

Name of Project: **Low Income and Senior Water Efficiency Upgrades**

## **SOLANO COUNTY WATER AGENCY**

### **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, **effective July 14, 2023**, is between SOLANO COUNTY WATER AGENCY, a public agency existing under and by virtue of Chapter 573 of the 1989 statutes of the State of California, hereinafter referred to as "Agency," and **Richard Heath & Associates, Inc. (RHA)**, hereinafter referred to as "Contractor."

The Agency requires services for **Low Income and Senior Water Efficiency Upgrades**; and the Contractor is willing to perform these services pursuant to the terms and conditions set out in this Agreement.

IT IS MUTUALLY AGREED, as follows:

#### **1. SCOPE OF SERVICES**

The Agency hereby engages the Contractor, and the Contractor agrees to perform the services for **Low Income and Senior Water Efficiency Upgrades**, as described in Exhibit A, in accordance with the terms of this Agreement and any applicable laws, codes, ordinances, rules or regulations. In case of conflict between any part of this Agreement, this Agreement shall control over any Exhibit.

#### **2. COMPENSATION**

Compensation for services shall be as follows: Hourly rate of personnel plus any allowed reimbursable expenses based on unit costs as indicated on any allowed reimbursable expense in Exhibit B **not to exceed \$ 125,000** for all work contemplated by this Agreement.

#### **3. METHOD OF PAYMENT**

Payment for services will be approved by the Agency's representative only if all contract requirements have been met.

Invoices must be submitted monthly, and upon approval of the Agency's representative, the Agency shall pay the Contractor monthly in arrears for fees and allowed expenses incurred the prior month. *Invoices that are over 6 months old will not be approved or paid by the Agency.* **In no event shall the cumulative total paid pursuant to this agreement exceed the maximum amount provided for in paragraph 2 of this Agreement.**

Every invoice shall specify hours worked for each task identified in Exhibit A undertaken. To be approved by payment, any allowed reimbursable expenses will need supporting written documentation such as receipts and mileage logs.

Each invoice shall be accompanied by a spreadsheet showing, by month, costs incurred to date for the project broken down by the Tasks identified in Exhibit A. The spreadsheet shall show, for each task, budget amounts, total expended and remaining amounts. The spreadsheet shall show a subtotal for

each fiscal year covered by the contract. Any amendments to the contract shall be listed and incorporated into spreadsheet. An example of a typical spreadsheet shall be provided by the Agency.

4. **TIME OF PERFORMANCE**

This Agreement shall become effective as of the date it is executed and said services will take place between this date and **June 30, 2024** as directed by the Agency.

5. **MODIFICATION AND TERMINATION**

This Agreement may be modified or amended only by written instrument signed by the parties hereto, and the Contractor's compensation and time of performance of this Agreement shall be adjusted if they are materially affected by such modification or amendment.

Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion be approved in advance, in writing, by the Agency's General Manager.

This Agreement may be terminated by the Agency at any time, without cause, upon written notification to the Contractor. The Contractor may terminate this Agreement upon 30 days written notice to Agency.

Following termination by the Agency or the Contractor, the Contractor shall be reimbursed for all expenditures made in good faith in accordance with the terms of this Agreement that are unpaid at the time of termination.

6. **PERMITS** *(Note: include only if permits are required)*

Permits required by governmental authorities will be obtained at the Contractor's expense, and the Contractor will comply with local, state and federal regulations and statutes including Cal/OSHA requirements.

7. **INDEMNIFY AND HOLD HARMLESS**

*To the extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify Solano County Water Agency, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising Solano County Water Agency's sole negligence or willful acts.*

8. **INSURANCE**

**Minimum Insurance Requirements:** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or sub-contractors.

**Coverage** - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Solano County Water Agency) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** – (if necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Solano County Water Agency, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Solano County Water Agency has received a waiver of subrogation from the insurer.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Solano County Water Agency requires and shall be entitled to the broader coverage and/or 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 Solano County Water Agency.

**Other Required Provisions** - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Solano County Water Agency, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Solano County Water Agency, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Solano County Water Agency its directors, officers, employees and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Solano County Water Agency.

**Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the Solano County Water Agency. The Solano County Water Agency require the Contractor to provide proof of ability to pay losses and related investigations, claim 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 Solano County Water Agency.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by Solano County Water Agency.

**Verification of Coverage** – Contractor shall furnish the Solano County Water Agency with certificates and amendatory endorsements, or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Solano County Water Agency before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Solano County Water Agency reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

**Sub-contractors** - Contractor shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Solano County Water Agency its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

9. **COMPLIANCE WITH LAW**

The Contractor shall be subject to and comply with all federal, state and local laws and regulations applicable with respect to its performance under this Agreement, including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment.

10. **RECORD RETENTION**

Except for materials and records, delivered to the Agency, the Contractor shall retain all materials and records prepared or obtained in the performance of this Agreement, including financial records, for a period of at least three years after the Contractor's receipt of the final payment under this Agreement. Upon request by the Agency, the Contractor shall make such materials and records available to the Agency at no additional charge and without restriction or limitation to State and federal governments at no additional charge.

11. **OWNERSHIP OF DOCUMENTS**

All materials and records of a finished nature, such as final plans, specifications, reports and maps, prepared or obtained in the performance of this Agreement, shall be delivered to and become the property of the Agency. All materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations, and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to the Agency at no additional charge and without restriction or limitation on their use.

12. **SUBCONTRACT AND ASSIGNMENT**

This Agreement binds the heirs, successors, assigns and representatives of the Contractor. The Contractor shall not enter into subcontracts for any work contemplated under this Agreement and shall not assign this Agreement or monies due or to become due, without the prior written consent of the General Manager of the Agency or his designee, subject to any required state or federal approval. *(Note: list any subcontractors here)*

13. **NONRENEWAL**

The Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by the Contractor under this Agreement will be purchased by the Agency under a new agreement following expiration or termination of this Agreement and waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from the Contractor.

14. **NOTICE**

Any notice provided for herein are necessary to the performance of this Agreement and shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

AGENCY

CONTRACTOR

Chris Lee, General Manager  
Solano County Water Agency  
810 Vaca Valley Parkway, Suite 203  
Vacaville, CA 95688

Richard Heath & Associates, Inc.  
590 W. Locust Ave., Suite 103  
Fresno, CA 93650

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The parties have executed this Agreement the day and year first above written. If the Contractor is a corporation, documentation must be provided that the person signing below for the Contractor has the authority to do so.

Solano County Water Agency  
a Public Agency

Richard Heath & Associates

By: \_\_\_\_\_  
Chris Lee  
General Manager

By: \_\_\_\_\_  
Cynthia Rafferty, CEO  
Richard Heath & Associates, Inc.

**FOR SCWA USE ONLY**

Contract Period:  July 14, 2023  to  June 30, 2024   
File Number:  AG-R-7   
Account Manager:  Andrew Florendo   
G/L Account #:  6551 AC   
Job Cost #:  2024   
Contract Type:  Professional Services

## EXHIBIT A

### SCOPE OF SERVICES

#### Scope of Work

SCWA requires continued assistance for enrollment, retrofit, leak tests, and the installation of highefficiency toilets and flappers.

#### Assessments

SCWA requires the assessment of all toilets in the home:

- Replacement Assessment: Toilets will be inspected for manufacture date and gallons per flush to determine replacement eligibility.
- Leak Test: For toilets not qualifying for replacement, a toilet dye tab will be placed in the tank for 15 minutes. If the water in the bowl shows the presence of dye coloring, the flapper is leaking and qualifies for replacement.

#### Installation

SCWA requires a qualified and licensed plumber to conduct the installation of toilets and flappers. Toilets and flappers will be installed in accordance with the Installation Standards for Water Conservation Measures. At all times the contractors will adhere to rigorous program guidelines for installation and site clean-up while in the customer home.

#### Program Management

SCWA requires management of all aspects of the Water Coordination Program, including contractor recruitment and training, badging and payment. This will include verification of the quality of services through:

- Customer Satisfaction calls: Quality assurance phone calls a minimum of 5 percent of all homes served. Customers will be asked about measure installation, site cleanup and satisfaction. The results will be compiled and included in quarterly reports.

Review of Installation Photos: The installation contractor will upload before and after photos of toilets, flange, angle stop and flapper replacements. All photos will be reviewed before payment approval to ensure work was done according to specifications.

#### Deliverables

Annual Report detailing replacement toilets and flapper replacements.

# VENDOR PROPOSAL

## STATEMENT OF WORK

RHA will provide enrollment and qualification, retrofit assessments, leak tests and the installation of high-efficiency toilets and flappers. These services will be provided to customers served by both SCWA and Pacific Gas and Electric Company's (PG&E) Energy Savings Assistance (ESA) program.

## ASSESSMENTS

The Conservation Specialist (CS) will conduct an assessment of all toilets in the home:

- **Replacement Assessment:** The toilet will be inspected for manufacture date and gallons per flush to determine replacement eligibility. Toilet was built before 1994 and those with the toilet flush rate is greater than 1.6 gallons per flush qualify for retrofit. **A maximum of three toilets per household may qualify for replacement.**
- **Leak Test:** For toilets not qualifying for replacement, a toilet dye tab will be placed in the tank for 15 minutes. If the water in the bowl shows the presence of dye coloring, the flapper is leaking and qualifies for replacement.

## INSTALLATION

RHA will dispatch a qualified and licensed plumber to conduct the installation of toilets and flappers. Toilets and flappers will be installed in accordance with the Installation Standards for Water Conservation Measures. At all times the contractors will adhere to rigorous program guidelines for installation and site clean-up while in the customer home.

## PROGRAM MANAGEMENT

RHA will manage all aspects of the Water Coordination Program, including contractor recruitment and training, badging and payment. RHA will promptly resolve customer service issues. RHA will verify the quality of services through:

- **Customer Satisfaction calls:** Quality assurance phone calls a minimum of 5 percent of all homes served. Customers will be asked about measure installation, site cleanup and satisfaction. The results will be compiled and included in quarterly reports.
- **Review of Installation Photos:** The installation contractor will upload before and after photos of toilets, flange, angle stop and flapper replacements. All photos will be reviewed by RHA before payment approval to ensure work was done according to specifications.

Program updates will be provided during monthly check-in meetings.

## EXHIBIT B

### RATE OF COMPENSATION

#### Solano County Water Agency 2023-2024 Water Agency Conservation Program

239 Customers

Annual Program - \$125,000 Budget

Services	Labor	Estimated Materials Cost	Estimated per Unit Cost	Estimated Quantity	Total Estimated Cost	Notes
Toilet Retrofit Assessment & Dye Tab Test	\$9.98	\$0.00	\$9.98	478	\$4,770.17	On-site assessment of age and gpf of each toilet. Maximum of three toilets per home. Assumed average of two per home.
High Efficiency Toilet - Direct Install	\$209.58	\$220.00	\$429.58	239	\$102,668.83	1.6+ GPF toilets replaced with 0.8 gpf toilet billed at actual cost of materials; 50% of toilets assessed will not qualify for retrofit due to eligibility criteria. Toilets models include Niagara Stealth, ProFlo Greenlee 0.8 and HumbleBee Round 1.0 GPF.
Flange Repair	\$49.90	\$23.68	\$73.58	5	\$367.90	2% of toilets need flange repair.
Angle Stop Replacement	\$49.90	\$23.68	\$73.58	5	\$367.90	2% of toilets need angle stop repair.
Flapper Replacement	\$49.90	\$23.68	\$73.58	5	\$367.90	5% of toilets require flapper replacement.
<b>Total Cost for Direct Customer Services</b>					<b>\$ 108,542.70</b>	

Program Management	Notes
Renewal Fee	\$3,500.00 Includes new contract setup and execution, new subcontractor agreements, and database modifications to track the new contract and update materials costs.
Management Fee - Service charge 10%	\$10,854.27 Includes customer service and issue resolution, 100% review of toilet retrofit before and after photos, subcontractor staff badge monitoring, quality assurance calls to 5% of customers per quarter, invoicing and payment monitoring, and monthly check-in calls with water agency and with program contractors.
Reporting	\$1,500.00 Three quarterly reports and one annual report
<b>Total Fees for Program Management</b>	<b>\$15,854.27</b>

<b>Total Estimated Water Agency Billing</b>	<b>\$124,396.97</b>
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<b>Not to Exceed Water Agency Billing Amount</b>	<b>\$125,000.00</b>
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