

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and MNS Engineers, Inc. with an address at 201 N Calle Cesar Chavez, Suite 300, Santa Barbara, CA 93103 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE

Travis Spier at phone number 805-681-5626 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Shawn Kowalewski at 805-456-3540 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Travis Spier, Civil Engineer
County of Santa Barbara, Public Works Department
Resource Recovery & Waste Management Division
130 E Victoria Street, Suite 100
Phone: (805) 681-5626

To CONTRACTOR: Shawn Kowalewski, Vice President
MNS Engineers, Inc.
201 N. Calle Cesar Chavez, Suite 300
Santa Barbara, CA 93013
Phone: (805) 692-6921

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

CONTRACTOR shall commence performance on April 23, 2024 and end performance upon completion, but no later than June 30, 2025 unless otherwise directed by COUNTY or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus

interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in Exhibit A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such

items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

- A. By COUNTY. COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.

1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
 2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. **SECTION HEADINGS**

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. **SEVERABILITY**

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

33. BUSINESS ASSOCIATE

The parties agree to the terms and conditions set forth in Exhibit D - HIPAA Business Associate Agreement (BAA), attached hereto and incorporated herein by reference.

Agreement for Services of Independent Contractor between the **County of Santa Barbara** and MNS Engineers, Inc.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: *Shirley Chabuerza*
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: *[Signature]*
Chair, Board of Supervisors

Date: 4-23-24

**RECOMMENDED FOR APPROVAL:
PUBLIC WORKS DEPARTMENT**

By: DocuSigned by:
Chris Sneddon
3A1B4AFE31564AE
Department Head

**CONTRACTOR:
MNS ENGINEERS, INC.**

By: DocuSigned by:
[Signature]
B01F8FF54231468
Authorized Representative
Name: Shawn Kowalewski
Title: Vice President

**APPROVED AS TO FORM:
Rachel Van Mullem
County Counsel**

By: DocuSigned by:
Johannah Hartley
C156A3FB83F7454
Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:
Betsy M. Schaffer, CPA
Auditor-Controller**

By: DocuSigned by:
Juan Izquierdo
E1998503A430487...
Deputy

**APPROVED AS TO FORM:
Risk Management**

By: DocuSigned by:
Greg Milligan
05E555E00269466
Risk Management

EXHIBIT A

STATEMENT OF WORK

CONTRACTOR agrees to provide COUNTY engineering services as identified in the attached proposals dated October 10, 2022, (Attachment A1) and dated November 22, 2023, (Attachment A2). CONTRACTOR agrees that work will only commence at the issuance of a written Notice to Proceed by the Public Works Director or Director's designee.



October 10, 2022

Mr. Travis Spier
Solid Waste Operations Manager
County of Santa Barbara Public Works
130 E. Victoria Street, Suite 100
Santa Barbara, CA 93101

SUBJECT: Tajiguas Landfill Access Control

Dear Mr. Spier:

Thank you for considering MNS Engineers, Inc. (MNS) for providing engineering support services to the County of Santa Barbara Tajiguas Landfill (Tajiguas). Included within this letter is a brief project understanding, proposed scope of work, and the fee schedule for our services.

Project Understanding

It is our understanding that Tajiguas is planning on improving access control to the facility. To improve safety and operations, Tajiguas would like to redesign ingress and egress facilities. In its current configuration, visitors, employees and trucks go through an automated gate as they enter the property, just south of the scale house. Vehicles needing to weigh in veer right onto the scales, while all others continue straight into the facility unchecked. The proposed redesign will provide positive access control for all ingress vehicles in order to allow operations staff to know who has accessed the facility and is still onsite. MNS will study different options that would secure access to the site.

Once a vehicle enters Tajiguas it must drive up steep and narrow winding roads to reach its destination. These roads are well maintained, surface runoff is properly channeled and captured, and the asphalt pavement is in good condition. MNS was asked to review the traffic control devices (pavement delineation, signage and markers) along these roads to further improve safety and reduce speeds for downhill traffic.

Scope of Work

Task 1 – Access Control

Concept Phase

MNS will study different concepts and vendors to develop three access control alternatives. MNS will develop exhibits and provide vendor information for each alternative. MNS and Tajiguas will discuss the different alternatives and select the preferred concept.

Plans, Specifications and Cost Estimate (PS&E)

Once a concept is selected, MNS will prepare a PS&E package consisting of plans, specifications and cost estimate. MNS will prepare 60% and 90% packages for Tajiguas to review and provide comments ahead of the Final submittal. The plan package will include:

- Title Sheet
- Civil Site Plan (Grading, Drainage, Paving, etc.)
- Civil Construction Details
- Quantities

MNS DETAILS

LEGAL NAME

MNS Engineers, Inc.

FIRM OWNERSHIP TYPE

C-Corporation

YEAR FIRM ESTABLISHED

1962

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

DIR No. 1000003564

CORPORATE OFFICE

201 N. Calle Cesar Chavez,
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax

mnsengineers.com

LOCAL OFFICE

811 El Capitan Way, Suite 130

San Luis Obispo, CA 93401

(805) 692-6921

PROJECT CONTACT

Shawn Kowalewski, PE

Principal Engineer

(805) 456-3540

SKowalewski@MNSEngineers.com

AUTHORIZED SIGNATURE

Shawn Kowalewski

Vice President

(805) 456-3540

SKowalewski@MNSEngineers.com



The proposed improvements may require electrical and/or communications infrastructure. This will either be provided by the vendor or an electrical engineer subconsultant will be added to the scope and fee.

Task 2 – Traffic Safety

Concept Phase

MNS will develop an initial concept for traffic safety improvements for the landfill roads. This concept will propose new signs and striping that will ease circulation and improve safety during adverse conditions (rain/fog) and encourage low speeds, specially for downhill traffic. Additionally, MNS will identify locations that may benefit from traffic safety systems like guard rail or movable concrete barriers. Tajiguas will review the concept and provide feedback prior to development of construction contract documents.

Plans, Specifications and Cost Estimate (PS&E)

Once a concept is selected, MNS will prepare a PS&E package consisting of plans, specifications and cost estimate. MNS will prepare 60% and 90% packages for Tjiguas to review and provide comments ahead of the Final submittal. The plan package will include:

- Title Sheet
- Striping and Signage Plans
- Construction Details
- Quantities

Assumptions

All plans will be developed using County of Santa Barbara Public Works drafting standards, unless otherwise agreed. All deliverables will be electronic in PDF format.

General Specifications and contractor contract language will be provided by Tajiguas.

MNS will provide any technical specifications needed for the civil design. Technical specifications for access control equipment will be provided by either the vendor or an electrical engineering subconsultant, if needed.

The engineering design will use County of Santa Barbara standard plans and specifications where applicable.

Tajiguas will provide survey mapping for the development of the PS&E packages.

Compensation

MNS will provide services using our standard fee schedule. We estimate the cost to provide the services for Task 1 to be \$50,050 and for Task 2 to be \$42,460. For a breakdown of the fee please see attached Team Resource Estimate.

Again, I thank you for the opportunity to work with you on this project. If you have any questions, please contact me at 805-456-3540 or SKowalewski@MNSengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.

Shawn Kowalewski, PE
Principal Engineer, Vice President

Attachments: Team Resource Estimate (Fee Proposal Detail)

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COUNTY of
SANTA BARBARA

MNS Engineers, Inc. - Team Resource Estimate
Tajiguas Landfill Access Control

Task Descriptions	MNS Engineers					Summary	
	Principal-in-Charge Shawn Kawalewski, P.E.	Senior Engineer	Associate Engineer	CADD Manager	Engineering Technician	Team Resource Hours	Team Resource Costs
Billing Rate	\$280	\$220	\$180	\$195	\$125		
Task 1 - Access Control							
Concept Phase	8	24		2	40	74	\$12,910
60% PS&E	2	24	40	2	24	92	\$16,430
90% PS&E	2	16	24	2	12	56	\$10,290
Final	2	8	12	2	8	32	\$5,870
Task 2 - Access Control							
Concept Phase	4	24		2	20	50	\$9,290
60% PS&E	2	8	40	2	40	92	\$14,910
90% PS&E	2	8	24	2	12	48	\$8,530
Final	2	8	12	2	8	32	\$5,870
	MNS Engineers Summary					Grand Total	
Total Staff Hours	24	120	152	16	164	476	
Total Staff Cost	\$6,720	\$26,400	\$27,360	\$3,120	\$20,500	\$84,100	
Totals	\$84,100					\$84,100	
						Contingency	\$8,410
						GRAND TOTAL	\$92,510



November 22, 2023

Attention: Mr. Liam Gunst, E.I.T.
Public Works, Santa Barbara County
130 E. Victoria Street, Suite 100
Santa Barbara, CA 93101

SUBJECT: Santa Ynez Valley Recycling and Transfer Station Paving Project

Dear Mr. Gunst,

MNS Engineers, Inc. (MNS) appreciates the opportunity to submit this proposal to provide engineering support services for pavement repair and improvement of the of the Santa Ynez Valley Recycling and Transfer Station (SYVRTS) for the County of Santa Barbara, California (County). We offer our highly qualified team to provide services for this Project.

Project Understanding

Santa Barbara County (County) maintains and operates the Santa Ynez Valley Recycling and Transfer Station (SYVRTS) located at 4004 Foxen Canyon Road near Los Olivos, CA. The facility needs reorganization to meet current needs, and rehabilitation. The work general consists of:

1. Landfill slope repair
2. Relocation of emergency debris stockpiles.
3. Reconstruction of the loading ramp.
4. Asphalt pavement rehabilitation.

The County is requesting a proposal for engineering support for items 3 and 4, described above. The important features of the pavement rehabilitation include repairing pavement failures, extending the life of the pavements, increasing strength of the pavement section in areas of heavy-use, and providing a smooth, dense surface that is easy to sweep and clean.

On October 4th, 2023, Shawn Kowalewski met with Liam Gunst and SYVRTS manager and operations staff to review and refine the scope of work. As a result of this meeting, the County is interested in revising the pavement rehabilitation scope of work to include:

- Landfill ring road:
 - Full depth pavement reconstruction per limits provided by County.
 - Crack sealing.
 - Type II slurry seal.
- Access road up to the green waste area:
 - Cape seal composed of a chip seal covered by a slurry seal.
- Green waste area:
 - 0.10-0.15' HMA overlay

The County previously prepared a bid document and received construction proposals for the work. The project was put on hold until the design could be refined.

MNS DETAILS

LEGAL NAME

MNS Engineers, Inc.

FIRM OWNERSHIP TYPE

C-Corporation

YEAR FIRM ESTABLISHED

1962

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

DIR No. 1000003564

CORPORATE OFFICE

201 N. Calle Cesar Chavez,
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805.692.6921 Office/Fax
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LOCAL OFFICE

811 El Capitan Way, Suite 130
San Luis Obispo, CA 93401
(805) 692-6921

PROJECT CONTACT

Shawn Kowalewski, PE
Principal Engineer
(805) 456-3540
SKowalewski@MNSEngineers.com

AUTHORIZED SIGNATURE

Shawn Kowalewski
Vice President
(805) 456-3540
SKowalewski@MNSEngineers.com



Scope of Work

MNS will provide the following scope of work for the project.

Plans

MNS will prepare detailed drawings for the project clearly defining the work to be completed. Drawings will be prepared in AutoCAD Civil 3D. This proposal assumes base drawings for the improvements will be provided by the County. MNS will update the County's pavement rehabilitation drawings, and prepare loading ramp design, calculations, and layout plans.

Specifications

MNS will develop technical specifications for this project, and will be based on County Engineering Standards, and the latest edition of the Caltrans Standard Specifications. The technical specifications will utilize Caltrans standard special provisions (SSPs) based on Caltrans Standard Specifications (SS). The County will package the SSP's with the County contract boilerplate and other required documents to create the contract documents for bidding and construction.

Engineer's Opinion of Probable Construction Cost

MNS will prepare an Engineer's Opinion of Probable Construction Cost for each design submittal. These will be unit price estimates and will include detailed quantity calculation backup documents. We will base the opinion on recent projects of similar size and scope upon which we have worked, as well as cost estimating manuals, communication with contractors, and other resources.

Exclusions

- Geotechnical work is not requested for anticipated for this project.
- Utility coordination is not required. There are no public utilities on-site.
- The work is maintenance and is not subject to environmental or storm water quality permitting.

Task 1 – 60% Design

MNS will prepare 60% PS&E sufficiently complete to provide for County review. We will assemble a review package in PDF format and transmit it electronically. Following receipt of the County's consolidated 60% design comments, we will hold a design review meeting with County staff to discuss their comments. We anticipate all comments will be generally within the scope of this proposal.

The work in this task builds on deliverables prepared for the 60% Design. The new items of work include:

- All required project details.
- Updated plans, specifications, and estimate.

Task 2 – Final Design

MNS will prepare final plans, specifications and estimate documents which will include complete plans and details for the proposed work suitable for public bidding. These plans will include changes based upon the 60% review comments and discussion. We will prepare a response matrix summarizing each County comment on the 60% review, identifying how each comment is addressed in the final submittal. We will submit electronic documents upon completion of the work. Electronic formats will include images prepared in PDF format and electronic files compatible with Microsoft Word, Excel, and AutoCAD, as appropriate. Plans and specifications stamped and signed by professional engineers in the appropriate disciplines, registered in the State of California.

We assume the County will provide final reproduction of plans and specifications and will provide plans and specifications to prospective bidders.



The final design deliverables will include:

- Draft set Drawings, Technical Specifications and Opinion of Probable Cost.
- Stamped Set of Final Design Drawings and Technical Specifications.
- Final Design Opinion of Probable Cost.

Project Team

MNS has assembled a qualified team with the skills and expertise to bring this project to successful completion. Our team will be led by Shawn Kowalewski, PE, as Principal Engineer and Project Manager. Shawn will be supported by Gabriel Do-Reynoso, PE, as Lead Engineer. Resumes for MNS staff are available upon request.

Schedule

MNS is committed to completing the scope of work in a diligent manner. We are prepared to begin work on or after the Board Approval Date.

Compensation

MNS proposes to perform the services described herein on a time and materials basis with the effort estimated to be \$31,938. A breakdown by task is provided in the following table. A detailed fee proposal table is provided as an attachment. All fees are in accordance with MNS' 2024 Standard Fee Schedule.

Task 1 – 60% Design	\$21,376
Task 2 – Final Design	\$10,412
Other Direct Costs	\$150
10% Contingency	\$3,194
Total	\$35,132

Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the County. Please feel free to contact me with any questions you may have at 805-456-3540 or SKowalewski@MNSengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.

Shawn Kowalewski, PE
Principal Engineer, Vice President

Attachments: Team Resource Estimate (Fee Proposal Detail)

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COUNTY of
SANTA BARBARA

MNS Engineers, Inc. - Team Resource Estimate
Santa Ynez Valley Recycling and Transfer Station Paving Project

	MNS Engineers				Summary	
	Principal-in-Charge Shawn Kowalewski, P.E.	Senior Engineer Gabriel Do-Reynoso, P.E.	Assistant Engineer	Senior Technician	Team Resource Hours	Team Resource Costs
Billing Rate	\$305	\$236	\$173	\$168		
Task Descriptions						
Task 1 - 60% Design	24	16	40	20	100	\$21,376
Task 2 - Final Design	8	12	20	10	50	\$10,412
MNS Engineers Summary						
Total Staff Hours	32	28	60	30	150	
Total Staff Cost	\$9,760	\$6,608	\$10,380	\$5,040	\$31,788	
Reimbursables Expenses	\$150				\$150	
Totals	\$31,938				\$31,938	
Grand Total						
					150	\$31,788
					\$150	\$150
					\$31,938	\$31,938

EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **127,642**.
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY.
- C. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- D. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.

EXHIBIT C

Indemnification and Insurance Requirements (For Design Professional Contracts)

INDEMNIFICATION

CONTRACTOR agrees to fully indemnify and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, suits damages, costs, expenses, judgments and/or liabilities that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR and its employees, subcontractors, or agents in the performance of services under this Agreement. The indemnity includes the cost to defend COUNTY to the extent of the CONTRACTOR'S proportionate percentage of fault. Should one (or more) defendants be unable to pay its share of the defense costs due to bankruptcy or dissolution of the business, CONTRACTOR shall meet and confer with other parties regarding unpaid defense costs and CONTRACTOR shall pay County's cost of defense to the fullest extent permitted by law.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
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. **(Not required if CONTRACTOR provides written verification that it has no employees)**
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

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

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy 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. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY 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 CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required

insurance policies, including endorsements required by these specifications, at any time.

8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
 - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.