



LANE COUNTY, OREGON

**REQUEST FOR PROPOSALS
(FOR ELECTRONIC SUBMISSION)**

2021 Lane Events Center Facility Master Plan

Contract LEC 2021-1

PROPOSALS DUE:

By 5:00PM Monday Nov. 16, 2020

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1.0 REQUEST FOR PROPOSALS

Lane County will receive proposals for the Request for Proposals (RFP) for:
2021 Lane Events Center Facility Master Plan

Until: 5:00PM - Monday November 16, 2020

Submitted to:

Corey Buller, Lane Events Center Division Manager
corey@laneeventscenter.org

Background:

Strategically located in downtown Eugene, the 55-acre Lane Events Center (LEC) campus is comprised of seven separate buildings with 18 rentable spaces totaling 181,000 sq. feet, and is one of the largest event venues in the Eugene and Springfield area . Annually, LEC hosts hundreds of events and attracts over half a million visitors to the region. The LEC enriches the community with an estimated \$37 million annual economic impact, and enhances the livability and vitality for residents and visitors alike through:

1. supporting programs which foster positive family, youth and community values;
2. supporting the visitor and convention industry;
3. encouraging local and small business opportunities; and
4. providing a venue for community celebrations and events.

The LEC reports to two independent boards, the Fair Board which oversees the annual Lane County Fair and the Lane County Board of Commissioners which oversees non-fair related business through or as a division of Public Works.

The LEC organization has 14.5 FTE and is customer-focused, business-minded and fiscally responsible. The organizational and operational structure exists to maintain and attract additional large events, but the physical offerings need to be substantially enhanced. The \$3.7 million operating budget is an enterprise fund which is primarily derived from space and equipment rentals, production of the Lane County Fair and Transient Room Tax (TRT).

In addition to the annual Lane County Fair, facilities are provided year round for:

- Various entertainment events
- Trade shows and conferences
- Meetings
- Festivals
- Catered functions
- Exhibits
- Business opportunities
- Ice related events (such as skating and hockey)
- Indoor sports (such as basketball and volleyball)
- Livestock events are available depending on the size and type of animal, location and time of year.

Two prior recent studies examined the current and future market demand and existing facilities' condition.

2019 - Johnson Consulting and Priefert Complex Designs conducted a market demand analysis (MDA) in order to create a foundation to develop a long-term vision for the LEC. The MDA examined

existing facilities and incorporated public outreach to help define and prioritize potential facility improvements geared toward attracting new business and regaining lost business.

2017 - Faithful+Gould conducted a Facilities Condition Assessment (FCA) to provide a clear image into the present condition and the likely future costs to maintain existing facilities.

Combined, these two studies support the need to develop a practical and actionable master plan to guide the growth and development of the LEC in order to meet community needs and fulfill expectations. Of critical importance is respecting and upholding the unique character of the LEC's campus, the local area and ensuring that the LEC continues to be a viable and relevant asset for the community.

Briefly, the work of the RFP includes pursuing the services of a consulting firm to develop a master plan for the LEC. The master plan shall be based on maximizing the existing property's use and value to Lane County residents and visitors; taking into consideration economic viability and livability of the region, including historic, cultural, recreational, and economic value.

The Master Plan will address both the immediate and short-term, as well as the long-term facility needs for LEC. This plan will serve as a practical "road map" for the future development and operation of the LEC facilities. The scope of the master plan is for the next twenty years, with a special emphasis on the next five and ten years.

The contract will be for a 10-month period from January 15, 2021 through November 15, 2021.

Proposals properly submitted and received will be opened at a time and date to be determined after the proposals are due, and a list of the names of persons submitting proposals will be promptly sent to all such proposers, along with such other information as the public officer considers appropriate at the time.

1.1 Mandatory Requirements

Proposals will be reviewed by the public officer for responsiveness to the mandatory requirements established by the RFP. To be considered, proposals must be submitted electronically in accordance with these instructions:

1. Proposals must be submitted as an attachment to an email, submitted to the email address stated above.
2. The subject line of the email must contain the words "Proposal for" and clearly identify the RFP that the proposal is in response to.
3. Unless otherwise stated in the Proposal Requirements, proposal documents may be submitted in PDF format only.
4. Proposals must not include .zip files, or be more than 30MB in size.
5. Submission of a completed Proposer's Statements and Certifications in the form included as Exhibit B.

Interested parties may download a complete set of RFP documents from the Lane County County- Wide Bid Page at: www.lanecounty.org/bids

The County may issue an addendum to modify or add to the terms of the RFP, or to change the time or date for submission of proposals. Any addendum will be issued by the County in writing not less than 48 hours prior to the deadline for receipt of proposals, and available on the County- Wide Bid Page in the same location as the RFP posting. Each proposer is responsible to verify for itself if any addendum has been issued prior to submission of its proposal; the County is not responsible to notify

individual prospective proposers of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the proposals received and will become part of any resulting contract.

The County may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may reject for good cause any and all proposals upon the County's finding that it is in the public interest to do so.

2.0 PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Proposal Preparation

Proposers are responsible to read and understand all portion of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and containing all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the Request for Proposals.

Each proposer must be an "equal opportunity employer" willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations there under (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375 and all Oregon statutes and regulations regarding employment.

2.2 Proposals Subject to Oregon Public Records Law

Proposals submitted in response to this RFP become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure. If the County receives a records request, including subpoena, covering information the bidder believes is covered by an applicable public records exemption, it is the proposer's responsibility to defend and indemnify the County for any costs associated with establishing such an exemption.

2.3 Proposal Submission

Proposals must be received by the time and date stated for receipt in the Request for Proposals. To be considered, proposals must be submitted in the form and manner stated in the Request for Proposals, complete with a Proposer's Certification Form signed by the proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

2.4 Correction, Withdrawal, and Late Submissions

A proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email to the person identified for receipt of proposals, and may submit a new sealed proposal in the manner stated in the Request for Proposals. The County will not consider proposals received after the time and date indicated for receipt of proposals. A proposer may not modify its proposal after it has been deposited with the public officer, other than to address for minor informalities, unless the proposal is withdrawn and resubmitted as described above.

3.0 CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS

3.1 Clarifications

If a proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the proposer must immediately notify the public officer designated for receipt of proposals or other person identified for submission of questions.

If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than 48 hours prior to the deadline for receipt of proposals, and available on the County-Wide Bid Page as stated above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be included in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

3.2 Protest of Solicitation Documents

A prospective proposer may protest the competitive selection process or provisions in the RFP documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name pursuant to the requirements of ORS 279B.405(2). Any written protest must be submitted to the public officer identified for receipt of proposals in the Request for Proposals not less than 10 days prior to the deadline for submission of proposals.

Lane County will consider the protest if the protest is timely filed and contains:

- (a) Sufficient information to identify the solicitation that is the subject of the protest;
- (b) The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name;
- (c) Evidence or supporting documentation that supports the grounds on which the protest is based; and
- (d) The relief sought. The proposer must propose the desired changes to the procurement process or the solicitation document that they believe will remedy the conditions upon which the prospective proposer based the protest.

If the protest meets these requirements, the County will consider the protest and issue a decision in writing. If the protest does not meet these requirements, the County will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. The County will issue its decision on the protest not less than 3 business days

before proposals are due, unless a written determination is made by the County that circumstances exist that justify a shorter time limit.

4.0 OPENING OF PROPOSALS

The County will not examine any proposal prior to opening. The public officer designated for receipt of proposals may, as time allows, verify that the attachments to a proposal submitted were received intact, and may but is not required to notify a proposer that an emailed submission was received in a defective form.

Any proposal or modification received after the designated deadline will not be opened or considered. The proposals submitted will be open to public inspection after the issuance of notice of intent to award, with the exception of any information covered by an exemption to disclose.

5.0 COMPLIANCE WITH LAWS

Proposals will be reviewed by the public officer to ensure:

- (a) Compliance with proposal procedures, public contracting laws, and the requirements of the Lane Manual.
- (b) Application of any applicable preferences for goods and services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).

6.0 PROPOSAL EVALUATION AND AWARD

6.1 Proposal Evaluation

The County will make the contract award based on the responsiveness of the actual proposals received to the requirements established in Exhibits D and E, considering price, qualifications, experience, resources, proposed services, proposers' past record of performance for the County, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by the evaluation committee on the basis of the process and scoring established in Exhibit A. Based upon evaluation of the submitted proposals, the evaluation committee may choose to conduct interviews with two or more proposers with the highest-scored proposals. Interviews may include a presentation by the proposer and questions regarding the proposal and services to be provided. Specific criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting a contractor, Lane County reserves the rights to:

- (a) Reject any and all proposals,
- (b) Issue subsequent Requests for Proposals for the same or similar goods or services,
- (c) Not award a contract for the requested services,
- (d) Waive any irregularities or informalities,
- (e) Accept the proposal which the County deems to be the most beneficial to the public and Lane County,
- (f) Negotiate with any proposer to further amend, modify, redefine or delineate its proposal,
- (g) Negotiate and accept, without re-advertising, the proposal of the next-highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which

- may occur prior to the time a final recommendation for award is made for executive approval, and
- (h) Further question any proposer to substantiate claims of experience, background knowledge, and ability.

6.2 Mistakes in Proposals

Minor informalities may be waived. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted. The County reserves the right to waive technical defects, discrepancies and minor irregularities, and to not award a contract when it finds such action to be in the public interest.

6.3 Notice of Award

The County will provide written notice of its intent to award to a given proposer or proposers at least seven (7) days before the award, unless the County determines that a shorter notice period is more practicable.

6.4 Protest of Intent to Award

A proposer who has submitted a proposal for an RFP that is adversely affected, because the proposer would be eligible to be awarded the contract in the event that the protest were successful, and is not recommended for award by the evaluation committee may protest the recommendation to the decision maker, either the Board or the County Administrator, depending upon which has authority to execute the contract. To be considered, a protest must be submitted in writing and physically received no later than 2:00 PM Pacific Time on the seventh (7th) calendar day after the Notice of Intent to Award is posted, and contain the grounds for the protest in accordance with Lane Manual Chapter 20.730(1).

6.5 Rejection of Proposals

If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with opportunity for supplemental submission. If there is partial rejection, the County may solicit supplemental information only from those proposers who submitted proposals, on the condition that it is unlikely that re-advertising would lead to greater competition. The public officer is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

7.0 REQUIRED ELEMENTS OF THE PROPOSAL

Each proposal must include a clear statement describing the applicant's understanding of the Lane Events Center needs and clear direction towards completing the scope of work identified in Exhibit A. Each proposal must include the following information in the order listed below and clearly marked as to what section the proposer is addressing.

A. **Staff & Organization**

Please provide a brief description of your organization, the team and each staff member or person on the team. Please include: their location, role, qualifications, expertise and any additional relevant information.

B. Experience/Qualifications

Please provide a list of similar consulting engagements as described in the RFP successfully completed by each team member and/or the proposed team.

C. Methodology

Please provide a clear sequential description of the approach and methodology, including:

1. The necessary tasks and order in which they will be accomplished. Please highlight critical tasks.
2. Identify the tasks that will be conducted on-site, the number of visits and anticipated days of on-site engagement.
3. The Stakeholder engagement process and necessary conditions for quantifiable results.
4. Timing and process for elected official approval process including work sessions and information gathering.

D. Proposed Schedule

A proposed schedule (such as a Gantt chart) that indicates project milestones and overall time for completion.

E. Pricing

Please provide an itemized cost breakdown (including labor) indicating the fixed not to exceed cost for all work and reimbursable expenses to successfully accomplish the tasks described.

F. References

Please provide 3-5 references which the applicant has provided similar facility planning/design services for within the last five years. References should include; name, phone number and a description of the services provided.

EXHIBIT A – SCOPE OF SERVICES REQUIRED

A.1 Master Plan

Develop and produce a Master Plan to be adopted by both the Fair Board and Board of County Commissioners. The Master Plan will identify the future needs of the property to support local quality of life and make sure the property remains relevant to Lane County residents and visitors. Incorporated in the Master Plan will be the 2019 Marketing Demand Analysis (MDA), 2017 Facility Condition Assessment (FCA), current facility use, a public engagement process and results (A.2), and staff recommendations.

The Master Plan will contain:

Uses:

1. Affirm/revise the LEC Mission, Vision and Goals
2. Review and update the economic impact analysis.
3. A review and analysis of current program and facility offerings and identify future uses.
4. An assessment (including potential solutions) addressing aesthetic and functionality comments by current, potential and future users.
5. Assess existing and projected user capacity and deficiencies.

Facility:

1. Conduct/coordinate a hotel feasibility study and develop a step-by-step process to complete the project including potential partnerships and funding if feasible.
2. Use the FCA as a resource to evaluate current conditions pertaining to the property, including buildings and land use.
3. Incorporate strategies to improve overall efficiency and reduce maintenance, operating and capital costs.
4. Identify future utility upgrades needed to support the completed Master Plan.
5. Prepare preliminary conceptual Master Plan recommendations to include virtual characterizations of the grounds and buildings, improvement to existing grounds, buildings, restrooms, parking lots and drives and a cost estimate.
6. Prioritize sustainability by providing recommendations that minimize energy use and emissions, focus on maintenance and building renewal to reduce operating costs and maximize the life expectancy of facilities and equipment, and optimize space utilization and rates of use by providing space management techniques.
7. Provide potential funding strategies which includes reviewing current funding and Transient Room Tax (TRT) levels and develop a plan for funding improvements from TRT and other sources.
8. Review recommendations and proposed plan with the Fair Board/Board of County Commissioners and related staff to achieve consensus.

A.2 Public Engagement

The consultants will conduct research within the county through an innovative, multi-format public engagement process that gathers input from a diverse group including residents (neighbors), workers/commuters, and stakeholders including but not limited to:

1. Facility clients

2. Lane County Fair Board
3. Board of County Commissioners
4. Eugene Cascades and Coast
5. Lane Events Center staff

This public engagement will be done through scope and proposed budget. This engagement will be present throughout the process, but with emphasis in the early stages of the developing process.

EXHIBIT C - PROPOSER'S STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RFP Title: _____

PROPOSER'S STATEMENTS

Proposer's Offer. Proposer offers to provide the required services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named Request for Proposals, and that, if this proposal is accepted, Proposer will execute a contract with the County to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this Request for Proposals except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer's Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Proposer has received and considered, in the accompanying proposal, the terms of the following addenda, if any: _____

CERTIFICATIONS

By signing this Proposer's Certification form, Proposer certifies that:

1. Certification of Resident Bidder Status. Proposer is ___ is not ___ (check one) a resident bidder, as defined in ORS 279A.120.
2. Certification of Non-Discrimination. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
3. Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.
4. Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of

this proposal, including:

- a. All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
- b. Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
- c. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the Proposer's Statements and Certifications as stated above.

PROPOSER

Authorized signature

Proposer's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS PROPOSAL

Contact name

Telephone number

Email address

EXHIBIT D – SELECTION PROCEDURE AND SCORING

A.1 Selection Committee. The Selection Committee will be comprised of:

- Corey Buller, Lane Events Center Division Manager
- Rachel Bivens, Lane Events Center Marketing Manager
- Charlie Conrad, Lane Events Center Operations Supervisor

A.2 Evaluation Process. The selection process for this RFP will include the procedures identified here:

- Will include evaluation and scoring of initial proposal
- May Will Not (check one) include interviews of top-scored proposers
- May Will Not (check one) include a requirement for additional questions and responses from top-scored proposers
- May Will Not (check one) include competitive negotiations with top-scored proposers

Notwithstanding the selection procedures identified above, the County reserves the right to terminate the evaluation process after completion of any procedural stage when, in the County's sole opinion, further evaluation procedures are not required for the County to identify the proposer whose offer will best suit the interests of the County.

A.3 Proposal Scoring. The County will score proposals according to the following criteria:

<u>Criterion</u>	<u>Points</u>
Project Schedule	100
Staff & Organization	150
Methodology	200
Experience/Qualifications	250
Pricing	200
References	<u>100</u>
TOTAL	1000

A.4 Shortlist Determination. If the County is unable to make a determination of the best proposal based upon the proposal scoring, the County may invite up to three proposers to proceed to a further stage of evaluation as identified in A.2 above. If further stage is required, the proposal score Will Will Not (check one) be added to the proposal score. If not added to the proposal score, the score of this next stage may be used as the sole scoring method for selecting the proposer.

A.5 Interview scoring (if used). The County will score interviews according to the

<u>Criterion</u>	<u>Points</u>
Examples of Work	50
Proposed Budget	30
Timelines	20

ATTACHMENT E – SAMPLE CONTRACT AND INSURANCE REQUIRED

The contract and minimum insurance requirements for the work of this RFP are:

1. **CONTRACT FORM.** The contract resulting from this RFP will be written using the Lane County Goods/Services Contract form, including its terms and conditions. This form is available on the link labeled "Contract for Goods & Services – Sample" at the County's Procurement and Purchasing webpage: www.lanecounty.org/bids.
2. **INSURANCE REQUIREMENTS.** The insurance requirements for the contract resulting from this RFP will be as stated on the following page, "INSURANCE COVERAGES REQUIRED". – ADD the insurance requirements from the contracting file

INSURANCE COVERAGES REQUIRED

Exhibit F

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of Lane County as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

COMMERCIAL GENERAL LIABILITY WITH ADDITIONAL INSURED ENDORSEMENT shall include:

Policy must include:

- Commercial General Liability
- Damage to Rented Property (\$50,000)
- Medical Expenses (\$5,000)
- Personal and Advertising (Same as per occurrence)
- Products/Completed Operations (Same as per occurrence)

MINIMUM POLICY LIMITS

- \$2 million per occurrence*/\$4 million aggregate*
- \$ occurrence / aggregate (Amount pre-approved by Risk Management or required by contract)
- Amount required by funding source

Aggregate limits: Per Policy (most contracts) Per Project (construction contracts)

***Umbrella or Excess coverage to increase the policy limits to the required amount is acceptable**

All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this must be reviewed by Risk Management. All claims-made forms must be approved by Risk Management in advance and provide tail/continuous coverage for 24 months from the end of the project.

ADDITIONAL INSURED ENDORSEMENT for general liability insurance coverage is required for performance of this contract. Unless otherwise specified below, blanket additional insured is acceptable and is considered a written contract requirement on any insurance policies required herein with respect to Provider's activities being performed under the Contract. The contract **MUST** include language that the additional insured endorsement is required, and proof of blanket coverage from your policy must be provided either by a copy of your policy or by separate blanket endorsement.

When this box is checked, the Additional Insured Endorsement for this contract **MUST** be by scheduled (or named) **endorsement only**, and must read: “

Lane County, its officers, agents, employees and volunteers are named as additional insureds” with respect to Provider's activities being performed under the Contract. The **additional insureds must be named as an additional insured by separate endorsement**, the policy must be endorsed to show cancellation notices to the Lane County department who originated the contract, and the Endorsement must be attached to the COI.

AUTOMOBILE LIABILITY WITH ADDITIONAL INSURED ENDORSEMENT: Insurance with limits as specified below. The coverage shall include owned, hired and non-owned automobiles and include Lane County and its divisions, its commissioners, officers, agent, and employees as additional designated insureds (CA 20 48 02 99 or equivalent). ***Umbrella or Excess coverage to increase the policy limits to the required amount is acceptable.**

- LIMITS*** \$2 million combined single limit per accident for bodily injury and property damage Amount pre-approved by Risk Management and required by contract: \$
- Amount required by funding source: \$

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employers' Liability coverage. Sole proprietors not subject to Workers' Compensation coverage must complete, execute, and submit the Workers' Compensation Coverage Exemption Statement.

- EMPLOYER'S LIABILITY** Statutory amount (currently \$500,000 in Oregon, other states may vary)
- Other: minimum of \$1,000,000 when not regulated by statute

- OTHER**
- CYBER** coverage in the amount of \$2,000,000
 - PROFESSIONAL LIABILITY** coverage: limits not less than \$ (\$1,000,000/occurrence minimum when required). Policy must provide tail/continuous coverage for 24 months from the end of the project.
 - POLLUTION LIABILITY** coverage: limits not less than \$ (\$1,000,000/occurrence minimum when required). Coverage must be continuous for 24 months from the end of the project and shall include completed operations.
 - : limits not less than \$ (\$1,000,000/occurrence minimum unless indicated)
 - : limits not less than \$ (\$1,000,000/occurrence minimum unless indicated)

CERTIFICATE HOLDER: Lane County, its officers, agents, employees and c/o

LANE COUNTY REQUIRES THE COVERAGE TYPES AND AMOUNTS SHOWN ABOVE OR POLICY LIMITS, WHICHEVER IS GREATER. The policy limits specified above are minimum requirements; Lane County reserves the right to claim up to the policy limits. All coverages are Primary and Non-Contributory with any other insurance and self-insurance. Acceptance of a COI providing less than required coverages does not relieve contractor of the insurance requirements set out above or in the contract. The contractor must notify the County if non-County claims have infringed or impacted the policy. Contractor is required to notify Lane County of any changes to or cancellation of coverage(s) within 24 hours. Contractor is required to provide a copy of the policy to Lane County upon demand.

DIRECT ALL INSURANCE RELATED DOCUMENTS FOR YOUR CONTRACT TO YOUR CONTACT AT LANE COUNTY; DO NOT DIRECT YOUR DOCUMENTS TO RISK MANAGEMENT AS THIS WILL RESULT IN DELAYS.