

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
Applied Management Engineering, Inc.**

THIS AGREEMENT, entered into this day of , 2007, by and between
the COUNTY OF SAN MATEO, hereinafter called "County," and Applied Management
Engineering, Inc., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing a facilities condition assessment and developing a detailed inventory.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A—Services,

Exhibit B- Payments and rates

Enclosure 1 – Revised Scope of Work and Cost Proposal, Facility Condition Assessment for County of San Mateo, California dated September 10, 2007

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." All payment shall be made in arrears. The County reserves the right to withhold payment if the County determines that the

quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed Two Hundred Thirty-two Thousand Nine Hundred and Seventy-two dollars, \$232,972.00.

4. **Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from October 2, 2007 through February 28, 2008.

This Agreement may be terminated by Contractor, the Director of Public Works or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment that is determined by comparing the work/services completed to the work/services required by the Agreement.

5. **Availability of Funds**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

6. **Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. **Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents,

employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. **Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. **Insurance**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Department/Division with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and will comply with such provisions before commencing the performance of the work of this Agreement.
- (2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing

work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability \$1,000,000
- (b) Motor Vehicle Liability Insurance \$1,000,000
- (c) Professional Liability \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. Compliance with laws; payment of Permits/Licenses

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances and regulations, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Federal Regulations promulgated thereunder, as amended, and will comply with the Business Associate requirements set forth in Attachment "H," and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this Agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination and Other Requirements

- A. *Section 504 applies only to Contractors who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
 - i) termination of this Agreement;
 - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
 - iii) liquidated damages of \$2,500 per violation;
 - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.
- G. *Compliance with Contractor Employee Jury Service Ordinance.* Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees regular pay the fees received for jury service.

12. Retention of Records, Right to Monitor and Audit

- (a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

- (b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.
- (c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

13. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

14. Controlling Law

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

15. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

In the case of County, to:

**James Porter, Director of Public Works
County of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063**

In the case of Contractor, to:

**Applied Management Engineering, Inc.
Attn: Doug Kincaid, P.E., General Manager
200 Golden Oak Court, Suite 300
Virginia Beach, VA 23452-6756**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives,
have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Rose Jacobs Gibson, President
Board of Supervisors
County of San Mateo

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Doug Kincaid, General Manager
Applied Management Engineering, Inc.



Contractor's Signature

Date: September 18, 2007

Long Form Agreement/Business Associate v 1/09/06

Exhibit "A"

In consideration of the payments set forth in Exhibit "B", Contractor shall provide the following services:

Perform a facilities condition assessment as proposed in Enclosure 1 (Revised Scope of Work, and Cost Proposal, Facility Condition Assessment for San Mateo County, dated September 10, 2007. Enclosure 1 is made a part of this agreement.

Exhibit "B"

In consideration of the services provided by Contractor in Exhibit "A", County shall pay Contractor in accordance with the terms contained in Section IV of Enclosure 1 to this agreement.

REVISED

Scope of Work and Cost Proposal
Facility Condition Assessment
for
County of San Mateo, California
September 10, 2007

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1. Overview

AME will provide all material, labor, equipment, and services to perform the facility condition assessment of approximately 163 facilities (see section III. D. Facility List) for the County of San Mateo. The facility condition assessment will be conducted to:

- Provide the basis for evaluating backlog maintenance and the costs required to address deteriorating conditions.
- Plan a backlog maintenance reduction program.
- Compare conditions of facilities.
- Establish a facility condition baseline for goal setting and tracking progress.
- Develop cost estimates and priorities for major repair and replacement.

2. Scope

The facility condition assessment will consist of the following elements:

- A. Facility Condition Inspection
- B. Cost Estimates
- C. Assessment Reports
- D. Facility List
- E. Analysis of Facility Condition Information
- F. Life Cycle Analysis for Component Renewal
- G. Youth Services Center Inventory

A. Facility Condition Inspection

1. The facility condition assessment will include a complete visual inspection of the architectural, civil/structural, mechanical and electrical components of each facility. The inspection will identify maintenance and repair deficiencies using both an item and a system inspection method. The inspector will evaluate each area surveyed to determine if there is sufficient physical evidence, including life cycle analysis, to warrant complete replacement of the system or if repairing only portions of the system is preferable. Examples would be to replace all the windows in a building instead of repairing various windows throughout the building; or replacing the entire floor covering rather than repairing only parts of the existing covering. Items that are considered urgent (endangering life and/or property, etc.) should be appropriately marked on the audit reports and immediately brought to the attention of the Project Manager.

2. The on-site assessment will include the inventory of the following child assets:

- | | |
|--|--|
| <input type="checkbox"/> Air Handling Unit – 4000 CFM+ | <input type="checkbox"/> Fire Pump |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Fire Protection System |
| <input type="checkbox"/> Building | <input type="checkbox"/> Fire Suppression System |
| <input type="checkbox"/> Chiller | <input type="checkbox"/> Emergency Generator/Micro Turbine |
| <input type="checkbox"/> Cooling Tower | <input type="checkbox"/> Commercial Overhead Doors |
| <input type="checkbox"/> Condensor Unit | <input type="checkbox"/> Package Unit |
| <input type="checkbox"/> Escalator | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Elevator | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Vehicle Exhaust Removal | <input type="checkbox"/> Fire Alarm System |
| <input type="checkbox"/> Docks at Coyote Point Marina | <input type="checkbox"/> High Voltage Transformers at Coyote Point |

3. If the visual inspection indicates that an in-depth inspection/study/analysis of a component should be made, this will be noted on the assessment report, but will not be included in this scope of work.
4. Real Plant Property will be inspected. In general, Real Plant Property refers to buildings, structures, and utilities (and their integral components/systems). Copies of building floor plans and maintenance history records will be provided to **AME** by the County of San Mateo 5 working days prior to the beginning of the field data collection effort.
5. Personal Property is excluded from the facility condition survey. In general, Personal Property refers to equipment that is not an integral part of a building or structure (such as office equipment, shop or production equipment, testing equipment, etc.).
6. Qualified personnel will perform the assessment of facilities and integral components/systems, identifying and reporting all civil, structural, mechanical, electrical, and roof deficiencies.
7. Inspectors will provide sufficient hand tools (laser, screwdrivers, pliers, flashlight, measuring tape, etc.) in order to determine conditions of primary components/systems. This inspection includes entering crawl spaces, attic spaces, and roofs. Crawl spaces and attic spaces which have suspected environmental hazards will not be entered until the type of contamination has been identified under a separate contract. Information regarding areas of known contamination will be provided to **AME** as the information becomes available.

B. Cost Estimates

Preliminary budget cost estimates will be expressed in labor hours, as well as labor and material dollars. The labor rate utilized will be the local fully burdened hourly rate for maintenance trades and the material cost will be current market prices. Work recommended for contract accomplishment will consist of current local contracting prices for labor and materials, including fringe benefits, overhead, profit, etc.

C. Assessment Reports

Executive summary reports presenting the assessment data, findings, and recommendations will be prepared as a final submittal for the County of San Mateo. **Two executive summary reports will be prepared for the approximately 163 facilities. One executive summary report will address the non-Parks and Recreation Department facilities, the other will address the Parks and Recreation Department facilities.** An electronic draft submittal will be provided for review prior to completion of the final submittal report.

The final submittal will consist of one (1) hard copy of the executive summary and assessment reports for the non-Parks and Recreation Department facilities as well as for the Parks and Recreation Department facilities. Floor plans of inspected facilities will be provided as graphical representation only, and in no way represent scaled drawings or as-built drawings. Floor plans will not include: dimensions, scales, square footages, room names, or numbers unless utilized in preparation of reports. **AME** will provide an update of the County of San Mateo's *FCIS* database, which will include all linked floor plans and photos. The following reports will be provided for each facility.

Asset Description

A detailed description of each facility and a summary of major deficiencies classified by inspection type.

Photographs

Photographs will show all sides of the facility.

Facility Work Type Summary

A summary of the total costs for each facility by type of work.

Facility System Summary

A summary of the total costs for each facility by system.

Major Deficiency Photographs (by inspection types)

If a photo can display the specific nature of the deficiency it will be provided. The County of San Mateo will define major deficiencies in terms of cost (which could range from 5K to 25K).

Facility Inspection Details

This report is divided by the following inspection types for each building:

- Structural
- Electrical
- Mechanical
- Roof

Within each inspection type, deficiency information includes:

- Priority Year/Scheduled Year
- System Code
- Deficiency Type
- Work Type
- Quantity
- Unit of Measure
- Craft Code
- Labor Hours
- Labor Cost
- Material Cost
- Total Cost
- Reference number
- Description

Multi-Year Maintenance and Repair Plan

A Multi-Year Maintenance and Repair Plan will be provided which forecasts all work required to maintain and repair facilities over a ten-year period, unconstrained of available funding limitations. This report will be delivered on CD and not included in the hard copy report due to the size of the report. This plan will include all the deficiencies identified in all of the facilities assessed in the contract. The Multi-Year Maintenance and Repair Plan will include the following:

- (a) Complete detailed information shown for each individual deficiency from the survey.
- (b) A breakdown of total costs by priority (year) category.
- (c) The capability to sort the plan by several elements/fields to include, but not be limited to priority category, craft code, deficiency type, and total costs.

D. Facility List

The following is a list of the facilities to be assessed: Note that PTO means Plan Take Off.

FAC #	FACILITY NAME	GROSS UNITS	UOM	FAC #	FACILITY NAME	GROSS UNITS	UOM
101	Office and Shop Bldg - CP	3,840	SF	310	Fire Station MP	1,540	SF
102	Gatehouse CP	1,440	SF	311	Sewage Treatment Building	1,024	SF
103	Restroom A	513	SF	312	Water Treatment Building	345	SF
104	Restroom B	513	SF	313	Reservoir Potable Water	DELETE	
105	Restroom C	513	SF	314	Sequoia Restroom/Shower MP	629	SF
106	Restroom D	513	SF	315	Restroom - Homestead 6	180	SF
107	Restroom E	513	SF	316	Restroom - Homestead 7	180	SF
108	Restroom F	513	SF	317	Restroom - Homestead 12	180	SF
109	Captain's House Conf Ctr	2,785	SF	318	Restroom - Homestead 20	260	SF
110	Beach Center	973	SF	319	Restroom - Homestead 21	260	SF
111	Snack Bar	400	SF	320	Restroom - Homestead 22	260	SF
112	Beach Center Restroom/Shower	1,827	SF	321	Restroom - Huckleberry Flat	280	SF
113	Environmental Museum	32,400	SF	322	Restroom - Warr Flat	582	SF
114	Office and Shop - JS	864	SF	323	Restroom - Azalea Flat 1	280	SF
115	Gatehouse JS	32	SF	324	Restroom - Azalea Flat 2	671	SF
116	Restroom - Oak Cove	295	SF	325	Restroom - Legion Flat	280	SF
117	Restroom - Upper Meadow View	295	SF	326	Restroom - Creek Flat	180	SF
118	Restroom - Lower Meadow View	295	SF	327	Restroom - Bay Tree	180	SF
119	Restroom - Iris Pt.	295	SF	328	Restroom - Tan Oak 1	280	SF
120	Restroom - DeAnza	295	SF	329	Restroom - Tan Oak 2	280	SF
121	Shelter - Willow	2,079	SF	330	Restroom - Tan Oak 3	280	SF
122	Shelter - Bay View	2,079	SF	331	Pump House - Homestead	168	SF
123	Ranger Residence - JS	1,600	SF	332	Pump House - Sequoia	168	SF
124	Gatehouse SB	108	SF	333	Pump House - Tan Oak	168	SF
125	Day Camp Restroom	526	SF	334	Restroom - Sequoia A-5	280	SF
126	Picnic Area Restroom	665	SF	335	Restroom - Sequoia A-14	671	SF
127	West Peak Shop/Radio Bldg	1,680	SF	336	Restroom - Sequoia B-17	180	SF
128	West Peak Office	642	SF	337	Restroom - Sequoia B-25	280	SF
129	West Peak Tool Shed	187	SF	338	Restroom - Sequoia C-15	280	SF
130	West Peak Garage	548	SF	339	Restroom - Sequoia C-29	280	SF
131	Restroom on pier	336	SF	340	Restroom - Sequoia D-4	280	SF
132	Restroom next to parking area	215	SF	341	Park HQ - SMP	760	SF
133	Fishing pier SM	109,485	SF	342	Park HQ Shop SMP	64	SF
134	Restroom - Sawyer Camp Trail South	144	SF	343	Sam McDonald Shop SMP	1,450	SF
135	Restroom - SCT San Andreas	144	SF	344	Historic Barn SMP	1,220	SF
201	Office and Shop - HP	1,300	SF	345	Town Cabin SMP	420	SF
202	Gatehouse HP	200	SF	346	Horse Camp Shop Building	266	SF
203	Restroom HP1	280	SF	347	Restroom/Shower Building SMP	760	SF
204	Restroom HP2	280	SF	348	Ranger Res - McDonald Cabin	1,900	SF
205	Restroom HP3	280	SF	349	Restroom - Chinook Youth Camp	282	SF
206	Restroom HP4	280	SF	350	Restroom - Modoc Youth Camp	282	SF
207	Restroom HP5	280	SF	351	Restroom - Choctaw Youth Camp	282	SF
208	Restroom HP6	280	SF	352	Tarwater Restroom	135	SF
209	Restroom HP7	280	SF	353	Shaw Flat Restroom	64	SF
210	Restroom HP8	280	SF	354	Historic Barn PCC	404	SF
211	Restroom HP9	280	SF	355	Tarwater Trail - Restroom	64	SF
212	Restroom HP10	280	SF	356	Office Building FMR	120	SF
213	Restroom HP11	280	SF	356A	Restroom FMR	312	SF
214	Shelter 1	2,975	SF	357	Visitor Center SPVP	6,642	SF
215	Shelter 2	2,975	SF	358	Ranger Residence SPVP	2,052	SF
216	Shelter 3	2,975	SF	359	Shop SPVP	2,812	SF
217	Ranger Residence HP	1,900	SF	360	Gatehouse SPVP	90	SF
218	Workshop Bldg	1,636	SF	361	Restroom - Walnut	476	SF
219	Tool Storage Bldg	285	SF	362	Restroom - Trout Farm Picnic Area	476	SF
219A	Water Tank	75,000	GAL	363	Tool Shed SPVP	63	SF
220	Sequoia Restroom	504	SF	364	Upper Shed SPVP	350	SF
221	Carport	1,892	SF	365	Work Shed SPVP	325	SF
222	Office and Shop - FP	1,260	SF	366	Mower Shed SPVP	336	SF
223	Gatehouse FP	96	SF	367	Sanchez Adobe Historical Bldg	2,618	SF
224	Restroom FP1	384	SF	368	Restroom SA	578	SF
225	Restroom FP2	600	SF	369	Work Shop Bldg SA	520	SF
226	Restroom FP3	240	SF	370	Ranger Residence SA	1,176	SF
227	Restroom FP4	198	SF	371	Docent Storage Shed SA	132	SF
228	Restroom FP5	546	SF	372	Ranger Residence Mid Coast Half Moon Bay	1,040	SF
229	Park Foundation Building	1,848	SF	401	Maintenance Shop Building	5,680	SF
230	Ranger Residence FP	792	SF	402	Washdown Rack - Coyote Point	630	SF
230A	Baseball Field	100,000	SF	403	Washdown Rack - Memorial	630	SF
230B	Tennis Courts	28,072	SF	404	Washdown Rack - Huddart	630	SF
231	Carriage House	1,300	SF	405	High Voltage Transformers	12	EA
232	Horse Barn/Stable	13,000	SF	501	Marina Office Trailer	720	SF
233	Woodside Store	1,872	SF	502	Restroom 2nd Basin	675	SF
234	Ranger Residence WS	648	SF	503	Docks - concrete floating type	17,407	LF
235	Restroom WS	96	SF	F19401	YSC Courts Admin	122,100	PTO
236	Park Office EP	700	SF	F69404	YSC Education/Gym	30,620	PTO
237	Ranger Residence 1 - EP	3,022	SF	F69405	YSC Food Service/Laundry	14,300	PTO
238	Ranger Residence 2 - EP	1,556	SF	F69406	YSC Housing Bldg 6	18,000	PTO
239	Restroom EP	392	SF	F69407	YSC Housing Bldg 7	17,500	PTO
301	Park HQ - MP	1,200	SF	F69408	YSC Housing Bldg 8	14,500	PTO
302	Gatehouse MP	300	SF	F69414	YSC Receiving Home	13,720	PTO
303	Store MP	1,000	SF	F69415	YSC Girls Camp (5 Bldgs)	19,665	PTO
304	Park Shop MP	1,170	SF	F69416	YSC Central Plant	17,100	PTO
305	Carpenter Shop MP	880	SF	F69417	YSC Community School (6 Bldgs?)	8,640	PTO
306	Equipment Building	1,870	SF	F99631A	CDF Skylonda Barracks	2,816	SF
307	Utility Building MP	220	SF	F99631B	CDF Skylonda Apparatus Bldg	4,800	SF
308	Ranger Residence MP	1,625	SF	F99421A	CDF Belmont Barracks	12,460	SF
309	Ranger Residence 2 MP	1,000	SF	F99421B	CDF Belmont Apparatus Bldg	6,080	SF
				F49441	SMMC	386,436	SF

E. Analysis of Facility Condition Information

AME will evaluate the facility condition information generated as the result of the comprehensive facility condition assessment to determine trends and comparisons, and provide an expanded evaluation and analysis in the following subject areas:

- Cost of deficiencies
- Facility Condition Indices
- Age of Facilities
- Multi-year plan for correction of existing deficiencies
- Types of deficiencies
- Building components
- Major maintenance/repair deficiencies

F. Life Cycle Analysis for Component Renewal

A life cycle analysis will be utilized to develop the component renewal costs for the ten-year plan. Building components will be evaluated based on the position of their individual life cycle as determined by an evaluation of the age and condition. The renewal cost for components will be computed and identified by year of required renewal.

G. Youth Services Center Inventory

Complete sets of construction drawings for the approximately 19 facilities that comprise the Youth Services Center will be forwarded to AME to accommodate this task element. AME will develop an equipment inventory using the construction plans equipment schedules. The equipment inventory will be based on the list described in section III. A. 2. AME is not responsible for field verification of the equipment or for installed equipment that is different than detailed in the construction plans equipment schedules. The equipment inventory will be included in the FCIS software update upon completion of the project. Updated floor plans linked in FCIS for the facilities that comprise the Youth Services Center are not in the scope of this project.

AME will conduct a facility condition assessment of the previously listed facilities (in section III. D. Facilities List) for the County of San Mateo using the standard description and scope of work. It is anticipated that the duration of the project will take 120 days to complete, with a minimum of a 30-day advance notice-to-proceed, for a total completion not to exceed 150 days. The cost includes updating the San Mateo County FCIS software and FCIS training for up to 12 personnel. Upon agreement on this scope of work and cost, AME will provide the County of San Mateo with a project schedule detailing anticipated days of inspection and project deliverables. The following cost is inclusive of all fees and expenses.

Total:	\$232,972.00
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Payment Terms

Payment will be due upon completion of the following work items:

Facility Condition Inspection: 55% of the cost will be paid upon completion of the on-site inspection. This includes all preplanning, on-site labor (field work, data collection, staff interviews), and on-site travel (field travel expenses). Payment will be made upon receipt of invoice.

Draft Report: 35% of the cost will be paid upon submission of the draft report and invoice to the County of San Mateo.

Asset Management Engineering, Inc.

Final Report: 10% of the cost will be paid upon submission of the final reports; FCIS database update that includes all linked photos and AutoCAD drawings, and invoice. The final report will be the amended draft report, as requested by the County of San Mateo.

**County of San Mateo
Contractor's Declaration Form**

I. CONTRACTOR INFORMATION

Contractor Name:	Applied Management Engineering, Inc.	Phone:	(757) 498-4400
Contact Person:	Douglas W. Kincaid, P.E.	Fax:	(757) 498-4985
Address:	200 Golden Oak Court, Suite 300 Virginia Beach, VA 23452		

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
- offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
- Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

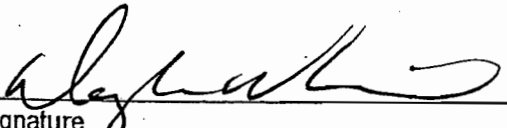
IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
- the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

*AME has no employees living in San Mateo County.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.


Signature

Douglas W. Kincaid, P.E.
Name

September 18, 2007
Date

President/General Manager
Title

COUNTY OF SAN MATEO
MEMORANDUM

DATE: September 20, 2007
TO: Faiza Steele, Risk Management FAX (650)363-4864
FROM: Oristela Guidos FAX (650) 361-8220 PONY DPW155
SUBJECT: Contract Insurance Approval

CONTRACTOR NAME: Applied Management Engineering, Inc.

DO THEY TRAVEL: To/From County-owned buildings.

PERCENT OF THE TIME: N/A

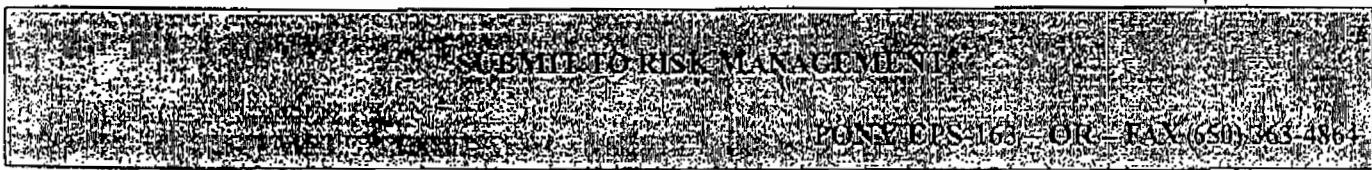
NUMBER OF EMPLOYEES:

DUTIES (SPECIFIC): Conduct a comprehensive facilities evaluation of all County-owned buildings.

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$1mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	\$1mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	Statutory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMARKS / COMMENTS

Faiza Steele
Signature



ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KP APPLI-3 DATE (MM/DD/YYYY) 09/14/07

PRODUCER
 Taylor Johnson Group
 1081 19th Street, Suite 300
 Virginia Beach VA 23451
 Phone: 757-468-6100 Fax: 757-468-9917

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: TRAVELERS	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
 Applied Management Engineering Inc.
 200 Golden Oak Court #300
 Virginia Beach VA 23452

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADDL TR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	680-6452L930	09/15/07	09/15/08	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Empl Bene 1,000,000
A			AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BA-6451L773	09/15/07	09/15/08	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EAACC \$ AGG \$
A			EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 0	CUP-7773Y638	09/15/07	09/15/08	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$ \$
A			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	UB-7773Y48A	09/15/07	09/15/08	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
			OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Evidence of insurance coverage. Additional Insured(s): The County of San Mateo and its officers, agents, servants and employees with regard to work performed by the insured as required by written contract.

CERTIFICATE HOLDER
 COUNTY 1
 County of San Mateo
 Attn: Oristela Guidos
 555 County Center, 5th Floor
 Redwood City CA 94063

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
Oristela W. Guidos