

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
HOK, ARCHITECTS.**

THIS AGREEMENT, entered into this _____ day of _____, 20____,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," or "Public
Work" and HOK Architects, hereinafter called "Contractor" or "Consultant";

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 Professional Architectural Consulting Services.

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

Exhibit C – General Obligation of Consultant

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." 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 Three Hundred Thousand Dollars, \$300,000.

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2010 through June 30, 2013.

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 which 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

To the full extent permitted by law, CONTRACTOR shall indemnify and save harmless the COUNTY, its officers, 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, its officers, employees and servants, 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 applicable laws, or (D) any other loss or cost resulting from the CONTRACTOR'S negligent or reckless acts or omissions or willful misconduct in connection with 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 the 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.

The obligations set forth in this section shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.

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 insurance 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 I 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, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, 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 Contractor 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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 C. Porter, Director of Public Works
County of San Mateo
Department of Public Works
555 County center, 5th Floor
Redwood City, CA 94063-1665

In the case of Contractor, to:

HOK Architects
One Bush Street, 2nd Floor
Suite 200
San Francisco, CA 94104

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

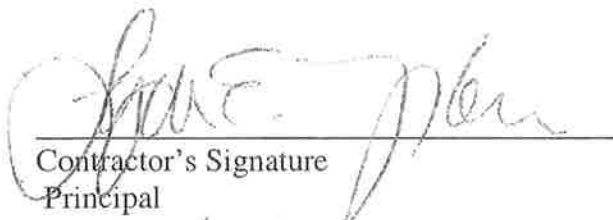
COUNTY OF SAN MATEO

By: _____
Richard S. Gordon, President
Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board


Contractor's Signature
Principal

Date: 9/24/10

Exhibit "A"

1. In consideration of the payments set forth in Exhibit "B", Contractor shall provide Professional Architectural Consulting Services that may include but not be limited to programming, evaluation, design, planning, independent investigation of existing conditions, proposed solutions and schematic plans, cost analysis and preparation of independent cost estimates, feasibility, preparation of specifications and drawings, projected schedules, construction observation and administration, reports and coordination with applicable code enforcing and environmental agencies, site analysis, coordination with applicable local, state, and federal jurisdictions, and regulatory permit acquisition for a variety of public works type projects.

2. When County Department of Public Works identifies a project that, in County's sole discretion, would benefit from Contractor's consulting services, the Director of Public Works or the Director's designee will request a proposal for such project from the Contractor. The Contractor will then propose a detailed scope of services, a not-to-exceed fee, and a timetable for completing the proposed project. Once the scope of services, not-to-exceed fee, and timetable (the "Approved Project") is approved by the Director of Public Works or the Director's designee, the Director of Public Works or the Director's designee will issue a task order authorizing the Contractor to begin work on the Approved Project. Contractor agrees to complete the Approved Project for an amount equal to or less than the Approved Project not-to-exceed fee and within the time limits set forth in the Approved Project timetable.

Exhibit B

1. In consideration of the services provided by Contractor in Exhibit "A", County shall pay Contractor upon receipt in Department of Public Works Accounting Department of a written itemized invoice identifying the task order, County project number (if applicable), specific work completed, number of hours involved and breakdown of charges. The Approved Project total not-to-exceed amount will be stipulated in each task order. Costs for services deemed necessary by the County for completion of each task order shall be authorized in writing prior to proceeding with the work. Billing rates for services provided under this Agreement shall be based upon the Contractor's most recent fee schedule and by reference made a part of this Agreement. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

2. Reimbursable expenses. Except for travel in or to the Counties of San Francisco or Santa Clara , the Contractor shall be entitled to mileage, meals and lodging at the same rate granted to employees of the County whenever the Contractor is required to travel outside of San Mateo County in the performance of his duties under this Agreement. Such travel must first be approved in writing by the County. The Contractor shall also be reimbursed for expenses associated with reproduction (drawings, project manuals, reports, etc.); telephone or fax outside 650, 415, 408, 510, and 925 area codes; fees paid for securing permits and approvals of authorities having jurisdiction over the project; and special delivery service.

3. The total not-to-exceed amount for this Agreement shall be \$300,000 unless said amount is authorized to be increased by the County Board of Supervisors. Specific projects that may be assigned to the Contractor shall have individual not-to-exceed amounts as stated in the task order. The sum of individual task order not-to-exceed fees for multiple projects that may be assigned to the Contractor shall not exceed the total \$300,000 not-to-exceed amount for this Agreement without prior written approval by the County Board of Supervisors.

Exhibit C

1. Consultant Personnel

The **Consultant** shall provide the **County** with resumes of the key staff members to be assigned to said project in advance of commencing any professional services. Once the **County** approves the key staff to be assigned to the project, any substitutions or additions shall be subject to written approval by the **County**. The **County** reserves the right to reject any personnel the **Consultant** proposes for use on the project.

Consultant represents that it is qualified to furnish the services described under this Agreement. **Consultant** further declares that one or more members or employees of its firm and that of its sub consultants, if so required by the State, if any, are licensed by the State of California to perform their services and that these services will be performed by them or under their direct supervision. **Consultant** shall furnish to **County** for approval, upon execution of this Agreement, a list of all firms or corporations to be employed as sub consultants.

Nothing in this Agreement abrogates the professional responsibilities of the **Consultant** and /or sub consultants with respect to design defects, errors, omissions, or malpractice.

2. Corrections And/Or Revisions

Consultant shall make and provide to the **County** all necessary corrections and/or revisions to the project analysis when it is determined by the Director of Public Works or his designated representative, that such changes are necessary for the project and are due to oversights, omissions or errors of **Consultant**.

3. General Obligations of County

County shall be responsible for providing any available data required by the **Consultant** as stipulated in any approved Task Order.

County shall examine documents submitted by **Consultant** and shall render comments and direction pertaining thereto promptly (up to two weeks or otherwise upon written agreement by **County** and **Consultant**), as stipulated in approved Task Orders.

4. Payment Upon Suspension, Abandonment Of Project, Or Termination Of Agreement

If any Task Order is suspended for more than thirty (30) calendar days, or abandoned in all or part, **Consultant** shall be paid for services performed prior to receipt of thirty (30) days written notice from **County** of such suspension or abandonment, together with reimbursable expenses then due. In the event that the **County** abandons any Final Task Order the **County** may specifically authorize additional work necessary to properly close out the project.

If this Agreement or any Task Order is suspended or terminated due to fault of **Consultant, County** shall be obligated to compensate **Consultant** only for that portion of **Consultant's** services that were satisfactorily performed.

5. **Performance Of Services If Consultant Is Not Diligent In Performing Work**

In the event **Consultant** is not diligent in pursuing the designated services as specified in each Task Order, the Director of Public Works or the respective designated representative may, at his option, seven (7) days after written notice to **Consultant**, perform any such required engineering services or retain a different consultant to do the same, and the cost associated with having said work completed by means other than the **Consultant** will be retained from any sums not yet paid to the **Consultant**.

6. **Authorization to Proceed**

Consultant shall commence work upon receipt of the Task Order.

6.1 **Time of Completion of each Task**

Consultant agrees to perform the professional services for the Task Order within the time limits set forth in the project schedule required by this Agreement. Any change in the scope of services as outlined in the Task Order will require a revised time table.

County agrees to exercise due diligence in performing it's tasks to implement the **Consultant's** time schedule.

7. **County's Review and Approval**

Between each phase of work and at critical progress points there shall be a review and approval period by **County** and other agencies. **County** shall reject **Consultant's** submittal if changes and/or comments transmitted to **Consultant** by **County** during previous review were not addressed by **Consultant** in current submittal.

8. **Changes in Work**

The Director of Public Works or the respective designated representative may order changes in scope or character of work in writing which are mutually acceptable, either decreasing or increasing the amount of **Consultant's** services. In the event that such changes are ordered, **Consultant** shall be entitled to compensation of all work previously directed by **County** and performed by **Consultant** prior to receipt of notice of change. Increased compensation for changes shall be determined in accordance with Section 6 of the Agreement, compensation shall first have been agreed to in writing by **County**.

In the event that changes are ordered pursuant to this Section, the schedule for progress and completion and compensation as provided with respective Task Order shall be adjusted by negotiation between **Consultant** and **County**.

9. Interest of Consultant/Consultant Independent of County

In accepting this Agreement, **Consultant** covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this services hereunder. **Consultant** further covenants that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed throughout the term of this Agreement. **Consultant** certifies that no one who has or will have any financial interest under this Agreement is an officer or employee if the **County**.

In the performance of the engineering services necessary for compliance with this Agreement, **Consultant**, and any of its subconsultants or employees, shall be, and is at all times considered, an Independent Contractor, and is not an agent or employee of the **County**. **Consultant** has, and shall retain, the right to exercise full control and supervision of the services, and full control over the employment, direction, compensation and discharge of all persons assisting him in the performance of his engineering services hereunder to include any and all subconsultants employed for the project described herein. **Consultant** shall be solely responsible for all matters relating to payment of his employees, including compliance with social security, withholding, and all other regulations governing such matters, and shall be solely responsible for his own acts and those of his subordinates and employees.

10. General Provisions

- (a) The **Consultant** acknowledges that time is of the essence for all projects defined in approved Task Order(s) and agrees to complete all work within the time frame as stipulated within said Task Order(s). time extensions shall only be approved with prior written approval of the **County** and failure to complete services according to a mutually agreed upon schedule may be grounds for contract termination.
- (b) The **Consultant** upon becoming aware of factors which would result in delays shall be responsible for alerting **County** to potential delays well in advance in order that possible mitigation measures may be evaluated. **Consultant** shall detail the nature and reasons for potential delays and shall provide the **County** with possible mitigation measures for consideration.
- (c) On matters pertaining to Task Orders to be performed and the time taken by **Consultant** to perform such services, the decision of the Director of Public Works or the respective designated representative will be final after discussions between **County** and **Consultant**.
- (d) The **Consultant** warrants that he/she has not employed or retained any company or persons, other than a bona fide employee working for the **Consultant**, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation

of this warranty, the **County** shall have the right to annul this Agreement without liability, or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

11. **Ownership of Documents**

All tracings, sketches, plans, specifications, estimates, maps, design calculations, quantity calculations, supporting documents, studies, survey notes, and other documents prepared by Consultant or subconsultants under the terms of this Agreement shall be delivered to and become the property of the County. **The County will only utilize data or drawings for purposes as identified in the associated task order.** Computer files used by Consultant to produce the final set of plans and specifications shall also be delivered in AutoCAD, Access, Excel and Word electronic form on compact disks or other media acceptable to the County at no additional cost and become the property of the County. Computer files used by **Consultant** to produce the final set of plans and specifications shall also be delivered in AutoCAD, Access, Excel and Word electronic form on compact disks or other media acceptable to the **County** at no additional cost and become the property of the **County**.

12. **Jobsite Safety and Environmental Protection**

Neither the professional activities of the **Consultant** nor the presence of the **Consultant** or his or her employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety or environmental protection precautions required by any regulatory agencies. The **Consultant** and his or her personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The **Consultant** agrees that the General Contractor is solely responsible for jobsite safety, and environmental protection, and warrants that this intent shall be made evident in the **County's** Agreement with the General Contractor. The **Consultant** also agrees that the **County**, the **Consultant** and any other **County Consultants** that may be providing services at the construction site shall be indemnified and shall be made additional insured's under the General Contractor's general liability insurance policy.



PROFESSIONAL RATES

SCHEDULE OF STANDARD HOURLY RATES

Architecture/Interiors/Facility Planning		
Director/Specialist (e.g. Healthcare)	235.00 - 300.00	
Project Manager	175.00 - 230.00	
Project Designer/Planner	175.00 - 195.00	
Construction Admin/Spec	185.00 - 200.00	
Project Architect	135.00 - 185.00	
Designer	125.00 - 155.00	
Job Captain	120.00 - 160.00	
Senior Design Technician	105.00 - 125.00	
Senior Architectural Technician	115.00 - 150.00	
Interiors Project Manager	150.00 - 175.00	
Interiors Project Designer	120.00 - 150.00	
Technical/Designer	90.00 - 125.00	
Junior Technical/Analyst	65.00 - 90.00	
Engineering		
Director	265.00 - 305.00	
Chief Engineer	185.00 - 220.00	
Project Engineer	130.00 - 185.00	
Project Engineering Designer	130.00 - 185.00	
Engineer	110.00 - 135.00	
Engineering Designer	110.00 - 135.00	
Sr. Engineering Technician	95.00 - 110.00	
Engineering Technician	80.00 - 100.00	
Drafter	65.00 - 80.00	
Clerical	65.00 - 85.00	

NOTE: All billing rates are subject to annual adjustment on April 1, 2011.

REIMBURSABLE EXPENSES.

Transportation, lodging, and meals in connection with travel; long distance telephone calls, courier services and facsimile communications, postage and delivery charges; supplies; reproduction costs; expense for data processing; photographic production techniques; expense of renderings, models and mock-ups requested by the Client; and automobile travel. All payments to be made by the Client under this Agreement shall be increased by the addition of applicable Sales and Use Taxes, if any. All Reimbursable Expenses shall be invoiced at cost plus a 15% markup to cover coordination and administrative expenses. Mileage charges for automobiles shall be at the prevailing rate established by the I.R.S. Renderings, graphics and models prepared by outside sources will also be reimbursed at actual cost plus a 15% markup.

County of San Mateo
Contractor's Declaration Form

I. CONTRACTOR INFORMATION

Contractor Name:	HOK San Francisco	Phone:	415.243.0555
Contact Person:	Pamela Owen Adams	Fax:	415.882.7763
Address:	1 Bush St San Francisco 94104		

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.

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

June 2, 2010
Date

Steve Norton
Name

Director, Advance Strategies
Title

