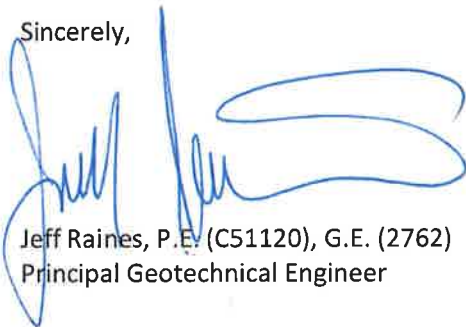
Terraphase proposes to complete this Investigation on a time and materials basis. We will perform the work under our existing agreement with the Oakland Unified School District.

We estimate that the cost of the work will be \$12,748. A detailed cost estimate for the hazardous materials study is attached to this letter in Table 1. We will not exceed these costs without written authorization.

### **Closing**

We are grateful for the opportunity to offer our services on this important project. If you have any questions or comment regarding this proposal, please contact Jeff Raines at 510 645 1850 ext 32, or Alice Hale at 510 645 1850 ext. 57.

Sincerely,



Jeff Raines, P.E. (C51120), G.E. (2762)  
Principal Geotechnical Engineer



Alice Hale, P.E. (84714)  
Associate

**Table 1**  
**Time and Materials Cost Estimate for Soil Sampling**  
 Oakland Unified School District  
 Madison Park Business and Art Academy

Category	Units	Standard Rate	Discount	Discounted Rate	Task 1 Pre-Field Activities		Task 2 Soil Sampling Field Work		Task 3 Letter Report		TOTALS	
					Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
<b>Labor</b>												
Principal	hour	\$220.00	10%	\$ 198.00	1	\$198	2	\$396	4	\$792	7	\$1,386
Associate	hour	\$189.00	10%	\$ 170.10		\$0		\$0	4	\$680	4	\$680
Senior Project	hour	\$176.00	10%	\$ 158.40		\$0		\$0		\$0	0	\$0
Project	hour	\$159.00	10%	\$ 143.10		\$0		\$0		\$0	0	\$0
Senior Staff	hour	\$140.00	10%	\$ 126.00	16	\$2,016	16	\$2,016		\$0	32	\$4,032
Staff II	hour	\$121.00	10%	\$ 108.90		\$0		\$0	12	\$1,307	12	\$1,307
Staff I	hour	\$101.00	10%	\$ 90.90		\$0		\$0		\$0	0	\$0
CADD Operator	hour	\$110.00	10%	\$ 99.00	2	\$198		\$0	2	\$198	4	\$396
Administrator	hour	\$80.00	10%	\$ 72.00	1	\$72		\$0	1	\$72	2	\$144
Technician II	hour	\$110.00	10%	\$ 99.00		\$0		\$0		\$0	0	\$0
Technician I	hour	\$70.00	10%	\$ 63.00		\$0		\$0		\$0	0	\$0
<b>Total Terraphase Labor</b>						<b>\$2,484</b>		<b>\$2,412</b>		<b>\$3,049</b>		<b>\$7,945</b>
<b>Direct Costs</b>												
<b>Equipment</b>												
Misc. field sampling equip	day	\$50.00		\$ 50.00		\$0	1	\$50		\$0	1	\$50
Hand auger kit	day	\$45.00		\$ 45.00		\$0	1	\$45		\$0	1	\$45
Personal Protective and Decon Equipment	day	\$25.00		\$ 25.00		\$0	1	\$25		\$0	1	\$25
Truck	day	\$125.00		\$ 125.00	1	\$125	1	\$125		\$0	2	\$250
<b>Total Equipment</b>						<b>\$125</b>		<b>\$245</b>		<b>\$0</b>		<b>\$370</b>
<b>Subcontractor</b>												
Field Tablet	Lump	\$ 25.00		\$ 25.00		\$0	1	\$25		\$0	1	\$25
Analytical lab (chlorinated pesticides-EPA8081)	Sample	\$ 95.00		\$ 95.00		\$0	4	\$380		\$0	4	\$380
Analytical lab Asbestos (Carb 435)	Sample	\$ 125.00		\$ 125.00		\$0	6	\$750		\$0	6	\$750
Analytical lab lead paint	Sample	\$ 35.00		\$ 35.00		\$0	2	\$70		\$0	2	\$70
Analytical lab (PCB Arochlors)	Sample	\$ 65.00		\$ 65.00		\$0	4	\$260		\$0	4	\$260
Analytical lab (CAM17 - EPA 6010)	Sample	\$ 140.00		\$ 140.00		\$0	4	\$560		\$0	4	\$560
Analytical lab (SVOCs)	Sample	\$ 175.00		\$ 175.00		\$0	4	\$700		\$0	4	\$700
Analytical lab (TPHG, BTEX, MtBE)	Sample	\$ 45.00		\$ 45.00		\$0	4	\$180		\$0	4	\$180
Analytical lab (TPHD/mo) w/ SGC	Sample	\$ 65.00		\$ 65.00		\$0	4	\$260		\$0	4	\$260
Concrete Coring	hour	\$ 175.00		\$ 175.00		\$0	4	\$700		\$0	4	\$700
GPS Unit	Lump	\$75		\$ 75.00		\$0	1	\$75		\$0	1	\$75
<b>Total Subcontractor Costs</b>						<b>\$0</b>		<b>\$3,960</b>		<b>\$0</b>	<b>0</b>	<b>\$3,960</b>
<b>Expenses</b>												
Waste Disposal	lump	\$ 25.00		\$ 25.00		\$0	1	\$25		\$0	1	\$25
<b>Total Expenses</b>						<b>\$0</b>		<b>\$25</b>		<b>\$45</b>		<b>\$70</b>
Direct Cost Handling Charge		15%		10.0%		\$0		\$399		\$5		\$403
<b>Totals</b>						<b>\$2,609</b>		<b>\$7,041</b>		<b>\$3,099</b>		<b>\$12,748</b>

# LEGEND



Sample Location



0' 50' 100' 200'  
Approximate Scale in Feet

Sources  
1. GoogleEarth

 	CLIENT: Oakland Unified School District	<b>Site Plan</b>  <b>Figure 1</b>
	PROJECT: Oakland, California	
	PROJECT NUMBER: 0073.001.001	

LOCAL BUSINESS UTILIZATION EVALUATION FOR MADISON PARK ACADEMY EXPANSION LLB Phase 2  
November 2017

FIRM/TEAM	LBE/SLBE/SLRBE Firms Names	RESPONSIVE Y/N	PERCENTAGE	Preference Points	NOTES
Terraphase Engineering, Inc.	Terraphase Engineering, Inc.	Y	84.0%	4pt	
		SLBE	84.0%		

  
 APPROVAL- LBU Compliance Officer

CERTIFICATE OF LIABILITY INSURANCE

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

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

PRODUCER: Dealey, Renton & Associates, P. O. Box 12675, Oakland, CA 94604-2675, 510 465-3090. CONTACT NAME: Angela N. Borg, PHONE: 510 465-3090, FAX: 510 452-2193, E-MAIL: aborg@dealeyrenton.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Crum & Forster Specialty Ins. C (44520), INSURER B: Hartford Accident & Indemnity (22357), INSURER C: Travelers Property Casualty Co (25674).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Professional and Pollution Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Project #1DMS17011.000, OUSD Project #13518, Fremont High School - Oakland Unified School District and its Governing Board, agents, representatives, employees, trustees, officers, consultants and volunteers are named as Additional Insureds as respects General and Auto Liability for claims arising from the operations of the named insured. Umbrella Liability follows form for General and Auto Liability. General and Auto Liability insurance is Primary/Non-Contributory per policy form wording. Waiver of Subrogation applies to the General, Auto Liability policy and Workers' Compensation if required.

CERTIFICATE HOLDER: Oakland Unified School District, Attn: Juanita Hunter, 955 High Street, Oakland, CA 94601. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Angela Borg



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) or Organization(s)**  
Where Required By Written Contract

**SECTION III – WHO IS AN INSURED** within the Common Provisions is amended to include as an additional insured the person(s) or organization(s) indicated in the Schedule shown above, but only with respect to liability caused, in whole or in part, by “your work” for that insured which is performed by you or by those acting on your behalf.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**AMENDED WAIVER OF TRANSFER OF RIGHTS  
OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
CONTRACTORS POLLUTION LIABILITY COVERAGE PART  
ERRORS AND OMISSIONS LIABILITY COVERAGE PART  
THIRD PARTY POLLUTION LIABILITY COVERAGE PART  
ONSITE CLEANUP COVERAGE PART

**SCHEDULE**

<b>Name of Person(s) or Organization(s)</b>
Where Required by Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**SECTION VI – COMMON CONDITIONS, item 17. Transfer Of Rights of Recovery Against Others To Us** within the Common Provisions is amended by the addition of the following:

Solely as respects the person(s) or organization(s) indicated in the Schedule shown above, we waive any right of recovery we may have against the person(s) or organization(s) indicated in the Schedule shown above because of payments we make for “damages” arising out of your ongoing operations or “your work” performed under a written contract with that person(s) or organization(s) and included in the “products-completed operations hazard”.

However, this waiver shall not apply to “damages” resulting from the sole negligence of the person(s) or organization(s) indicated in the Schedule shown above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

**EXCERPTS FROM CA 0001 (1013)  
HARTFORD BUSINESS AUTO COVERAGE**

**Insured:** Terraphase Engineering, Inc.  
**Policy Number:** 57UECFM0438  
**Policy Effective Date:** 10/04/2017  
**Additional Insured:**

**Additional Insured: SECTION II – COVERED AUTO LIABILITY COVERAGE**

- A.1. WHO IS AN INSURED: The following are “insureds”  
c. Anyone liable for the conduct of an “insured”...but only to the extent of that liability.

**Primary Insurance: SECTION IV – BUSINESS AUTO CONDITIONS**

- B. General Conditions - 5. Other Insurance  
a. For any covered “auto” you own, this Coverage Form provides primary insurance. For any covered “auto” you don’t own, the insurance provide by this Coverage Form is excess over any other collectible insurance.  
c. Regardless of the provisions of paragraph a. above, this Coverage Form’s Covered Auto Liability Coverage is primary for any liability assumed under an “insured contract”.

**Cross Liability Clause: SECTION V – DEFINITIONS**

- G. “Insured” means any person or organization qualifying as an insured in the Who is An Insured provision of the applicable coverage. Except with respect to the Limit of Insurance, the coverage afforded applies separately to each insured who is seeking coverage or against whom a claim or “suit” is brought.

**EXCERPTS FROM HA9916 (0312)  
HARTFORD COMMERCIAL AUTOMOBILE BROAD  
FORM ENDORSEMENT**

15. WAIVER OF SUBROGATION – We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form.

**WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY**

**ENDORSEMENT WC 99 03 76 (00) --**

POLICY NUMBER: UB7J183014

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS  
ENDORSEMENT - CALIFORNIA  
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be % of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

**Person or Organization:**

**Job Description:**

Oakland Unified School District  
Attn: Juanita Hunter  
955 High Street  
Oakland, CA 94601

DATE OF ISSUE: 10/16/2017



**DIVISION OF FACILITIES PLANNING & MANAGEMENT ROUTING FORM**

**Project Information**

<b>Project Name</b>	Madison Park Academy Expansion	<b>Site</b>	215
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**Basic Directions**

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

<b>Attachment Checklist</b>	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
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**Contractor Information**

<b>Contractor Name</b>	Terraphase Engineering Inc.	<b>Agency's Contact</b>	Alice Price				
<b>OUSD Vendor ID #</b>	V061420	<b>Title</b>	Project Manager				
<b>Street Address</b>	1404 Franklin Street Ste. 600	<b>City</b>	Oakland	<b>State</b>	CA	<b>Zip</b>	94612
<b>Telephone</b>	510-645-1850	<b>Policy Expires</b>	10-4-2018				
<b>Contractor History</b>	Previously been an OUSD contractor? X Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes X No				
<b>OUSD Project #</b>	13124						

**Term**

<b>Date Work Will Begin</b>	12-13-2017	<b>Date Work Will End By</b> (not more than 5 years from start date)	7-10-2018
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**Compensation**

<b>Total Contract Amount</b>	\$	<b>Total Contract Not To Exceed</b>	\$16,748.00
<b>Pay Rate Per Hour (if Hourly)</b>	\$	<b>If Amendment, Changed Amount</b>	\$
<b>Other Expenses</b>		<b>Requisition Number</b>	

**Budget Information**

*If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.*

Resource #	Funding Source	Org Key	Object Code	Amount
9450	Fund 21, Measure J	2159905822	6215	\$16,748.00

**Approval and Routing (in order of approval steps)**

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	<b>Division Head</b>	<b>Phone</b>	510-535-7038	<b>Fax</b>	510-535-7082
1.	<b>Director, Facilities Planning and Management</b>				
	<b>Signature</b>	<i>CEM</i>	<b>Date Approved</b>	11/3/17	11/17/17
2.	<b>General Counsel, Department of Facilities Planning and Management</b>				
	<b>Signature</b>	<i>Mari Rodriguez</i>	<b>Date Approved</b>	11/16/17	
3.	<b>Deputy Chief, Facilities Planning and Management</b>				
	<b>Signature</b>	<i>[Signature]</i>	<b>Date Approved</b>		
4.	<b>Senior Business Officer, Board of Education</b>				
	<b>Signature</b>	<i>[Signature]</i>	<b>Date Approved</b>		
5.	<b>President, Board of Education</b>				
	<b>Signature</b>	<i>[Signature]</i>	<b>Date Approved</b>		