



## STAFF REPORT

Approved and forwarded to City Council

Bryan H. Montgomery, City Manager

**Date:** August 12, 2014

**To:** Bryan H. Montgomery, City Manager

**From:** Kenneth W. Strelo, Senior Planner  
Joshua McMurray, Senior Planner

**SUBJECT: Approval of General Plan and Zoning Code Legislative Review Contract with Placeworks**

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### Background and Analysis

The City's General Plan was originally adopted in December of 2002 and has since been updated as needed. Typically, a California city's general plan may be active for a maximum 15-20 years before a comprehensive update is considered. As assistance to cities and counties, the state sends notifications when a General Plan is over 10 years old. Oakley's General Plan is currently under 13 years old, and while there is no immediate need for a comprehensive update, a thorough legislative review is an important aspect of keeping the General Plan in compliance with state mandates. This proposal will also include a legislative review of the Zoning Code.

Placeworks (formerly "The Planning Center|DCE") has drafted a scope of work that includes a full review of the City General Plan and Zoning Code (along with other documents as listed in the proposed scope) for compliance with applicable and recent state legislation (see attached scope of work). As a result of this review, Placeworks will provide the City with a list of current and anticipated issues that may need attention, as well as a scope of work to address those issues. A workshop with the Council to discuss the findings is also included in the scope. Once a notice to proceed is issued, Placeworks anticipates approximately two weeks to start and then two months to complete the review.

### Fiscal Impact

Approval of the resolution will authorize the City Manager to execute an agreement with Placeworks to conduct a General Plan and Zoning Code legislative review for a cost not to exceed \$20,000. The City Council appropriated this \$20,000 from the One-Time uses of Fund Balance approved with the Fiscal Year 14-15 Budget on June 30, 2014.

### **Staff Recommendation**

Staff recommends that the City Council adopt the resolution approving an agreement with Placeworks to conduct a General Plan and Zoning Code legislative review for a cost not to exceed \$20,000 and authorizing the City Manager to execute said agreement.

### **Attachments**

- 1) Placeworks "Proposal to Review the Oakley General Plan and Zoning Code"
- 2) Draft Agreement
- 3) Resolution



July 17, 2014

Joshua McMurray, Senior Planner  
City of Oakley  
3231 Main Street  
Oakley, CA 94561

**Re: Proposal to Review the Oakley General Plan and Zoning Code**

Dear Josh:

This letter is a proposal from PlaceWorks to review the current Oakley General Plan and Zoning Code and formulate a recommended scope of work for targeted updates to those documents.

Understanding that the current General Plan provides a strong foundation for the long-term development of Oakley, our review will focus on compliance with recent legislative updates and on ensuring that the General Plan and Zoning Code work consistently and efficiently together to achieve City objectives such as:

- Facilitating the efficient use of industrial land,
- Optimizing opportunities for appropriate commercial development potential along the Main Street corridor, and
- Ensuring that residential development occurs in a logical, manageable manner and is sufficient to meet the community's needs.

Our evaluation of compliance with applicable recent legislation will include:

- AB 1538, the California Complete Streets Act, which requires local governments to plan for a multimodal transportation network, plus guidance from the Metropolitan Transportation Commission regarding what cities must do to receive funding through the One Bay Area Grant program.
- SB 226, which defines streamlined CEQA review for infill projects.
- AB 162 and related legislation, which require flood management provisions in General Plan Land Use, Conservation, Safety, and Housing Elements.
- SB 1241, which mandates updating of Safety Elements to include fire hazard planning and consideration of fire hazard mitigation in CEQA checklists.



- SB 375 and AB 32, to the extent that General Plan policies may need to complement the City's Greenhouse Gas Emissions Inventory (especially if a separate Climate Action Plan is not programmed for preparation prior to the General Plan update).

For each topic, we will identify how the General Plan and Zoning Code currently address related issues, as well as any changes we would suggest be considered as part of future updates.

Specific tasks to be conducted by PlaceWorks for the General Plan and Zoning Code Review are:

- Kickoff meeting with City staff, including a tour of the city to review existing conditions, challenges and opportunities.
- Review of relevant documents identified by City staff, including:
  - ✓ Downtown, East Cypress Corridor and River Oaks Crossing Specific Plans,
  - ✓ Stormwater Management and Discharge Control Ordinance,
  - ✓ Contra Costa Clean Water Program Subdivision Compliance Policy and Guidebook,
  - ✓ Contra Costa County Urban Water Management Plan, and
  - ✓ Contra Costa LAFCO East County Sub-Regional Municipal Services Review.
- Memorandum to City staff identifying any current and anticipated issues not currently fully addressed in the General Plan and/or Zoning Code.
- Draft scope, budget and schedule for a future General Plan and Zoning Code Update, which will include current best practices, such as creation of web-ready versions of the documents that allow easy remote searching.
- Workshop with the City Council to review the recommended scope, budget and schedule.

For both the memo and the scope, we will submit administrative drafts, which we will then revise based on a single, consolidated set of City comments. We will be available to meet with staff in person or by telephone regarding revisions to the two deliverables.

The not-to-exceed cost for the General Plan and Zoning Code Review is \$20,000. We are prepared to start work with two weeks' notice from the City and expect the review to take about two months to complete.

Please do not hesitate to contact me if you need more information. I look forward to the chance to work with you.

Sincerely,  
PLACEWORKS

  
Charlie Knox  
Principal

**SHORT FORM  
SERVICES AGREEMENT BETWEEN  
THE CITY OF OAKLEY AND PLACEWORKS**

THIS SERVICES 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 Placeworks, a California Corporation (hereinafter referred to as "Contractor") effective as of August XX, 2014 ("Effective Date").

**Section I. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in the Scope of Work 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 date first noted above and shall continue until terminated by either party.
- 1.2 **Standard of Performance.** Contractor 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 Contractor is engaged in the general geographical area of the City. Contractor 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 Contractor's profession.
- 1.3 **Assignment of Personnel.** Contractor 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, Contractor shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Contractor 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 Contractor's obligations hereunder.

**Section 2. COMPENSATION.** City hereby agree to pay Contractor a sum not to exceed the amount described in Exhibit A, attached hereto and incorporated herein. City shall pay Contractor for services rendered pursuant to this Agreement at the time and in the manner set forth herein. These payments shall be the only payments from City to Contractor for services rendered pursuant to this Agreement. Contractor shall submit invoices to City each month for services provided.

Contractor and City acknowledge and agree that compensation paid by City to Contractor under this Agreement is based upon Contractor's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Contractor. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Contractor 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.** Contractor shall submit invoices, not more often than once per quarter during the term of this Agreement. Invoices shall be on Contractor's Letterhead (or formal invoice form) and contain the following information:

- The beginning and ending dates of the billing period;
- A description of services for which payment is requested;
- Amount due;
- The Contractor's signature.

**2.2 Payment of Taxes.** Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

**2.3 Payment upon Termination.** In the event that the City or Contractor terminates this Agreement pursuant to Section 8, the City shall compensate the Contractor for all amounts due for work satisfactorily completed as of the date of written notice of termination.

**2.4 Authorization to Perform Services.** The Contractor 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, Contractor shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement.

**Section 4. RECYCLING REQUIREMENTS.** Contractor agrees to comply with all City recycling requirements, and as set forth in the Oakley Municipal Code, including, but not limited to:

- a. **Construction and Demolition.** Contractor must contact a customer service representative (CSR) at Oakley Disposal Service, Inc. to arrange for service for any and all construction and demolition work to be performed as part of this project unless Contractor has been approved by the City as a "self-hauler" as defined in Oakley Municipal Code §4.20.308. The CSR will ask if the drop box contains recycle material and will direct the Contractor to drop the construction

and demolition debris, including dirt and cement, to a permitted processing facility. The Contractor must indicate on their order form, by checking the applicable box, that they need documentation to comply with the Oakley Municipal Code. This documentation must be provided to the City within ten (10) days of receipt of said documentation by Contractor.

b. Commercial Self-Haul. Business self-haul materials are accepted at various Oakley Disposal Service, Inc. local facilities for recycling and include, but are not limited to, wood, inerts, metals, tires, greenwaste, plastics, cardboard, mattresses, foam padding, propane tanks, e-waste and appliances. Contractor agrees to drop any and all business self-haul materials at a site designated on the website [www.cccounty.us/depart/cd/recycle/](http://www.cccounty.us/depart/cd/recycle/).

c. Road Maintenance and Construction Projects. Contractor agrees to recycle greenwaste, asphalt, concrete and metal from any and all road maintenance and construction projects at Oakley Disposal Service, Inc. designated locations.

d. Office Recyclables. If Contractor has an office, temporary office, or trailer within the City of Oakley, Contractor agrees to recycle all paper, cardboard, bottles, cans, and toner cartridges at Oakley Disposal Service, Inc. designated locations.

e. Special Waste Materials. Contractor shall dispose of inert materials, including, but not limited to, concrete, asphalt and rubber, at Oakley Disposal Service, Inc. designated locations. Shingles and wood waste shall be diverted to the Recycling Center and Transfer Station (RCTS) located at 3700 Loveridge Road, Pittsburg, CA 94565. Scrap metal shall be dropped off at a large-scale scrap metal recycle facility operating within Contra Costa County which may be found at [www.ccrecycle.org](http://www.ccrecycle.org).

f. Universal Waste. Contractor shall dispose of batteries, mercury containing devices and lamps, and certain consumer electronics at a recycling center designated by Oakley Disposal Service, Inc.

**Section 5. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure "occurrence coverage" insurance 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 Contractor and its agents, representatives, employees, and subcontractors. Contractor 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. Contractor 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 Contractor's bid. Contractor shall not allow any subcontractor to commence work on any subcontract

until Contractor 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 B.

- 5.1 Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverages, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.
- 5.2 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, Contractor shall provide written notice to City at Contractor's earliest possible opportunity and in no case later than five calendar days after Contractor is notified of the change in coverage.
- 5.3 Remedies.** In addition to any other remedies City may have if Contractor 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 Contractor's breach:
- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
  - Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
  - Terminate this Agreement.

**Section 6. INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES**

- 6.1.** Contractor shall, to the fullest extent permitted by law, indemnify, defend (with counsel acceptable to the City) and hold harmless City, and its employees, officials, volunteers and agents ("Indemnified Parties") from and against any and all losses, claims, damages, costs and liability (including but not limited to loss of use, loss of profits or loss of goodwill arising in any manner from the work) arising out of any personal injury, loss of life, damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent arising out of the negligent performance of this Agreement by Contractor, its officers, employees, agents, volunteers, subcontractors or sub-Contractors, excepting only

liability arising from the sole negligence, active negligence or intentional misconduct of City.

- 6.2. In the event that Contractor or any employee, agent, sub-Contractor or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, sub-Contractors or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 6.3. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.
- 6.4. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration, and that these provisions survive the termination of this Agreement.

## **Section 7. STATUS OF CONTRACTOR.**

- 7.1 **Independent Contractor.** At all times during the term of this Agreement, Contractor shall be an independent contractor and shall not be an employee of City. City shall have the right to control Contractor only insofar as the results of Contractor'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 Contractor accomplishes services rendered pursuant to this Agreement, Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Contractor 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.
- 7.2 **Contractor, Not Agent.** Except as City may specify in writing, Contractor

shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**Section 8. LEGAL REQUIREMENTS.**

- 8.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 8.2 Compliance with Applicable Laws.** Contractor and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 8.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Contractor and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 8.4 Licenses and Permits.** Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature legally required to practice their respective professions. Contractor represents and warrants to City that Contractor 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, Contractor and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City.
- 8.5 Nondiscrimination and Equal Opportunity.** Contractor 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 Contractor under this Agreement. Contractor 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, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

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

**Section 9. TERMINATION AND MODIFICATION.**

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

Contractor 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, Contractor shall be entitled to compensation for services performed to the effective date of termination.

- 9.2 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 9.3 Assignment and Subcontracting.** City and Contractor recognize and agree that this Agreement contemplates personal performance by Contractor and is based upon a determination of Contractor'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 Contractor. Contractor may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Contractor 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.

- 9.4 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.

- 9.5 Breach by Contractor.** If Contractor materially breaches any of the terms of this Agreement, City may immediately terminate the Agreement.

**Section 10. KEEPING AND STATUS OF RECORDS.**

- 10.1 Records Created as Part of Contractor'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 Contractor prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City once payment has been

received by Contractor. Contractor 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. If City does reuse any documents or other deliverables, pertaining to the project prepared by Contractor, City may do so, but if such documents or other deliverables are reused by City for any purpose other than that for which such documents or deliverables were originally prepared, or if City causes such documents or deliverables to be altered without Contractor's written consent, such reuse shall be at City's risk. City and Contractor 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.

**10.2 Contractor's Books and Records.** Contractor 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 Contractor to this Agreement,

**10.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Contractor 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 City, for a period of three (3) years after final payment under the Agreement.

## **Section 11 MISCELLANEOUS PROVISIONS.**

**11.1 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.

**11.2 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.

- 11.3 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.
- 11.4 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.
- 11.5 Use of Recycled Products.** Contractor 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.
- 11.6 Conflict of Interest.** Contractor may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Contractor in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 et seq.

Contractor shall not employ any official of City 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.

Contractor 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 Contractor was an employee, agent, appointee, or official of City in the previous twelve months, Contractor warrants that it did not participate in any manner in the forming of this Agreement. Contractor understands that, if this Agreement is made in violation of Government Code §1090 et. Seq., the entire Agreement is void and Contractor will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Contractor will be required to reimburse the City for any sums paid to the Contractor. Contractor 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.

- 11.7 Inconsistent Terms.** If the terms or provisions of this Agreement conflict with or are inconsistent with any term or provision of any attachment or Exhibit attached hereto, then the terms and provisions of this Agreement shall prevail.
- 11.8 Solicitation.** Contractor agrees not to solicit business at any meeting,

focus group, or interview related to this Agreement, either orally or through any written materials.

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

**11.10 Notices.**

Any written notice to Contractor shall be sent to:

PlaceWorks  
Attn: Charles Knox  
1625 Shattuck Avenue  
Suite 300  
Berkeley, Ca 94709

Any written notice to City shall be sent to:

City of Oakley  
Attn: Planning Department  
3231 Main St.  
Oakley, CA 94561

**11.11 Integration.** This Agreement, including the attached exhibits, represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, and agreements, either written or oral.

**11.12 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.

**11.13 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:**

**CONTRACTOR:**

City of Oakley, a municipal corporation

PlaceWorks, a California Corporation

Short Form Services Agreement Between the City of Oakley and Placeworks

In the State of California

By: \_\_\_\_\_  
Bryan H. Montgomery, City Manager

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Libby Vreonis, City Clerk

Approved as to Form:

\_\_\_\_\_  
Derek Cole, City Attorney

**EXHIBIT A**

**Scope of Work and Compensation Schedule**

## Exhibit B

### Insurance Requirements

#### Specific Insurance Requirements and Required Policy Limits

##### PROFESSIONAL SERVICES CONTRACTS:

Including, but not limited to architects, engineers, consultants, counselors, attorneys and accountants.

Consultant shall procure and maintain for the duration of its 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, his agents, representatives, employees or subcontractors.

##### Minimum scope of coverage

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects and Engineers coverage shall be endorsed to include contractual liability.

##### Minimum limits of insurance

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately for this project/location or the general aggregate limit shall be twice the required occurrence limit (e.g. \$2,000,000).
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

##### Other insurance provisions

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of work or operations as performed by or on behalf of consultant; or automobiles owned, leased, hired or borrowed by the consultant.
2. For any claims related to this project, 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 and volunteers shall be in excess of the consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

#### Waiver of Subrogation

The Workers' Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

#### Deductibles and Self-Insurance Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers, or the consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

#### 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 approved in writing by the City.

#### Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to the City's requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Consultants shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

RESOLUTION NO. \_\_\_-14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN AGREEMENT WITH PLACEWORKS TO CONDUCT A GENERAL PLAN AND ZONING CODE LEGISLATIVE REVIEW FOR A COST NOT TO EXCEED \$20,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT**

**WHEREAS**, the City's General Plan was adopted in December of 2002, and has since been updated as needed; and

**WHEREAS**, there is a need (as confirmed by the City Council through adoption of the Fiscal Year 14-15 Budget) for a thorough legislative review of the General Plan, Zoning Code and other supporting documents; and

**WHEREAS**, the City Council appropriated \$20,000 from the One-Time uses of Fund Balance approved with the Fiscal Year 14-15 Budget on June 30, 2014; and

**WHEREAS**, Placeworks (formerly "The Planning Center|DCE") is the premiere Planning firm in the bay area with expertise in legislative reviews and updates of general plans and zoning codes; and

**WHEREAS**, Placeworks has submitted a proposal to conduct a General Plan and Zoning Code legislative review for an amount not to exceed \$20,000; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the City Council of the City of Oakley (hereinafter "City Council") hereby approves an agreement with Placeworks to conduct a General Plan and Zoning Code legislative review for a cost not to exceed \$20,000, as provided in the form attached hereto as Exhibit A, and authorizes the City Manager to execute said agreement.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 12<sup>th</sup> of August, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

APPROVED:

\_\_\_\_\_  
Randy Pope, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date