

**MASTER ENABLING AGREEMENT
MECHANICAL SYSTEMS REVIEW** Rev. 02-09-2018

This AGREEMENT is made and entered into this **first** day of **August**, 2018 pursuant to the Public Contract Code 10700, *et seq.*, by and between the Trustees of the California State University on behalf of

<i>Campus, hereafter referred to as Trustees, and</i> California State University	Amendment No.: N/A	Agreement No.: 180099	Project No.: Systemwide - MEA
<i>Service Provider, hereafter referred to as Service Provider.</i> Integral Group, Inc.		CSU Vendor ID No.: 11093	License or DIR No.:

WITNESSETH: That the Service Provider in consideration of the statements and conditions herein contained, agrees to furnish labor, materials, and equipment and to perform work necessary to complete, in a skillful manner:

The Service Provider shall provide mechanical systems peer review services for public works projects submitted by the California State University. This agreement is a master enabling agreement under which each campus and the administrative office of the California State University may engage the services of Service Provider as provided herein. Campuses and the administrative office shall execute a Service Order and Authorization to Proceed (Exhibit C) to secure Service Provider's peer review services under this Agreement.

The Service Provider shall provide such services as more fully described in the following Rider and Exhibits, which by this reference are incorporated herein and made part of this Agreement:



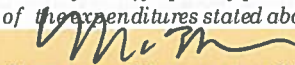
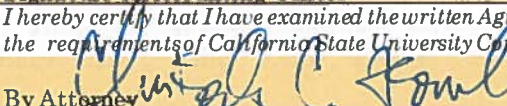
- Rider A Agreement General Provisions, consisting of four (4) pages;
- Exhibit A Scope of Work, consisting of (6) pages;
- Exhibit B Fee and Payment Schedule, consisting of one (1) page;
- Exhibit C Sample Service Order and Authorization to Proceed consisting of one (1) page.

The term shall begin upon receipt of an executed Agreement from August 1, 2017 and shall end as of **June 30, 2019**, with the option given the Trustees of extending the Agreement with the same items and conditions for one (1) additional one (1) year period.

The Service Provider shall not perform services in excess of the Agreement without prior written authorization to proceed from the Trustees.

Service Provider shall report to: **California State University, Thomas M. Kennedy, Chief of Architecture and Engineering, Capital Planning, Design and Construction, (562)-951-4129**

The basic services amount to be expended under this Agreement shall be determined by the overall usage of each participating campus and the administrative office of the California State University. Payment shall be made in accordance with Rider A and Exhibits A, B, C.

Trustees of the California State University							Service Provider						
Campus California State University							Firm Name Integral Group, Inc.						
By (Trustees' Authorized Signature) 							By (Authorized Signature) 						
Printed Name and Title of Person Signing Elvyra F. San Juan, Assistant Vice Chancellor							Printed Name and Title of Person Signing John Andary, Senior Principal						
Address of Campus Project Administrator Capital Planning, Design and Construction 401 Golden Shore, Long Beach, CA 90802							Address of Service Provider 427 13TH Street Oakland, CA 94612						
SCO Acct	Fund	Sub Fund	Agency	Yr.	Ref/Item	Category	Program	Element	Component	Chapter	Fiscal Yr.	Legal Ref.	
			6620										
Fund Name Trust Fund			PS Account 613001		PS Fund 485C1		PS Dept. ID 1089		PS Program		PS Class		PS Project/Grant
Amount Encumbered \$0.00		I hereby certify upon my personal knowledge that budgeted funds are available for the period and purpose of the expenditures stated above.											
Amount of Increase \$0.00										9/26/18		Date	
Amount of Decrease \$0.00		I hereby certify that I have examined the written Agreement and find the same to be in accordance with the requirements of California State University Contract Law. G. ANDREW JONES, General Counsel											
Total Amount Encumbered \$0.00										9/22/18		Date	

This Agreement may be executed in counterparts all of which taken together shall constitute one and the same Agreement. The exchange of copies of this Agreement by electronic mail in "portable document format" ("PDF") form or by other similar electronic means shall constitute effective execution and delivery of this Agreement and shall have the same effect as copies executed and delivered with original signatures.

Rider A - Agreement General Provisions

1. **Service Provider Relationship.** Service Provider, in the performance of this Agreement, is an independent contractor and is not an employee, agent, or officer of the Trustees.
2. **Payments.** Payments under this Agreement shall be made in arrears of work increment completed to the satisfaction of the Trustees and upon submission of an invoice in CSU invoice format. If not otherwise specified payments for services rendered will be processed monthly upon presentation of invoice.
3. **Services.** Trustees may issue a written order with respect to the services to be performed under this Agreement at any time before the completion of the services. Trustees shall pay Service Provider an amount for such services as provided in this Agreement, or if not so provided, Trustees shall pay Service Provider a reasonable amount, which shall be agreed upon by the parties.
4. **Service Provider shall not utilize any information, not a matter of public record, which is received by reason of this Agreement, for pecuniary gain not contemplated by the terms of this Agreement, regardless of whether Service Provider is or is not under contract at the time such gain is realized (Education Code Section 89006).**
5. **Ownership.** The report, survey, or other product developed by Service Provider pursuant to this Agreement is the property of Trustees, and shall not be disseminated to others by Service Provider unless authorized by Trustees.
6. **Termination for Convenience.** Trustees may terminate this Agreement upon a three (3) business-day advance written notice to Service Provider. In the event of such termination, Service Provider shall be paid only for the work satisfactorily completed.
7. **Termination for Cause.** Trustees may terminate this Agreement for cause should Service Provider fail to perform as herein provided. In the event of such termination, Trustees shall be relieved of the obligation to make any payment to Service Provider and Trustees may proceed by other means with the work in any manner the Trustees deem proper.
8. **Indemnification.** The Service Provider agrees to hold harmless, defend, and indemnify the State of California, the Trustees of the California State University, the University, and the officers, employees representatives, and agents of each of them from any and all claims, damages, losses, causes of action and demands, and all costs and expenses incurred in connection therewith, including, but not limited to, attorneys' fees and costs resulting from or in any manner arising out of or in connection with any negligent act or omission or willful misconduct on the part of the Service Provider, its officers, agents, and employees, in the performance of this Agreement. This provision shall survive the expiration or termination of this Agreement.
9. **Insurance Provisions.** The Service Provider shall not commence work until the Trustees have received evidence of the insurance required in this section and approved it.
 Service Provider shall obtain the following policies and coverage. The insurance furnished by the Service Provider under this section shall provide coverage in amounts not less than the following, unless a different amount is stated in Exhibit A, Scope of Work Description:
 - a. **Comprehensive or Commercial Form General Liability Insurance:**
 On an occurrence basis, cover work done or to be done by or on behalf of the Service Provider and shall provide insurance coverage for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the work. Limits of Liability:
 \$2,000,000 General Aggregate
 \$1,000,000 Each Claim - combined single limit for bodily injury and property damage.
 - b. **Business Automobile Liability Insurance:**
 On an occurrence basis, cover owned, scheduled, hired, and non-owned automobiles used by or on behalf of the Service Provider and shall provide insurance coverage for bodily injury, property damage, and contractual liability. Use Insurance Service Office (ISO) Form Number CA 0001 covering any automobile. Limits of Liability:
 \$1,000,000 Each Accident - combined single limit for bodily injury and property damage.

- c. **Workers' Compensation Insurance:**
This insurance shall include Employers Liability limits of \$1,000,000 and other limits required under California law.
- d. **Professional Liability Insurance:**
Professional liability (errors and omissions) insurance on an occurrence basis is preferred, covering work done or to be done by or on behalf of the Service Provider and providing insurance for professional liability in the amount of \$1,000,000 each occurrence. The Service Provider shall obtain and maintain professional liability insurance on a claims-made basis for no less than \$1,000,000 each claim and \$2,000,000 annual aggregate, and certification of coverage shall be submitted to the Trustees upon signing of this Agreement. If the total contract amount exceeds \$1,000,000 the Service Provider shall renew and keep such insurance in effect for at least ten (10) years after the recordation of the notice of completion.

Insurers shall be authorized in the State of California to transact insurance and shall hold a current A.M. Best's rating of no less than **A: VII** or alternatively a carrier acceptable to the Trustees.

Verification of coverage shall be provided as follows:

- a. The Service Provider shall submit to the Trustees copies of certificates of insurance and endorsements to the policies of insurance required by the Agreement as evidence of the insurance coverage.
- b. The scope of coverage shall be shown on the certificate of insurance.
- c. The Service Provider shall provide written notice of cancellation of coverage within thirty (30) days to the Trustees.
- d. The Service Provider shall notify the Trustees in writing of any material change in insurance coverage.
- e. Renewal certifications shall be timely filed by the Service Provider for coverage until the work is accepted as complete.

Insurance policies except for Workers Compensation and Professional Liability insurance shall contain, or be endorsed to contain, the following provisions:

- a. For the general and automobile liability policies, the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall be covered as additional insureds.
- b. For claims related to the work, the Service Provider's insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents. Insurance or self-insurance maintained by the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall be in excess of the Service Provider's insurance and shall not contribute with it.
- c. The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.

Additional Insurance Provisions

- a. Any deductible under any policy of insurance required in this section shall be the Service Provider's liability.
 - b. Acceptance of certificates of insurance by the Trustees shall not limit the Service Provider's liability under the Agreement.
 - c. The Service Provider's obligations to obtain and maintain required insurance are non-delegable duties under this Agreement.
10. **Personal Eligibility Certification.** If the Service Provider is a natural person, the Service Provider certifies by signing this Agreement that s/he is a citizen or national of the United States or otherwise qualified to receive public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193; 110 STAT. 2105, 2268-69), State of California Governor's Executive Order W-135-96.

11. Corporate Eligibility Certification. If the Service Provider is a corporation, the Service Provider certifies and declares by signing this Agreement that it is eligible to contract with the State of California pursuant to the California Taxpayer and Shareholder Protection Act of 2003 (Public Contract Code Section 10286, *et seq.*).
12. Nondiscrimination. In the performance of this Agreement the Service Provider and its consultants shall not deny the Agreement's benefits nor shall they discriminate unlawfully against any person on the basis of religion, color, ethnic group identification, sex, actual or perceived gender identity, age, physical or mental disability, medical condition, marital status, or age (over 40). Additionally, the Service Provider and its consultants shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination as well.
 - a. Service Provider shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900, *et seq.*), the regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0, *et seq.*), and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code Sections 11135-11139.5).
 - b. Service Provider shall permit access by representatives of the California Department of Fair Employment and Housing and the Trustees upon reasonable notice at times during normal business hours with at least 24 hours' notice, to its books, records, accounts, other sources of information, and its facilities as the Department or Trustees shall require to ascertain compliance with this Agreement.
 - c. Service Provider and its consultants/subcontractors shall give written notice of their obligations under this Agreement to labor organizations with which they have a collective bargaining or other agreement.
 - d. Service Provider shall include the nondiscrimination and compliance provisions of this Agreement in subcontracts to perform work under the Agreement (Government Code Sections 12990, 11135, *et seq.*, Title 2, California Code of Regulations, Section 11105)
13. Drug Free Workplace Certification. The Service Provider hereby certifies compliance with Government Code Sections 8355, 8356, and 8357 in matters relating to providing a drug-free workplace. In accordance with Government Code Section 8355, the Service Provider shall:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations;
 - b. Establish a Drug-Free Awareness Program to inform employees about all of the following:
 1. The dangers of drug abuse in the workplace,
 2. The Service Provider's policy of maintaining a drug-free workplace,
 3. Any available counseling, rehabilitation, and employee assistance programs, and
 4. Penalties that may be imposed upon employees for drug abuse violations;
 - c. Require that each employee engaged in the performance of the Agreement be given a copy of the statement required by subpart A, and require that each employee, as a condition of employment on the Agreement, agree to abide by the terms of the statement.
14. Disabled Veteran Business Enterprise. Responsive to direction from the State Legislature (Public Contract Code Section 10115, *et seq.*), the Trustees are seeking to increase the statewide participation of disabled veteran business enterprises in contract awards. To this end, Service Provider shall inform the Trustees of any contractual arrangements with consultants or suppliers that are certified disabled veteran business enterprises.
15. Assignment. Service Provider shall not assign benefits or delegate duties under this Agreement in whole or in part, nor assign any moneys due or to become due hereunder without the written consent of Trustees.
16. Successors. The provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns to the parties hereto.

17. Notice. Notice for either party may be served by delivering it in writing to the party, or by depositing it in a U.S. mail deposit box with postage fully prepaid addressed as shown within the information block of the Agreement page. Nothing herein shall preclude the giving of notice by personal service.
18. Audit. If the Agreement exceeds \$10,000, the contracting parties shall be subject to the examination and audit of the State Auditor of the State of California and the California State University Auditor for a period of three years after final payment under the Agreement. This examination and audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the cost of administering this Agreement (Government Code Section 8546.7).
19. DIR Registration. In accordance with Labor Code Section 1720, *et seq.*, the Service Provider shall register with the Department of Industrial Relations (DIR) for this project and pay at least the prevailing wages on services/work aspects where a prevailing wage applies. Such services and/or work aspects include, but are not limited to, the Service Provider or its sub-consultant's provision of geotechnical studies, potholing involving digging, site surveying and/or construction IOR services as defined by the DIR.
20. Agreement Changes. Alteration or variation of the terms of this Agreement shall not be valid unless made in writing and signed and dated by the parties. Oral representations, understandings, or writings not expressly incorporated in the Agreement are void. Unless identified within Exhibit A, Scope of Work, under a separate sub-heading entitled 'Modifications to Agreement', it is the intent of the Trustees to use the standard published form of this Agreement and Rider A without modification. The Agreement and Rider A shall not be modified without review and concurrence by CSU Office of General Counsel.
21. Offshoring of CSU Contract Work.
Service Provider warrants it certified under penalty of perjury in its bid for this Agreement that the Agreement, and any subcontract performed under the Agreement, will be performed solely with workers within the United States; and if this Agreement, and any subcontract performed under this Agreement, will not be performed solely with workers within the United States, Service Provider described in its bid any parts of the work to be performed by workers outside of the United States. Further, Service Provider warrants no work will be performed under the Agreement with workers outside the United States, except as described in Service Provider's bid. If Supplier or its sub-supplier performs the Agreement with workers outside the United States during the life of the Agreement, and Supplier did not describe such work in its bid, Supplier acknowledges and agrees that:
 - a. CSU may terminate the Agreement without further obligation for noncompliance, and
 - b. Supplier will forfeit to CSU the amount CSU paid for the percentage of work that was performed with workers outside the United States and not described in Supplier's bid.

End of Rider A

**Exhibit 'A'- Scope of work
CSU Mechanical and Electrical Systems Peer Review**

1. Capability of Staff:

Mechanical and Electrical Systems Peer Reviews (MSR-ESR) under this agreement may be performed by internal staff, but shall be coordinated and reviewed by the respective appointed Mechanical Review Board member prior to issuance of any review or correspondence.

2. Authorization of Work:

- 2.1. Only the CSU trustees' representatives may authorize work under this Agreement. Work shall typically be coordinated through an individual campus staff project manager or Capital Planning, Design and Construction (CPDC) at the CSU Office of the Chancellor.
- 2.2. MSR and ESR fees are pre-established, based on construction costs of the project being reviewed. If a review is terminated due to cancellation of the project during design, payment will be made for work completed.
- 2.3. Trustees do not guarantee a minimum assignment of work to the Service Provider under this Agreement. Work assignments will be made at the discretion of the campus.
- 2.4. The Service Provider shall seek to avoid conflicts of interest and the appearance of conflicts of interest by not accepting assignments where there is current contractual relationship between the Service Provider and the engineering firm whose work is being reviewed.
- 2.5. Work assignments under this Agreement will be authorized by a Service Order and Authorization to Proceed (Exhibit A).
- 2.6. Service Orders and Authorizations to Proceed may be issued under this Agreement during the Agreement term. Work authorized within the term of this Agreement may be conducted and completed after the expiration of the contract term of this Agreement unless the Agreement is terminated prior to the expiration of its term in writing by the trustees.
- 2.7. The term of the "Service Order and Authorization to Proceed" shall begin on the date indicated on the Authorization and conclude with the completion of the project or its termination.

3. Mechanical Systems Review (MSR):

The MSR is a required review for CSU major capital projects. The ESR review is recommended, but optional and elective by the campus.

- 3.1. For each project submitted and accepted for review, the Service Provider shall perform a Mechanical and/or Electrical Systems Review (MSR-ESR) of the building(s) or project.
- 3.2. The primary purpose of the mechanical and electrical systems peer review is to offer a knowledgeable professional 'second opinion' and strategic insights on the functionality and efficacy of the project's mechanical systems. Although code compliance comments may be presented as a part of this review, the review is not intended as a substitute for an independent code compliance check that the campus will typically be conducting separately to this work.

- While the peer review process supports the project’s design development, the project architect/engineer of record retains full responsibility for the design documents including their completeness and function.
- 3.3. The Service Provider may suggest potential design options, analysis perspectives, and relay CSU Systemwide experience in materials performance considerations that the design team can build upon in the development of the project.
 - 3.4. The Service Provider may provide recommendations of possible methods for the resolution of technical issues encountered in the design and construction (the responsibility for implementing these suggestions rests completely with the Architect/Engineer of record).
 - 3.5. The Service Provider shall provide MSR-ESR during each design phase (Schematic, Preliminary, and Construction Documents). Develop review comments addressing the specific project. Categorize each comment into one of three tiers:
 - 1) Required Must be resolved as part of the back check process for project to move into next phase.
 - 2) Recommended Review response must provide a defensible explanation including break-even point if cost is the primary determinant for a recommended comment not being incorporated.
 - 3) Advisory General recommendation that needs to be acknowledged by campus, but is elective to be incorporated.
 - 3.6. If response resolution for Required or Recommended level comments cannot be reached at the campus level (differing professional opinions are perfectly reasonable), bring such issues to the attention of CPDC A/E. CPDC A/E will seek to achieve a broader secondary MRB Board consensus as needed and then CPDC A/E will issue a timely resolution determination on the respective issue(s).
 - 3.7. Provide recommended corrections in the form of design review comments in Word (readable) format.
 - 3.8. For each review send copies to the campus project manager, design team, and to CPDC A/E.
 - 3.9. During the construction phase of a project, the Service Provider shall be available as a part of this work as a resource to the trustees for review and assessment of technical issues that may be encountered.
4. **MSR-ESR of Major Capital Design-Bid-Build and Construction Manager at Risk Projects:**
- 4.1. During the Schematic Design Phase, the Service Provider shall:
 1. Participate in at least one meeting with campus personnel and the project architect/engineer of record at the campus. Become familiar with project scope, project goals, physical constraints, established budget, and campus design guidelines. Identify critical systems and equipment requiring seismic certification and bracing, examine the available information on the condition of the campus infrastructure and site utilities and point for interconnection, condition and capacity of building(s) systems, review the engineering concepts employed to achieve energy

efficiency criteria, and discuss basis of design concepts and potential alternatives with the project team.

When providing an ESR, become familiar with project scope, project goals, physical constraints and established budget, campus design guidelines, identify critical systems and equipment requiring seismic certification and bracing, review the available information on the condition of the campus electrical power and IT infrastructure and interconnection requirements, building(s) electrical and IT systems, discuss capacity constraints, review the engineering concepts employed to achieve energy efficiency criteria, lighting and energy controls, emergency power and life safety, and discuss basis of design concepts and potential alternatives with the project team.

2. Approximately 75% through Schematic Design phase, in anticipation of a CPDC project review, provide a letter to the campus stating the MSR-ESR reviewer concurs (or not) with the proposed design approach of the mechanical systems.
3. Continue with the peer review and involvement through the completion of the Schematic Design Phase.
 1. Review submittal documents including the plans and outline specifications, basis of design report, schematic level construction cost estimate and life cycle cost analysis of various systems analyzed and the proposed system and identify if submittal is materially complete; and
 2. Develop review comments taking into account the building, building site, and local environmental conditions; and
 3. Focus on confirming fundamental design assumptions and validating concepts, systems, and integration. The review at this phase is the most ‘strategic’ and the most critical.

4.2. During the Preliminary Design Phase:

1. Review project plans, outline specifications, construction cost estimate, and the basis of design report.
2. Focus on confirming concepts, systems, and assumptions. The review at this phase shall seek to confirm that the implementation of the ‘approved’ schematic documents is being appropriately developed and resolved. Assess if the project is ‘on target’ to provide a well-functioning, energy efficient facility within the established budget.

4.3. During the Construction Document Phase:

1. Review updates to the basis of design report, project specifications and construction cost estimate to confirm that the design is consistent with the design approved from the Preliminary Design phase.
2. Review the State of California Title 24 Energy Efficiency performance model to confirm the inputs match the Construction Documents. Confirm that project specifications include requirements of the State of California Title 24 Energy Efficiency Standards Acceptance Certificates.

3. Review the ninety-five percent (95%) plans including mechanical, plumbing, controls (including sequence of operations), and building automation system. The ESR shall review the electrical plans including normal power, emergency power, lighting and lighting controls, plug load controls, IT service, metering and electrical systems sequence of operations, and building automation system interface.
4. Confirm that the construction documents submitted for review include complete equipment schedules, energy compliance forms, floor plans, flow diagrams, sections and details. The ESR shall confirm that the construction documents submitted includes complete power system studies including short circuit, coordination and arc flash hazard, completed load schedules; energy compliance forms, power and lighting plans, single line diagrams, sections and details. The Service Provider shall inform the campus project manager if the submittal is materially incomplete.
5. Provide copies of Construction Document reviews to the campus-assigned plan check review firm separately providing review work on the project. This will be reciprocal to the Service Provider as well so that initial plan check and MSR-ESR comments are shared and considered in the development in each respective review. It is not necessary to incorporate these plan check comments or to delay the MSR-ESR peer review pending the plan check back-check resolution. It is necessary to secure the plan check initial review and consider it prior to the Construction Document phase MSR-ESR review report issuance. Coordinate with the campus for plan review firm contact information.

5. MSR-ESR of Design-Build Projects:

MSR-ESR of Design-Build Projects shall generally follow the procedures for Design-Bid-Build projects set forth above, but shall modify the review emphasis to reflect differences in delivery methods (i.e., limited review of costs in later phases, and more focus on confirming that quality/functionality is not being diminished from that agreed to at the end of Schematic Design phase).

7. Back-Check Review:

- 7.1. Provide back-check review(s) of resubmitted plans during the course of the project. This back-check shall include an assessment whether comments made in the prior reviews have been addressed, and identify any prior comments that have not been satisfactorily addressed and their impact on the project if constructed as presented.
- 7.2. Issue copies of back-check comments to campus, design team and CPDC A/E.
- 7.3. At the completion of the design review provide a letter to the campus with an electronic copy to the CPDC A/E that MSR/ESR comments have been resolved to the satisfaction of the reviewing board member.

8. Project Deliverables and Distribution:

- 8.1. MSR/ESR peer review reports at Schematic, Preliminary and Construction Document phases.
- 8.2. Issue copies to campus, project design team, and CPDC for each review and back-check.

- 8.3. Issue a copy of the Construction Document peer review and back checks to the campus assigned plan check review firm separately providing services on this project.
- 8.4. Distribute copies of reports and back-checks via email.
- 8.5. Marked up plan sets are not required or desired.
- 8.6. Issue hard copy letters of concurrence to the campus at the completion of each review.
- 8.7. Provide copies of reports and letters to CPDC A/E via email.
- 8.8. Provide copy of the final letter of concurrence to the plan check review firm via email.

9. **Coordination with Mechanical Review Board:**

MSR-ESR Reviewer shall periodically report to the Mechanical Review Board (MRB) on review issues and concerns that may have CSU Systemwide implications and advise on how the MSR and ESR review process can be improved and/or streamlined in the future.

10. **Extra Services:**

- 10.1. Extra Services Authorization shall be at the discretion of the trustees and shall not include work that is incidental to a MSR-ESR. Extra Services are not anticipated to be needed in the typical course of providing these reviews. The following would be examples of potential Extra Service work:
 1. Pre-design project studies.
 2. Extended participation in campus design development beyond peer review, such as additional attendance at project design meetings or project site visits beyond the initial campus kick-off participation that is a part of the base MSR-ESR scope.
 3. Substantial stop/restart or re-characterization of original peer review scope.
- 10.2. Extra Services require pre-authorization in writing by the project manager.

11. **Reimbursable Expenses:**

- 11.1. The fee for a Service Provider's MSR-ESR is inclusive of expenses incidental to this work. Reimbursable expenses are not anticipated in the typical course of providing a MSR-ESR.
- 11.2. The following are not reimbursable expenses:
 1. Travel expenses incurred for one (1) trip to the campus during the schematic phase is a part of this scope.
 2. Shipping charges, phone calls, faxes, consumables, etc. occurring in the course of providing the MSR-ESR services under this Agreement.
- 11.3. Additional travel when requested by the campus may be reimbursable as part of an Extra Service.

12. **Project Administration:**

The master agreement and scope for this project is managed centrally by the Office of the Chancellor. Individual campuses are authorized to secure (and pay for) services under this agreement.

Direct inquiries as to process, review challenges and all general agreement questions to:

California State University, Office of the Chancellor
Capital Planning, Design and Construction
401 Golden Shore, 2nd Floor
Long Beach, California 90802-4210
Attention: Thomas Kennedy, Chief Architecture and Engineering
Telephone: (562) 951-4129
Email: tkennedy@calstate.edu

Direct inquiries regarding individual projects and normal review interaction to the respective campus authorizing the work.

End of Exhibit A

**Exhibit 'B'- Fee and Payment Schedule
CSU Mechanical and Electrical Systems Peer Review**

1. Fee Schedule:

Capital Projects: MSR-ESR fee shall be computed in accordance with the fee schedule shown below. Fees are based on total project construction budget as identified in the project budget (CSU Form CPDC 2-7, Total Construction). The construction budget for the project may be obtained from the campus project manager or directly from CPDC A/E. Fee schedule is as follows:

Total Construction Value (CSU Form CPDC 2-7, Line 5)	Mechanical Systems Review Lump Sum Fee	Electrical Power and Lighting Systems Review Lump Sum Fee
Less than \$634,000	Negotiated	Negotiated
\$634,000 to \$2,000,000	\$6,000	Fee same as MSR (typical for all)
\$2,000,001 to \$6,000,000	\$8,000	
\$6,000,001 to \$10,000,000	\$10,000	
\$10,000,001 to \$30,000,000	\$12,000	
\$30,000,001 to \$50,000,000	\$15,000	
Over \$50,000,001 to \$90,000,000	\$18,000	
Over \$90,000,000	\$22,000	

2. Payment and Invoicing:

- 2.1. Payments for services shall be made in arrears for work completed to the satisfaction of the trustees upon presentation of a written invoice.
- 2.2. Payments will be authorized at the following milestone points:
 1. Fifty percent (50%) upon completion Preliminary Phase Review.
 2. Fifty percent (50%) upon completion Construction Document Phase Review.
- 2.3. Extra services, if any, shall be paid in arrears when completed.
- 2.4. Reimbursable expenses, if any, shall be paid in arrears when incurred.
- 2.5. Invoicing for services and reimbursable expenses shall:
 1. Be sent to the campus named in the Service Order and Authorization to Proceed.
 2. Identify campus, project name, project reference number, Service Authorization Order number.
 3. Indicate work and the percentage completed.

End of Exhibit B

THE CALIFORNIA STATE UNIVERSITY

**Exhibit 'C'- Service Order and Authorization to Proceed,
[Mechanical] [Electrical] Systems Review**

[Date]

Mr. John Andary
Integral Group, Inc.
427 13th Street
Oakland, CA 94612

Dear Mr. Andary:

[Project Name], [Project Number]
[Campus]
Service Order and Authorization to Proceed Number [insert]

In accordance with the provisions of the Systemwide Master Enabling Agreement Number **180099** you are hereby authorized to provide [insert as appropriate].
[Provide mechanical systems peer review for the subject project].

The Service Provider shall not perform services in excess of this Service Order without prior written authorization to proceed from the University.

Service Provider shall coordinate services with:

[CSU Campus Name]
[Campus Department]
[Executive Dean or designated campus project manager]
[Campus Address]
[Campus Project Manager's Phone Number]

The total amount to be expended under this Service Order shall not exceed [written and numerical dollar value] inclusive of reimbursables, regardless of Service Provider's cost in performing these services. Service Provider shall submit all invoices with the Agreement and Service Order and Authorization to Proceed number on each invoice to the project manager named above.

Questions regarding this authorization shall be directed to the above named project manager.

Approved:

Fund Certified:

[Name]
[Department Head]
[Department]

[Name]
[Accounting/Fiscal Officer]
[Department]

c: