

CITY COUNCIL
Kevin Romick, Mayor
Sue Higgins, Vice-Mayor
Vanessa Perry
Randy Pope
Doug Hardcastle



CITY HALL
3231 Main Street
Oakley, CA 94561
925.625.7000 tel
925.625.9859 fax
www.ci.oakley.ca.us

June 23, 2016

Interested and Qualified Consultants

Re: Request for Proposals for CIP 191 Laurel Road and Rose Avenue Intersection Improvement and Signalization Project

Dear Consultant:

The City of Oakley is requesting qualification statements from professional consulting firms for Civil Engineering Design Services for the Capital Improvement Project (CIP) 191 Laurel Road and Rose Avenue Intersection Improvement and Signalization Project.

Consultants with proven successful experience in designing similar projects are encouraged to submit proposals.

The proposal should be based on each firm's professional expertise and staff availability. The project overview, schedule, proposal format, and selection process are outlined in the attached document.

If you have any questions, please call Billilee Saengchalern, P.E., Project Engineer, at (925) 625-7154 or email at saengchalern@ci.oakley.ca.us.

Sincerely,



Kevin Rohani, P.E.
Public Works Director/City Engineer

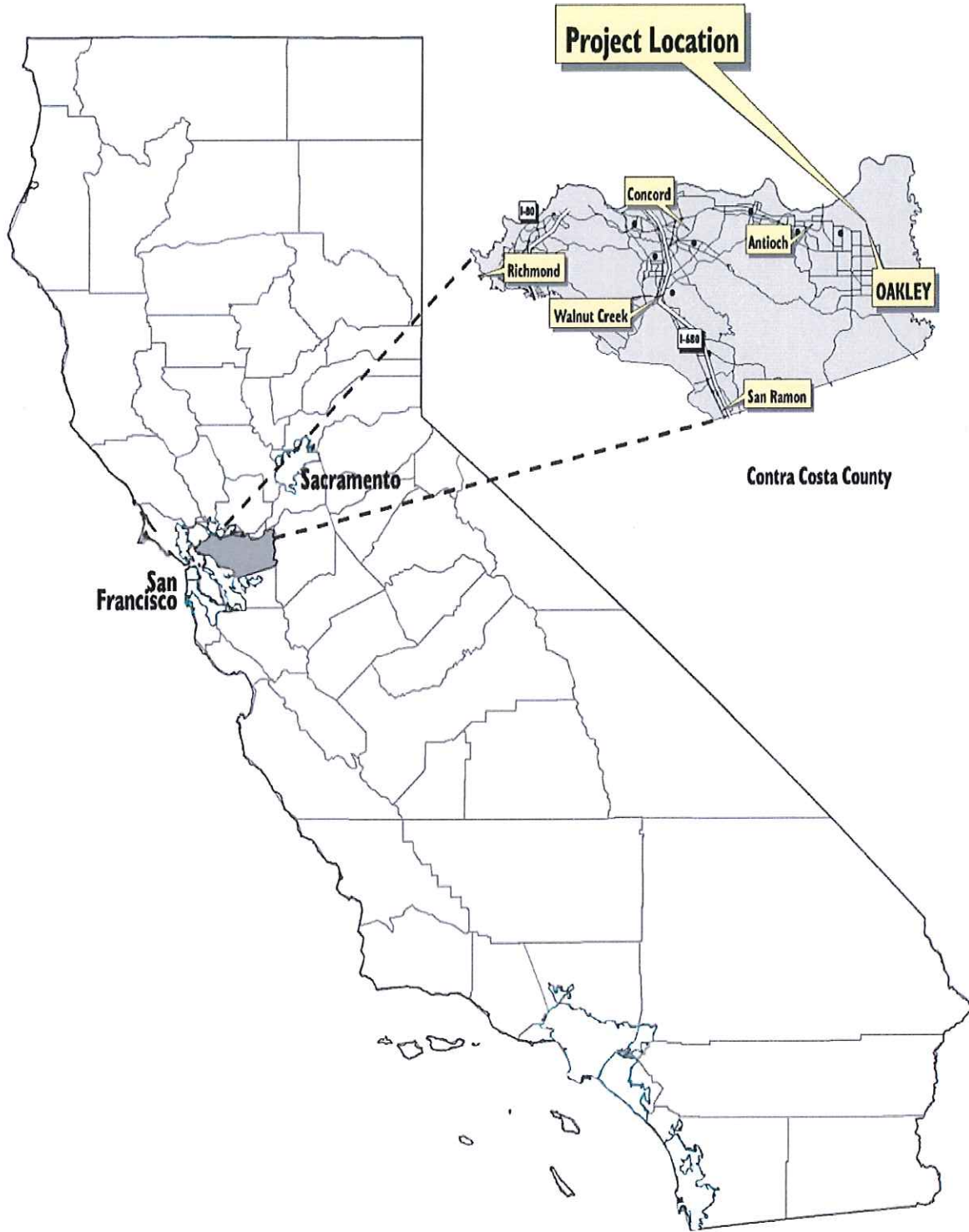
Enclosure:

Project Location Map
Request for Proposals



PROJECT LOCATION MAP
Laurel Road and Rose Avenue Intersection
& Gap Closure Improvements





City of Oakley
Vicinity Map

Source: Quad Knopf, 2002



Request for Proposals

The City of Oakley is seeking Proposals from qualified design consultants for:

**DESIGN SERVICES AND PREPARATION OF
PLANS, SPECIFICATIONS, AND COST ESTIMATE FOR CIP NO. 191
“LAUREL ROAD AND ROSE AVENUE INTERSECTION IMPROVEMENT
AND SIGNALIZATION PROJECT”**

Proposals will be accepted until:
5 p.m. on Wednesday, July 27, 2016
at 3231 Main Street, Oakley, CA 94561

For more information contact:

Billilee Saengchalern, P.E.
Associate Civil Engineer
City of Oakley
925-625-7154
saengchalern@ci.oakley.ca.us

**CITY OF OAKLEY
NOTICE OF REQUEST FOR PROPOSALS**

1. **NOTICE IS HEREBY GIVEN** that the CITY OF OAKLEY (hereinafter "CITY") requests proposals from qualified consultants for the:

**DESIGN SERVICES AND PREPARATION OF
PLANS, SPECIFICATIONS, AND COST ESTIMATE FOR CIP NO. 191
“LAUREL ROAD AND ROSE AVENUE INTERSECTION IMPROVEMENT
AND SIGNALIZATION PROJECT”**

project (hereinafter "Project"), and will receive proposals in the office of the **CITY ENGINEER, 3231 MAIN STREET, OAKLEY, CA 94561** up to the hour of 5:00 p.m., on **Wednesday, July 27, 2016**.

2. The services to be performed by the selected consultant are described in the section below entitled: **SCOPE OF SERVICES**. Copies of the Request for Proposals are available from (and any questions should be directed to) the CITY at Attention of Billilee Saengchalern, Project Engineer, City of Oakley, 925-625-7154. The general scope of services for the project is to prepare engineer's cost estimate, plans, and specifications. The plans shall include roadway improvements, signal design and timing plan for the intersection.
3. Three (3) copies of the proposal shall be submitted in a sealed envelope and clearly marked as follows: **"SEALED PROPOSAL FOR DESIGN SERVICES AND PREPARATION OF PLANS, SPECIFICATIONS, AND COST ESTIMATE FOR CIP NO. 191" – DO NOT OPEN WITH REGULAR MAIL.**
4. All responsive proposals shall be reviewed and evaluated by the CITY in order to determine which consultant best meets the CITY's needs for this Project by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the CITY shall evaluate proposals are set forth in the Request for Proposals.
5. The CITY reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.



KEVIN ROHANI, P.E.
Public Works Director/City Engineer

6-22-16

Date

**CITY OF OAKLEY
REQUEST FOR PROPOSALS**

**DESIGN SERVICES AND PREPARATION OF
PLANS, SPECIFICATIONS, AND COST ESTIMATE FOR
CIP NO. 191 "LAUREL ROAD AND ROSE AVENUE
INTERSECTION IMPROVEMENT AND SIGNALIZATION
PROJECT"**

OAKLEY, CA

JUNE 23, 2016

REQUEST FOR PROPOSAL

The City of Oakley (City) is soliciting proposals from qualified design consultants for services for preparation of plans, specifications, and cost estimate for the Laurel Road and Rose Avenue intersection improvement and signalization project.

BACKGROUND

The project intersection is currently a four-way stopped controlled intersection within a highly used corridor in the City of Oakley. Laurel Road is planned for a major arterial and Rose Avenue as a collector street per the City's General Plan.

The Project will signalize the intersection and construct the ultimate geometry of Laurel Road and Rose Avenue to accommodate the necessary turn pockets and transitions. Such improvements will include curb ramps, sidewalks, and bike lane improvements at this intersection. The project is planned for construction in year 2018.

The City of Oakley Public Works and Engineering Department is seeking proposals from qualified civil engineering consultants for preparation of a full set of plans, specifications, and engineer's cost estimate for this project.

It is the City's intent to enter into a Consulting Services Agreement (CSA) for these services with the selected consultant. A sample of the City's CSA is included.

SCOPE OF SERVICES

The City intends to retain a qualified and committed professional design firm. The successful firm shall demonstrate the availability of qualified personnel to perform design services as required for the Project.

Roadway design, signal improvements, utility coordination, geotechnical investigation, hydrology and hydraulic studies, and other related civil work are also included as part of the consultant's work.

As part of the consulting services, the consultant will be required to provide full and complete plans, technical specifications, and estimate. The Public Works Department will be handling environmental coordination.

The following are the draft scope of services required with the project:

A. Project Start-up & Site Investigation:

1. Attend a project kick-off meeting with the City. Discuss anticipated improvements and project intent, scope, budget, and schedule.
2. Review all data pertinent to the project as provided by the City, including as-built drawings.
3. Project start-up administrative tasks will include the following:

- a) Establish files and administrative procedures.
- b) Finalize, prepare and adopt sub-consultant contracts as necessary.
- c) Prepare Master Schedule and submit to the City for approval.
- 4. Obtain all as-built utility plans from various utility companies.
- 5. Perform detailed field topographic survey to create base maps for the project with all existing features
- 6. Visit the project site to complete a visual inventory of the existing conditions and adjacent off-site impacts.
- 7. Prepare geotechnical reports and recommendations for the new street pavement section.
- 8. Based on survey and topography data, input into computer and develop existing conditions base for Analysis and Design.

B. Analysis and Concept Design:

- 1. Develop preliminary conceptual design concepts.
- 2. Attend one meeting with City Staff to present & discuss preliminary design concepts. Receive feedback from the City on the concepts.
- 3. Finalize Conceptual Design Plan.
- 4. Develop Order of Magnitude Budget for project improvements.
- 5. Based on input provided by the City, proceed with the comments into the Design Development phase.

C. Design Development

- 1. Prepare a refined CADD base plan.
- 2. Develop a 35% level Design Development Package which will include the following:
 - a. Cover Sheet
 - b. Existing Conditions Plan
 - c. Demolition Plan
 - d. Drainage / Utility Plan
 - e. Grading Plan
 - f. Layout Plan
 - g. Draft Construction Details
 - h. Draft project specifications
 - i. Statement of Probable Construction Costs.
- 3. Submit 35% Package (three sets will be provided) to the City for review and approval to proceed to Construction Documentation.
- 4. One meeting with the team to present the Design Development Package and review its contents.

D. Construction Documentation

- 1. Upon receiving comments from the City, incorporate comments into the documents.
- 2. 65% Submittal Package

- a) Develop drawings and details completed to a 65% construction document level.

The following drawings will be provided:

- 1) Cover/Signature Sheet;
- 2) Existing Conditions/Survey Plan;
- 3) Storm Water Pollution Prevention Plan;
- 4) Demolition Plan;
- 5) Grading Plan;
- 6) Drainage / Utility Plan;
- 7) Layout Plan;
- 8) Construction Details for the above items.

- b) Specifications
- c) Statement of Probable Construction Costs
- d) Review and Quality Control (QC).

3. 90% / Plan Check Submittal Package

- a) Review comments and incorporate into the PS&E package.
- b) Develop drawings and details completed to a 90% construction document level.
- c) Submittal Preparation and coordination (three sets will be provided).

4. 100% / Final Submittal Package

- a) Attend a meeting to review the package with the City and receive comments.
- b) Review 90% submittal comments.
- c) Make revisions to drawings, specifications, and cost estimate to incorporate comments.
- d) Final Review Quality Control (QC).
- e) Submittal Preparation and coordination. One stamped and signed set of plans and specifications will be provided for bidding and construction purposes.

The above scope of work does not include construction support services. The City will amend the contract of the selected consultant at the end of the design phase to include construction support services.

PROPOSAL REQUIREMENTS

The proposal shall be limited to twenty-five pages in length (excluding cover letter and applicable resumes), and must contain the following in the order listed:

- 1. Cover Letter – The letter shall include the date of submittal and provide a single point of contact for all matters related to the proposal.

2. Project Understanding and Approach - This narrative should communicate the consultant's understanding of the City's vision for the project as well as a comprehensive approach to satisfying the project requirements. The section should also list the sub-consultants that will be a part of the consultant team.
3. Qualifications – A list of qualifications illustrating Consultant's experience and knowledge in successfully completing projects of similar scope. Specific experience with designing traffic signals should be highlighted.
4. Staffing – Provide a list of individuals who will be committed to the completion of the requirements of this Request for Proposals as well as their qualifications. All sub-consultants are subject to approval by the City, and the City reserves the right to request the substitution of alternate sub-consultants at its discretion.
5. References – A list of references comprised of cities, counties or other public agencies in which similar services were provided in the last five (5) years.
6. Fee Schedule – Provide a cost breakdown for all professional services including reimbursables and incidentals. The fee schedule shall be categorized, corresponding with the item numbers in the scope of work and should be submitted separately from the Proposal in a sealed, marked envelope.

PRE-PROPOSAL MEETING

An optional pre-proposal meeting will be held on Thursday, July 14 at 2:00 PM at City Hall, 3231 Main Street, Oakley.

EVALUATION CRITERIA

The following criteria will be used by the City in evaluating proposals.

1. Experience and competence of the identified key personnel (including sub-consultants) in the areas of work identified in the proposal.
2. Firm's understanding and approach towards signal design projects.
3. Firm's previous experience on successful design of similar projects
4. Reference recommendations
5. Firm's in-house resources
6. Overall cost of design proposal

The City reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the consultant in developing their proposal shall be borne by the consultant.

The consultant with proven successful experience in design of signal and roadway projects will be given the highest consideration. The City will interview the top ranked firm/firms and negotiate a contract for this project.

CONSULTANT QUALIFICATION AND SELECTION PROCESS

The Selection Panel will be composed of City Staff. The Panel will conduct an initial screening of all submitted proposals for completeness, project understanding, and qualifications. Depending on the findings from the screening, the Panel may either (1) make a recommendation to the City Council to retain the preferred firm; or (2) establish a short list of firms and conduct oral interviews to base a recommendation to the City Council upon. All submitting firms will be notified in writing of the short listed firms and/or the firm recommended to the City Council. It is anticipated that the recommendation to the City Council will occur in September 2016.

The City reserves the right to reject any and all proposals received in response to this request. The City is under no obligation to award and/or enter into an agreement with any proposing firm. Financial or time limits may be extended at the City's discretion.

Responding Requirements

To be considered for selection, interested firms must submit three (3) copies of a proposal in accordance with the format and requirements outlined herein.

All proposals must be received no later than 5:00 P.M. on July 27, 2016 in the office of the City Engineer, City of Oakley, located at 3231 Main Street, Oakley, CA 94561.

Submittals received after this time and date will not be considered.

Submittals shall be addressed or hand delivered to:

City of Oakley
Attn: Kevin Rohani, P.E.
Public Works Director/City Engineer
3231 Main Street
Oakley, CA 94561

APPENDIX A

SAMPLE CITY OF OAKLEY CONSULTING SERVICES AGREEMENT



CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF OAKLEY AND _____
FOR ENGINEERING DESIGN SERVICES

THIS AGREEMENT for consulting services is entered into by and between the City of Oakley, a municipal corporation in the State of California (hereinafter referred to as "City") and **Company Name, a (STATE) (TYPE OF LEGAL ENTITY)** (hereinafter referred to as "Consultant"), collectively sometimes referred to hereinafter as the "Parties", as of _____, 20____ (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work or proposal letter attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on _____, 20____, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8. Should this Agreement be amended to include additional tasks as contemplated in Section 1, the term of services shall be extended as mutually agreed upon by City and Consultant.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed the _____ Dollars and _____ Cents (\$_____), notwithstanding any

contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
 - The beginning and ending dates of the billing period;
 - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
 - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
 - The Consultant's signature.
- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment approved by the City Manager, which shall not exceed the maximum amount allowed by the Oakley Municipal Code.

- 2.5 Hourly Fees.** If fees are proposed to be billed hourly, fees for work performed by Consultant shall not exceed the amounts shown on the Compensation Schedule attached hereto and incorporated herein as Exhibit A.
- 2.6 Reimbursable Expenses.** Reimbursable expenses, if any are requested, are specified in Exhibit A; expenses not listed in Exhibit A are not chargeable to the City.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8 of this Agreement, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance listed below and in Exhibit B against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of

insurance satisfactory in all respects to the City, and that such insurance is in effect prior to commencing work under this Agreement. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Verification of the required insurance is attached hereto and incorporated herein as Exhibit C.

4.1 Variation. The City may approve a variation in the insurance requirements, upon a determination that the coverage, scope, limit, and form of such insurance is either not commercially available, or that the City's interests are otherwise sufficiently protected.

4.2 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than five days after Consultant is notified of the change in coverage.

4.3 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, defend with counsel acceptable to the City, and indemnify and hold the City and its officials, officers, employees, agents, and volunteers harmless from and against any and all losses that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant ("Claims"). Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify the City shall not apply to the extent that such Liability is caused by the sole negligence, active negligence, or willful misconduct of the City or any third party.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type of express or implied indemnity against the indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt the City from its own fraud, willful injury to the person or property of another, or violation of law.

Section 6. **STATUS OF CONSULTANT.**

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 **Consultant, Not Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. **LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its

employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City.

- 7.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator of this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. This Agreement may be extended at the option of the City. Should City decide to exercise its option to extend this Agreement, City shall provide written notice to Consultant at least sixty (60) days prior to the end date of this Agreement. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement, unless City agrees to do so by written amendment to this Agreement. Similarly, Consultant understands and agrees that, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period, unless City agrees to do so by written amendment to this Agreement.

- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to the following:
- 8.6.1 Immediately terminate the Agreement;
 - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 of this Agreement if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until

final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 **Contract Administration.** This Agreement shall be administered by _____, _____ ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.**

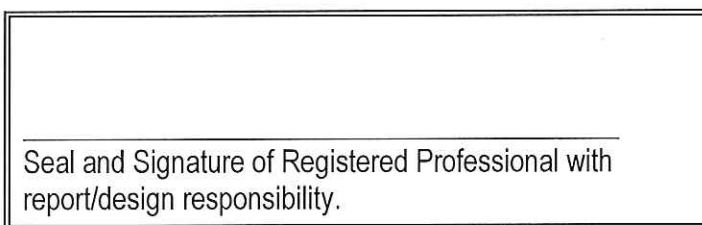
Any written notice to Consultant shall be sent to:

Name
Attn:
Address
City, State, Zip Code

Any written notice to City shall be sent to:

City of Oakley
Public Works Director/City Engineer
3231 Main Street
Oakley, CA 94561

- 10.11 Professional Seal.** Where applicable in the determination of the Contract Administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



- 10.12 Integration.** This Agreement, including the Scope of Work and Compensation Schedule, Provisions Required for Public Works Contracts, Insurance Requirements, and Verification of Required Insurance, attached hereto and incorporated herein as Exhibit A, B, C and D respectively, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services and Compensation Schedule
<u>Exhibit B</u>	Insurance Requirements
<u>Exhibit C</u>	Verification of Required Insurance

- 10.13 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

- 10.14 Authorized Signature.** Each person and party signing this Agreement warrants that he/she has the authority to execute this Agreement on behalf of the principal and that the party will be bound by such signature.

The parties have executed this Agreement as of the Effective Date.

CITY

City of Oakley, a municipal corporation
in the State of California

By: _____
Bryan H. Montgomery, City Manager

Attest:

Libby Vreonis, City Clerk

Approved as to Form:

Derek P. Cole, City Attorney

CONSULTANT

Company Name, a (STATE) (LEGAL
TYPE OF ENTITY)

By: _____
Name and Title

EXHIBIT A

SCOPE OF SERVICES AND COMPENSATION SCHEDULE

EXHIBIT B

PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 ET SEQ.

HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.
- B. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to eight hours during any one calendar day, and forty hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of eight hours during any one calendar day and forty hours during any one calendar week is permitted upon compensation for all hours worked in excess of eight hours during any one calendar day and forty hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to the City \$25.00 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

WAGES:

- A. In accordance with California Labor Code Section 1773.2, the City has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the City Public Works Office and shall be made available on request. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.
- B. In accordance with Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply Labor Code Section 1775, which establishes a penalty of up to \$50.00 per day for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A

mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

1. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
 2. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.
 3. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.
 4. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.
- C. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

1. The information contained in the payroll record is true and correct.
 2. The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project. The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.
- D. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- E. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Contractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

EXHIBIT C

INSURANCE REQUIREMENTS

PROFESSIONAL SERVICE CONTRACTS:

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

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Offer Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
(not required if consultant provides written verification it has no employees)
4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate.

If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

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

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with

such work or operations. General liability coverage should be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the City.**

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which Consultant or any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

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 the City.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However,

failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

EXHIBIT D

VERIFICATION OF REQUIRED INSURANCE