

**INDEPENDENT CONSULTANT AGREEMENT FOR  
INDUSTRIAL HYGIENIST SERVICES**

This Independent Consultant Agreement for Industrial Hygienist Services ("Agreement") is made and entered into as of the 16th day of July, 2025 by and between the Redwood City School District, ("District") and ProTech Consulting & Engineering ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 4526, authorizes District to contract with and employ any person(s) for the furnishing of architecture, landscape architecture, environmental, engineering, land surveying, and construction project management services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** Consultant shall provide industrial hygienist services as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on July 16, 2025 and will diligently perform as required and complete performance by August 12, 2025 ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

<input checked="" type="checkbox"/>	Signed Agreement
<input checked="" type="checkbox"/>	Workers' Compensation Certification
<input type="checkbox"/>	Prevailing Wage Certification
<input type="checkbox"/>	Fingerprinting/Criminal Background Investigation Certification
<input checked="" type="checkbox"/>	Insurance Certificates and Endorsements
<input checked="" type="checkbox"/>	W-9 Form
<input type="checkbox"/>	Other: _____

4. **Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Seventy-Nine Thousand Six Hundred Eighty Dollars (\$79,680). District shall pay Consultant according to the following terms and conditions:

- 4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

- 4.1.1. Report documenting building elements sampled and hazmat findings
- 4.1.2. Construction documents and specifications
- 4.1.3. Onsite testing and monitoring reports
- 4.1.4. Daily field reports
- 4.1.5. Final report

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

5. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

5.1. None.

6. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

6.1. None.

7. **Independent Contractor.** Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Certificates/Permits/Licenses/Registrations.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

9. **Performance of Services.**

9.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

9.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error,

inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

- 9.3. **Safety and Security.** Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
- 9.4. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services, and as otherwise agreed upon by the Parties.
- 9.5. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.
- 9.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:
  - 9.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.
  - 9.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
- 9.7. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various Projects for District. Consultant shall obtain the approval of District prior to the commencement of a new Project.
10. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
11. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

12. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

13. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

14. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

15. **Termination.**

15.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

15.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

15.2.1. material violation of this Agreement by Consultant; or

15.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage; or

15.2.3. Consultant is adjudged as bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of termination for cause, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

- 15.3. Upon termination, Consultant shall provide the District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

## **16. Indemnification.**

- 16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.
- 16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.
- 16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

**17. Insurance.**

17.1. **Coverage.** Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

17.2.

<b>TYPE OF COVERAGE</b>	<b>MINIMUM REQUIREMENT</b>
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b> Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b> , per accident for bodily injury or disease	\$ 1,000,000

17.2.1. **Commercial General Liability and Automobile Liability Insurance.**

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.2.2. **Workers' Compensation and Employer's Liability Insurance.**

Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

17.2.3. **Professional Liability (Errors and Omissions).**

Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

17.3. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.3.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

- 17.3.2. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 17.3.3. An endorsement stating that District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance.
- 17.3.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.
- 17.3.5. An endorsement stating that there shall be a waiver of any subrogation.
- 17.3.6. Consultant's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.
- 17.3.7. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.
- 17.3.8. Insurance written on a "claims made" basis shall be retroactive to a date that coincides with or precedes Consultant's commencement of Work, including subsequent policies purchased as renewals or replacements.

17.4. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

17.5. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

18. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances, and regulations. Consultant shall give all notices required by any law, ordinance, rule, and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules, or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

19.1. **Labor Code Requirements:** If relevant to this Agreement's Services, Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with District.

19.1.1. **Registration:** If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

19.1.2. **Certified Payroll Records:** Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.

19.1.3. **Labor Compliance:** Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.

20. **Anti-Discrimination.** It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

21. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

21.1. All site visits shall be arranged through District;

21.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

21.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

21.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

21.5. Consultant and Consultant's employees shall not use student restroom facilities; and

21.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

22. **Disabled Veteran Business Enterprises.** Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable to this Agreement.

23. **Confidentiality.** Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission or electronic mail, addressed as follows:

**District:**

Redwood City School District  
ATTN: Martin Cervantes  
750 Bradford Street  
Redwood City, CA 94063  
mcervantes@rcsdk8.net

**Consultant:**

ProTech Consulting & Engineering  
ATTN: Glen Koutz  
1208 Main Street  
Redwood City, CA 94063  
glen@protech-cal.com

Any notice personally given or sent by facsimile transmission or electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Assignment.** The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written.

27. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

28. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

29. **Governing Law; Venue.** This Agreement shall be governed by, and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with, the laws of the

State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

- 30. Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 31. Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 32. Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
- 33. Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
- 34. Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.
- 35. Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
- 36. Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
- 37. Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
- 38. Execution of Other Documents.** The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
- 39. Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.
- 40. Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: \_\_\_\_\_, 2025

Dated: 08-18-25, 2025

**Redwood City School District**

**ProTech Consulting & Engineering**

Signed By: \_\_\_\_\_

Signed By:  \_\_\_\_\_

Print Name: Dr. John Baker

Print Name: Glen Koutz

Print Title: Superintendent

Print Title: President

**Information regarding Consultant:**

License No.: \_\_\_\_\_

94-3173053 :

Address: 1208 Main St.,  
Redwood City, CA 94086

Employer Identification and/or  
Social Security Number

Telephone: 650-569-4020

Facsimile: 650-569-4023

E-Mail: office@protech-cal.com

**NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.**

Type of Business Entity:  
 Individual  
 Sole Proprietorship  
 Partnership  
 Limited Partnership  
 Corporation, State: \_\_\_\_\_  
 Limited Liability Company  
 Other: \_\_\_\_\_

**EXHIBIT A**  
**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

Consultant's entire proposal (attached) is not made part of this Agreement.



1208 MAIN STREET  
REDWOOD CITY, CA 94063

P: (650) 569-4020  
E: INFO@PROTECH-CAL.COM

## PROJECT SUPPORT PROPOSAL

### LIMITED PROJECT MONITORING SERVICES

- Asbestos Containing Materials (ACM) •

**July 16, 2025**

Martin Cervantes  
**Redwood City Elementary School District**  
601 James Avenue  
Redwood City, CA 94063

**Proposal No.: 2929-25gk**

Via Email: [mcervantes@rcsdk8.net](mailto:mcervantes@rcsdk8.net)  
[nfranco@rcsdk8.net](mailto:nfranco@rcsdk8.net)

Pages: **09**

PROJECT SITES	<b>Clifford Elementary School</b> 225 Clifford Ave.	<b>Kennedy Middle School</b> 2521 Goodwin Ave
	<b>Orion Alternative School</b> 555 Ave Del Ora	<b>Roy Cloud Elementary School</b> 3790 Red Oak Way
	<b>Henry Ford Elementary School</b> 2498 Massachusetts Ave.	<b>Garfield Community School K-8</b> 3600 Middlefield Rd.
	<b>KIPP Excelencia Community Prep</b> 2950 Fair Oaks Ave.	<b>Rocketship Redwood City Prep</b> 909 Roosevelt Ave.
SERVICE AREAS LIMITS	ProTech will monitor areas impacted by the installation of temporary HVAC equipment, with specific locations to be identified by the client during the project. Due to the unspecified scope of work, this proposal is an estimate and is subject to change once the impacted areas are defined by the client.	
PROJECT DESCRIPTION	ProTech will perform project monitoring services documenting the contractor's activities related to asbestos abatement.	

### PROPOSAL

ProTech proposes limited (non-comprehensive) environmental consulting services for the referenced project. Our scope, as detailed in this proposal, is tailored to align with the client's explicitly requested services and excludes any services not explicitly mentioned. We urge the client to thoroughly review this proposal to ensure alignment with their expectations. We are committed to providing high-quality service and look forward to the possibility of working together.

### PROJECT BACKGROUND

#### POST-ABATEMENT AIR SAMPLING – SCHOOL SITE WINDOW CAULKING REMOVAL:

ProTech will perform post-abatement air sampling services following the removal of asbestos-containing construction material (ACCM) window caulking containing less than 1% asbestos. The removal will be performed by asbestos abatement

personnel to allow for the removal of glass window panes, which is necessary to facilitate the installation of temporary HVAC components. Two types of regulated work areas will be established and will be subject to post-abatement inspection:

- **Exterior Work Areas:** ACCM caulking will be removed from exterior window systems in regulated areas, using drop-sheet containment and wet removal methods.
- **Interior Work Areas:** ACCM caulking will be removed from interior window systems within mini-enclosures under negative pressure, utilizing HEPA-filtered air filtration devices (AFDs) and wet removal techniques.

ProTech will conduct a visual inspection of each regulated work area. In addition, one air sample will be collected inside each mini-enclosure and analyzed by Transmission Electron Microscopy (TEM) to document airborne asbestos concentrations prior to the removal of containment.

Although the removal of material containing less than 1% asbestos is not classified as an AHERA response action and does not require clearance air sampling under federal regulations, the District has elected to perform TEM clearance sampling as a conservative best practice. While AHERA protocols typically require five air samples per work area for full-scale response actions, this project involves small-scale removals of <1% asbestos conducted within mini-enclosures. Accordingly, ProTech will implement a modified approach—collecting a single TEM sample per mini-enclosure—to reasonably document air quality following abatement while maintaining alignment with the intent of AHERA's clearance provisions.

## CONSULTING SCOPE OF WORK

ProTech will perform the following environmental consulting services. Upon completion, a final report will be provided, summarizing analytical results, field observations, and evaluations based on relevant regulatory and industry standards:

### PROJECT COORDINATION AND PLANNING SUPPORT

ProTech's scope includes time allocated for project planning, logistical coordination, and participation in meetings necessary to support the effective execution of asbestos monitoring services. This may include reviewing project schedules and phasing plans, coordinating with the general contractor and subcontractors, responding to client inquiries, and attending kickoff meetings, progress meetings, or other planning sessions as required. These activities are essential to ensure monitoring efforts are aligned with site-specific workflows and evolving project needs.

### POST ABATEMENT VISUAL INSPECTIONS

Upon completion of contractor remediation tasks, ProTech will conduct visual inspections of the regulated work areas to ensure the scope of work has been fully met and to identify any missed or residual material. These inspections are conducted to assess the work quality, verifying adherence to industry cleanliness standards, and confirming the area's readiness for final testing.

### POST ABATEMENT AIR SAMPLING - ASBESTOS

Following a successful visual inspection and work area encapsulation, we will proceed with final air sampling in the regulated work areas. Air samples will be analyzed by Transmission Electron Microscopy (TEM), as specified in Appendix A to Subpart E, to confirm project completion and verify compliance with AHERA reoccupancy clearance criteria.

## COMPENSATION

It is proposed that the fee for the proposed services be set as a lump-sum amount for professional services, in addition to unit costs for each sample collected and analyzed. Based on the outlined scope of services and the standard unit fee schedule, the cost breakdown will be as follows:

CLIFFORD ES				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

ORION ALTERNATE SCHOOL				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

<b>HENERY FORD ES</b>				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

<b>KIPP EXCELENCIA</b>				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

<b>KENNEDY MS</b>				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

<b>ROY CLOUD ES</b>				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

GARFIELD SCHOOL K-8				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

ROCKETSHIP CITY PREP				
Service	Unit Type	Unit Qty	Unit Fee	Total
Professional Services				
Post abatement inspections, field documentation, sample collection, sample processing	Service/Shift	6	\$1,080.00	\$6,480.00
Report – data processing	Hour	8	\$85.00	\$680.00
Project management, data review, technical report, and certification	Hour	4	\$200.00	\$800.00
<b>PS Total</b>				<b>\$7,960.00</b>
Laboratory				
Asbestos Air - Transmission electron microscopy (TEM) – AHERA	Sample	10	\$200.00	\$2,000.00
<b>PS Total</b>				<b>\$2,000.00</b>
<b>Fee Total</b>				<b>\$9,960.00</b>

**FEE NOTES**

- Extra Work:**  
 Additional work required beyond the proposed scope of services will be invoiced on a unit fee basis as quoted above. For any units not specified above, charges will be in accordance with ProTech's standard fee schedule.
- Budget & Task Allocation:**  
 We consider all tasks and the final budget as a whole, allowing flexibility to reallocate pricing among different line items as needed.

## CLIENT PROVISIONS

Client to provide:

- Unencumbered access to all project areas
- Project drawings – basic floor plans
- Parking

## PROJECT LIMITATIONS

- **This Proposal is an Estimate:**

The precise project schedule, duration, number of work areas, and other key project parameters are not known with certainty. This proposal is based on an estimate of these factors, which are subject to change and ultimately controlled by others. Such changes may affect the project scope, timeline, and associated costs. The units presented in this proposal represent an estimate.

- **Limited Scope & Alignment with Client Objectives:**

ProTech will conduct field work based on client directives. However, our engagement is narrowly scoped. Given our limited understanding of the entire project, we cannot ensure that our efforts will align perfectly with the client's overarching objectives. We strongly encourage the client to review our proposal closely to ensure it meets their project expectations.

## TERMS & CONDITIONS

1. **Contract Form:** ProTech Consulting and Engineering provides professional services only. To provide our services we are required to possess professional credentials and certification (similar to an architect/engineer). ProTech does not provide construction services and we are not required to possess a contractor's license to perform our work. Because we are not contractors, We CANNOT execute a Construction/Contractor agreement. Clients that wish to prepare their own contract for our signature and execution must produce a Professional Services agreement. In the absence of such, this proposal shall act as the governing document.
2. **Scope of Service:** ProTech (Consultant) agrees to perform the services set forth in this Agreement and Client agrees to pay for said services on the terms set forth in this Agreement. Client shall pay for any extra services not set forth in this Agreement in accordance with Consultant's current fee schedule. Extra work includes, but is not limited to, changes in the scope of service and any services made necessary by unforeseen conditions not disclosed to Consultant at the time of entering into this Agreement, including, but not limited to, services as a witness in connection with litigation, arbitration, or other proceedings against persons other than Consultant. All alterations in scope of work requested by Client shall be in writing, executed by Client, or Consultant shall not be obligated to perform said alterations.
3. **Insurance:** Work performed for Client by ProTech constitutes an acceptance by Client of ProTech's current insurance coverage's and policies. Coverage's, limits, or policy types required by the client that are not currently held by ProTech, may (if available) be procured at additional cost (cost plus 20%) to Client. Payment to ProTech for services rendered may not be held or delayed for procurement or proof of insurance for coverage's, limits, or policy types not currently held by ProTech.

### Optional Insurance Coverage

Optional	Additional Insurance Endorsement form CG20101185 (or it's equivalent)	Bid on request
Optional	Waiver of Subrogation	Bid on request

4. **Fee Schedule and Terms:** Client agrees to pay all fees and reimbursable expenses as rendered on invoices. Invoices will be submitted by Consultant semi-monthly for Consultant's services and reimbursable expenses. Reimbursable expenses are those that are defined in the attached fee schedule and/or proposal. Payment is due on each invoice within 15 days of the date of the invoice. Client agrees to pay a service charge of 1.67% per month on all due balances. Consultant may suspend services pending receipt of past due amounts. In the unlikely event that it becomes necessary for Consultant to enforce the terms and conditions of payment, the Client shall pay all reasonable costs and expenses,

including attorney's fees incurred by the Consultant in connection with the collection of any amounts owed to Consultant. Any temporary respite granted by Consultant with respect to Client's obligation of prompt payment will not be deemed as a waiver of this provision.

5. **Standard of Care:** Consultant agrees to provide technical and professional analysis regarding the presence of specified contaminants at the test site, to use professional judgment and perform services using that degree of care and skill ordinarily exercised by reputable testing consultants under similar circumstances practicing in the Northern California area in respect to testing for the subject contaminant. No warranty, express or implied, of fitness is made or intended in connection with the work to be performed or by the furnishing of any oral or written reports by the Consultant other than for the express purpose indicated in Consultant's reports.
6. **Timeliness of Service:** The Consultant will work diligently to complete the service in a timely fashion. However, in no event shall the Consultant be responsible for any damage or expense due to delay from any cause.
7. **Modification/Change Orders:** Modification or cancellation of this contract must be in writing and signed by the parties. In the event of cancellation of this contract, Client agrees to pay Consultant for all services and materials provided by Consultant up to the time Consultant actually receives written notice of cancellation. If any statements or invoices remain unpaid for more than thirty days, Consultant shall have the right to terminate this contract and to cease performing further services pursuant to the contract and may further commence action to collect sums due.
8. **Problems with Accessibility:** In the event the job site and areas to be observed are not freely and readily accessible to Consultant's personnel and equipment because of obstruction or circumstances beyond the control of Consultant, Consultant may withdraw from this contract and be released from all further obligations. In such event, if work has already commenced, Consultant shall be entitled to payment of reasonable value of labor and/or materials supplied or purchased for the job to date of withdrawal.
9. **Use of Inspection Findings:** All of our reports shall remain valid for the time of delivery. It is up to Client to make use of them in a timely manner. The Consultant is in no way responsible for the use of these documents after such date.
10. **Limitation of Liability:** Consultant will not be responsible for the health or physical safety of persons on the test site, including contractors and third parties. Client agrees to indemnify, defend and hold Consultant harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including reasonable attorneys' fees, accruing or resulting to any and all persons, firms, or any other legal entity, on account of any damage or losses to property or persons, including death, arising out of the performance or nonperformance of obligations under this Agreement, except where Consultant is found to be solely liable for such damages or losses by a court or forum of competent jurisdiction. Client further agrees that, in accordance with paragraph 2, above, Client will contact its insurer or insurance broker and have ProTech added as an additional insured on Client's Commercial General Liability policies and endorsements in respect to ProTech's work on the site. Client also agrees to pay ProTech an hourly fee of \$300.00 for any time ProTech personnel are required to personally appear in depositions or in court as a witness in any legal action brought against ProTech in relation to its work for Client. Client hereby agrees that, to the fullest extent permitted by law, Consultant's total liability to client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project of this agreement from any cause or causes, including but not limited to negligence, errors, omissions, breach of contract or breach of warranty, shall not exceed two times the total fee for this project.
11. **Arbitration:** Any and all disputes relating to this Agreement or its breach shall be settled by arbitration in San Mateo County, California, in accordance with the current rules of the American Arbitration Association, and judgment upon the award entered by the arbitrator, including foreclosure of any liens, may be entered and/or ordered in any Court having jurisdiction thereof. Costs of arbitration, including reasonable attorneys' fees incurred by the prevailing party both in arbitration and in enforcing and executing said arbitration award after it is rendered by the arbitrator, shall be paid to the prevailing party by the party designated by the arbitrator. Notice of arbitration and enforcement of the award shall be made by first class mail, postage prepaid.
12. **Governing Law:** This contract shall be governed by the laws of the State of California.

13. **Entire Agreement:** This contract, including the attachments listed in paragraph 1, above, contains the entire Agreement between the parties. Any changes or modifications must be in writing and signed by both parties. No waiver of any right constitutes a continuing waiver. If any of the provisions if this Agreement are held to be invalid, the other provisions shall remain in effect and will be binding on the parties.

We appreciate this opportunity to be of service to you. Please feel free to contact me at **(650) 569-4020** regarding any questions you may have concerning this proposal.

Proposed By

Accepted By

*Glen Koutz*

Glen Koutz, ProTech Consulting & Engineering

(Signature)

(Print Name)

(Title)

(Company)

**EXHIBIT B  
HOURLY BILLING RATES**

Consultant's entire proposal (attached) is **not** incorporated.

Reference Exhibit A.

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 provides, in relevant part:

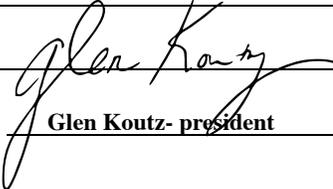
Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 08-18-25

Name of Consultant: ProTech Consulting, and Engineering

Signature: 

Print Name and Title: Glen Koutz- president

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)