

**CITY OF MILPITAS
455 East Calaveras Boulevard
Milpitas, California 95035**

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN THAT THE PLANNING DIRECTOR OF THE CITY OF MILPITAS SHALL RECEIVE FORMAL QUALIFICATIONS FOR:

Contract Planning Services

EACH QUALIFICATION MUST BE SUBMITTED IN A MARKED ENVELOPE IDENTIFIED AS REQUEST FOR QUALIFICATIONS FOR CONTRACT PLANNING SERVICES ON THE ENVELOPE FACE. FAILURE TO IDENTIFY THE QUALIFICATIONS AS SUCH MAY RESULT IN DISQUALIFICATION OF THE QUALIFICATIONS.

Three (3) copies of each Qualifications and an electronic copy must be submitted to the office of the Planning Director, 455 East Calaveras Boulevard, Milpitas, California 94035 by 5:00 P.M. on March 5, 2007. Responses shall be opened at that time by the Planning Director for review in accordance with the procedures set for within. It is the policy of the City of Milpitas to reject any Qualifications that is received late. Such Qualifications shall be returned unopened.

Should you have any questions regarding this RFQ, please contact Felix Reliford, Planning Director at (408) 586-3071.

You may obtain a copy of the RFQ on the City's website at <http://www.ci.milpitas.ca.gov>



REQUEST FOR QUALIFICATIONS

CONTRACT PLANNING SERVICES

CITY OF MILPITAS

CONTACT: FELIX RELIFORD, PLANNING DIRECTOR

455 EAST CALAVERAS BOULEVARD

MILPITAS, CALIFORNIA 95035

Tel: (408) 586-3275, Fax: (408) 586-3293

February 7, 2007

TO: PROSPECTIVE CONSULTANTS

SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) FOR CONTRACT PLANNING SERVICES

Dear Consultant:

The City of Milpitas is seeking Qualifications from qualified planning firms to provide services to supplement existing planning staff on a contractual basis, at an hourly rate and to be located within the City's offices. The firm must possess broad knowledge of and experience related to:

- Processing and review of complex development permits, specific plans and subdivision maps.
- Preparation of a "completeness review consistent with the Permit Streamlining Act.
- Preparation of environmental assessments and documents required by the California Environmental Quality Act (CEQA).
- State Density Bonus laws.
- Implementation of the General Plan, Midtown Specific Plan, Transit Area Specific Plan and Zoning Code.
- Coordinating staff work for presentations or hearings before the Planning Commission, City Council and various citizen's groups and committees; representing the Department of Planning and Neighborhood Services at public meetings and making presentations as required with developers and consultants.
- Coordination of planning related applications amongst sensitive habitat areas.
- Coordination of annexation applications including related plan of services, pre-zoning and other LAFCO related documents.
- Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions and establish and maintain cooperative working relationships.
- Preparation of maps, graphs, models, and reports.
- Presenting projects to the Planning Commission and other bodies.
- Coordinating special projects with planning staff and other departments.
- Responding to inquiries from general public and other public agencies about the City's General Plan, Midtown Specific Plan, Transit Area Specific Plan, Zoning Ordinance and related planning regulations.
- Exhibiting a history of strong customer service orientation, high motivation and excellent technical, communications and interpersonal skills.
- In addition, the firm must have extensive knowledge of the principles, practices and techniques of planning; related state and federal laws, ordinances, rules and regulations; considerable knowledge of environmental impact report administration; and working knowledge of the Subdivision Map Act.

The City may use a ranked list for selecting one or more consultants. The City will maintain this ranked list for at least 24 months.

SUBMITTAL GUIDELINES

Three (3) originals of each Qualifications and one (1) electronic copy must be submitted in a sealed envelope bearing the caption: "City of Milpitas – Contract Planning Services Qualifications" and addressed to:

Christopher Schroeder
Purchasing Agent
City of Milpitas
455 East Calaveras Boulevard
Milpitas, CA 95035-5411

Qualifications may be submitted in person or received by U.S. Mail, local, national or international delivery service, but *must*, in any case, be received at the City Hall Information Desk, Milpitas City Hall, 455 E. Calaveras Boulevard, Milpitas, CA, 95035 by 5:00 P.M. on Monday, March 5, 2007. Late arriving Qualifications, including those postmarked March 5, 2007 but not received by the due date and time will not be accepted.

The City is not liable for any costs or expenses incurred in the preparation of a response to this Request for Qualifications (RFQ), and may withdraw or modify this request at any time without jeopardy or prejudice. A consultant may withdraw, request their proposal be cancelled and recycled or withdraw and re-submit their proposal at any time prior to the due date. Timely proposals in the City's possession at the due date and time become the final submitted proposal.

The City Council reserves the right to reject all Qualifications; to request additional information concerning any Qualifications for purposes of clarification; to accept or negotiate any modification to any Qualifications, following the deadline for receipt of all Qualifications; and to waive any irregularities, if such would serve the best interest of the City, as determined by the City Council.

All inquiries regarding this RFQ should be submitted in writing to Christopher Schroeder, Purchasing Agent, at the above address or by telephone at (408) 586-3161. Responses to inquiries shall be made in writing, and will be shared with all parties responding to this RFQ.

REQUESTED INFORMATION

Please note: All Qualifications **must** provide specific and succinct answers to **all** questions and requests for information. Indirect, imprecise or incomplete responses are a disadvantage to the applicant's Qualifications.

Please answer all questions in the format and order presented. Submissions of individual resumes *alone* shall not be considered responsive to any specific question.

- I. Please describe your firm's qualifications for providing Contract Planning Services. Include in your response:
 - A. The overall capabilities, qualifications, training, and areas of expertise for each planner that may be assigned to work with the City, including but not limited to:
 - Name of individual(s) to provide services with resumes outlining education and experience;
 - Length of employment with firm;
 - Area of specialization;
 - Training and client experience;
 - Scholastic honors and professional affiliations;
 - Years in municipal experience;
 - B. Describe the manner in which you would structure the working relationship between the Principal Planner and provider of Contract Planning Services.

- C. Describe the preferred method of payment and firm procedures for billing of extra hours and expenses, including any other accounting requirements.
- D. The City of Milpitas shall require the firm selected, prior to commencement of work, to provide evidence of appropriate professional liability insurance, errors and omissions insurance, and workers' compensation insurance coverage. Describe your firm's present coverage and amounts coverage.

Such coverage must be provided by an insurance company(ies) authorized to do business in the State of California. Certificates must name the City of Milpitas as an Additional Insured. It must provide that the contractor's policy is primary to any insurance carried by the City of Milpitas, and that the policy will not be cancelled or materially changed without thirty (30) days prior written notice, to the City of Milpitas. The successful firm must agree, if awarded a contract as a result of its Qualifications, to indemnify and hold harmless the City of Milpitas, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its Qualifications, or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Prior to commencement of any work, these and other provisions shall be established contractually.

- II. List all public and private clients for whom you or your firm currently provides services.
- III. List all public and private clients for whom individuals and /or the firm previously provided services within the last ten (10) years.
- IV. List all current or former clients residing in, having an interest in a business, or owning an interest in property within the City of Milpitas within the past three years.
- V. Provide a fee schedule for providing Planning Services within the scope of work as outlined in the Qualifications.
- VI. The successful firm shall be required to enter into an agreement that will include the requirements of this RFQ.
- VII. To be responsive to this RFQ, Qualifications must specifically address the information described as follows: The Qualifications shall be bound with tabs identifying each section. The body of this statement (sections 1 through 4) shall not exceed 16 pages. Resumes for the proposed project team and sub consultants shall be provided in the appendix.
- VIII. Consultant must submit any requested changes to the standard consultant agreement with the RFQ response. The City reserves its sole right to accept, reject, or modify the requested revisions. The City shall not consider any requested revisions to the Agreement by the consultant after submission of the Qualifications.

QUALIFICATIONS INTERPRETATIONS AND ADDENDA

Any change to or interpretation of the RFQ by the City will be sent to each firm to whom an RFQ has been issued. Any such changes or interpretations shall become part of the RFQ for incorporation into any agreement awarded pursuant to this RFQ.

SCHEDULE

RFQ Release Date: February 7, 2007

RFQ Submission Date: March 5, 2007 at 5:00 P.M.
Administrative Review Date: Shortly thereafter

EVALUATION AND SELECTION PROCESS

All Qualifications must be received by the due date and time. Qualifications will be screened administratively by the City Manager, Purchasing Agent or Principal Planner for compliance with this RFQ.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing firms, or to allow corrections of minor errors and/or omissions. References and qualifications of the firms shall be verified by the City Manager, Purchasing Agent or Principal Planner before award of contract.

ELIGIBILITY REQUIREMENTS:

Once contacted for a contracting opportunity, each consultant must formally comply with the following eligibility requirements:

- The Project Manager's work location must be within one hour's travel time to and from Department of Planning and Neighborhood Services office.
- Key personnel identified in the Qualifications must be available and dedicated to the assigned project for the entire duration. The City will allow substitutions only in the event the employee leaves the firm; or is otherwise unable to perform the job duties;
- Project manager must perform a minimum of 51% of the dollar value of the contract planning work.
- Consultant must be available during regular office hours at City Hall with a Monday through Friday workweek from 8:00 A.M. to 5:00 P.M. and longer hours as required to complete tasks in a timely manner.

SELECTION PROCESS:

The City will review and rank the Qualifications, using the evaluation form shown in Attachment A. The firms determined to be the most appropriate for meeting the City's needs, will be invited for an interview by a Consultant Review Board.

It is the City's intention to convene a Consultant Review Board to interview the most qualified firms a week after the RFQ due date. Three to four consultants will be invited for an interview. The interview will consist of seven to ten questions relating to specific elements (or technical areas) of services listed in this RFQ. The Project Manager should be prepared to answer these questions. Total time for the interview will be approximately 30 minutes.

No formal presentations of the firms' history or personal experience of proposed project members will be allowed.

A consultant's final placement on the list will be based on the rating of the Review Board and completion of satisfactory reference checks. Negotiation of a contract with the highest qualified consultant will follow. A list of City support to the Consultant is shown on Attachment "B". A sample copy of a standard City agreement is included in Attachment "C".

In order to be considered, all information requested must be submitted by **5:00 pm on March 5, 2007** at the Public Information Desk, Milpitas City Hall.

If you have any questions or desire additional information, please contact Felix Reliford at (408) 586-3071. Thank you for your interest.

Sincerely,

Felix Reliford
Principal Planner

Cc: City Manager
Christopher Schroeder

ATTACHMENTS:

- A. SAMPLE EVALUATION FORM
- B. CITY SUPPORT
- C. SAMPLE CONSULTING SERVICES AGREEMENT

A. SAMPLE EVALUATION FORM - WRITTEN QUALIFICATIONS EVALUATION

Consultant: _____

Project/discipline: _____

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted score
<p>1. Project Team - Names and qualifications of key personnel to be used to provide contract planning services, and capacity or role, including applicable descriptions and dates of contract planning services have been provided to other municipalities. Specifics about the duties performed. Reference government work that was similar in type and scope to the services requested. Project dates, fees, contact person, and phone number of the person who can provide information regarding the Consultant's work.</p> <p>A list of similar work with references for projects completed by your firm that addresses qualifications for the services. Limit references to 5 projects (and exclude references over 10 years old).</p> <p>Provide names and qualifications of any sub-consultants, including the capacity or role, and the specialization in which they will be utilized. Include applicable descriptions and dates of similar work these persons may have been directly involved with. Include specifics about the duties performed.</p> <p>Provide an organization chart for your project team.</p>			
<p>2. Project Understanding and Approach - Describe your understanding of contract planning services. Based on your experience, discuss any potential challenges that may be encountered and your proposed strategies to address these challenges.</p> <p>Describe your firm's Qualifications to provide contract planning services. This description should include but not be limited to:</p> <ul style="list-style-type: none"> □ A brief narrative of the services to be provided and the quality assurance program to be used □ A detailed Qualifications for providing contract planning services; 			
<p>3. Commitment of time - Provide a detailed preliminary estimate of the time your firm is willing to commit to providing contract planning services to the City of Milpitas to assure that the needs of the City are met.</p>			

Consultant: _____
 Project/discipline: _____

	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted score
4. Project Management – Describe project management and quality control of the services to be used by your project team and sub consultants, to provide contract planning services. Firm's Quality Assurance/Control Program and what measures you will take to deliver high quality services to the City. Submit a copy of your highest and best quality report for a complex planning project your firm has prepared for a municipality.			
5. References, overall impression and assessment			
TOTAL			

REMARKS:

B. CITY SUPPORT

The City will provide the following support and information to the successful firm to facilitate the consultants' provision of contract planning services:

1. Supervision by the Principal Planner or designee in the course of contract planning services;
2. City staff will conduct presentations to community groups, City management, and City Council, with consultant support/participation when required;
3. A work location for the contract planner(s) with computer and customary secretarial support;
4. City will provide a card pass for access to City Hall and password protected access to the City's computer drives and equipment;
5. City will provide all necessary drawings, and documentation to provide contract planning services.

C. SAMPLE AGREEMENT

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF MILPITAS AND -----

THIS AGREEMENT for consulting services is made by and between the City of Milpitas ("City") and ----- ("Consultant") as of ----- in Milpitas, California.

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 attached 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 end on -----, the date of completion specified in Exhibit A, and Consultant shall complete all 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.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the highest and best professional standards observed by a 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 highest and best professional standards of quality observed by a person practicing in Consultant's profession.
- 1.3 Professional Skill.** It is mutually agreed by the parties that City is relying upon the professional skill of the consultant as a specialist in the work, and Consultant represents to the City that its work shall conform to the highest and best professional standards of the profession. Acceptance of the Consultant's work by the City does not operate as a release of Consultant's representations. It is intended that Consultant's work shall conform to the highest and best standards of accuracy, completeness and coordination.
- 1.4 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. Exhibit A shall name any specific personnel (including title and hourly charge rate) who shall be performing services. 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.
- 1.5 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 above and to complete Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed \$ _____ for all services to be performed and reimbursable costs incurred under this Agreement. 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. Consultant further represents that the amount of the compensation specified in this Section 2 shall be a guaranteed maximum price. Hourly rates for personnel performing services shall be as shown in Exhibit B. 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 during the billing period. Invoices shall contain the following information:
- Serial identification of bills; ("Invoice #")
 - The beginning and ending dates of the billing period;
 - A Task Summary containing the City project name and number, purchase order number, Project Manager, original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion, if applicable;
 - Consultant shall use the City's "Consultant Progress Payment" format specified in Exhibit C for invoice tracking and shall submit the form with each invoice.
 - 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 total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
 - 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 thirty (30) days from the receipt of an invoice that complies with all of the requirements above and is otherwise acceptable to the City to pay Consultant. Ten (10) percent shall be retained by the City from each contract billing until the completion of the contract unless authorized differently by City. In the event that an invoice is not acceptable to the City, said invoice shall be returned to Consultant within thirty (30) days of the City's receipt of the invoice with a detailed explanation of the deficiency. City's obligation to pay a returned invoice shall not arise earlier than thirty (30) days after resubmission of the corrected invoice.
- 2.3 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. In the event that Consultant identifies additional work outside the scope of services specified in Exhibit A that may be required to complete the work required under this Agreement, Consultant shall immediately notify the City and shall provide a written not-to-exceed price for performing this additional work. Consultant shall not perform extra work without specific written City approval.

- 2.4 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on Exhibit B.
- 2.5 **Reimbursable Expenses.** Reimbursable expenses are shown on Exhibit B, and shall not exceed _____ (\$ _____). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total not-to-exceed amount of compensation provided under this Agreement.
- 2.6 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any other applicable federal or state taxes.
- 2.7 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, 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. The City shall have no obligation to compensate Consultant for work not verified by logs or timesheets.
- 2.8 **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 a written Notice to Proceed from the City.

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, cellular telephone, long-distance telephone, or other communication charges, vehicles, and reproduction facilities.

If the performance of the work specified in Exhibit A requires destructive testing or other work within the City's public right-of-way, Consultant, or Consultant's subconsultant, shall obtain an encroachment permit from the City.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant 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 Consultant and its agents, representatives, employees, and subcontractors. 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. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement and shall produce said policies to the City upon demand. The cost of such insurance shall be included in the Consultant's price. 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.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-

insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City Attorney. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or Insurance Services Office form number GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as an endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) to the policy:

- a. City and its officers, employees, agents, contractors, consultants, and volunteers shall be covered as insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, contractors, consultants, or volunteers.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees, contractors, consultants, and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

- d. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.
- e. An endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.3 Professional Liability Insurance. If Consultant shall be performing licensed professional services, Consultant shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions.

4.3.1 Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.3.3 The policy must contain a cross liability clause.

4.3.4 The following provisions shall apply if the professional liability coverages are written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least three years after completion of the Agreement or the work, unless waived in writing by the City.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 Requirements for All Policies.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with certificates of insurance and with original endorsements effecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

4.4.3 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.4 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of the City, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, contractors, consultants, and volunteers. The City may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to the City.

4.4.5 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.

4.5 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:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- 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
- Declare Consultant in material breach of the Agreement and terminate the Agreement.

4.6 Waiver. The Risk Manager of the City has the authority to waive or vary any provision of Sections 4.2 through 4.5. Any such waiver or variation shall not be effective unless made in writing.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, contractors, consultants, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, contractors, consultants, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not

relieve Consultant 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. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant 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, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

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. 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 No 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.
- 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 and to perform this Agreement. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business license 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, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the City or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

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

In the event of termination, Consultant shall be entitled to compensation for services performed prior to the effective date of termination as provided in Section 2. 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. Any such extension shall be specified in writing by the City. Consultant understands and agrees that, if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

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 City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors listed in the Consultant's Qualifications, without prior written approval of the City.

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, any or all of the following:

8.6.1 Immediate cancellation of the Agreement;

- 8.6.2 Retention of the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement prior to cancellation; and
- 8.6.3 Retention of a different consultant at Consultant's cost to complete the work described in Exhibit A not finished by Consultant.

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, calculations, 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 at any time upon demand of the City. 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. Failure by Consultant to deliver these documents to the City within the time period specified by the City shall be a material breach of this Agreement. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are preliminary drafts not kept by the City in the ordinary course of business and will not be disclosed to third parties without prior written consent of both parties. All work product submitted to the City pursuant to this Agreement shall be deemed a "work for hire". Upon submission of any work for hire pursuant to this Agreement, and acceptance by the City as complete, non-exclusive title to copyright of said work for hire shall transfer to the City. The compensation recited in Exhibit B shall be deemed to be sufficient consideration for said transfer of copyright.
- 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 Santa Clara 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 performance or 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 were 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, may be disqualified from holding public office in the State of California.

Consultant certifies that it has not paid any direct or contingent fee, contribution, donation or consideration of any kind to any firm, organization, or person (other than a bona fide employee of Consultant) in connection with procuring this Agreement, nor has Consultant agreed to employ or retain any firm, organization, or person in connection with the performance of this Agreement as a condition for obtaining this Agreement.

- 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 Ownership of Documents.** All documents developed or obtained by Consultant in the performance of the Agreement shall be deemed to be the property of the City.
- 10.10 Contract Administration.** This Agreement shall be administered by _____, who is authorized to act for, and on behalf of City. All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.11 Notices. Any written notice to Consultant shall be sent to:

Any written notice to City shall be sent to:
Felix Reliford, Principal Planner
455 East Calaveras Boulevard
Milpitas, California 95035

10.12 Professional Seal. Where applicable in the determination of the City, 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.

10.13 Record Drawing. At the end of construction, the consultant shall prepare a record drawing using the red-lined plans to be provided by the City. The record drawing shall incorporate all changes made during construction in the field to show the actual record of construction.

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

10.15 Exhibits. All exhibits referenced in this Agreement are incorporated by reference herein.

CITY OF MILPITAS

CONSULTANT

Thomas C. Williams, City Manager

[NAME, TITLE]

ATTEST:

Mary Lavelle, City Clerk

Taxpayer Identification Number

APPROVED AS TO FORM:

Steven T. Mattas, City Attorney

APPROVED AS TO CONTENT:

Department/Division Head

APPROVED:

Finance Director/Risk Manager

Attachments:

- Exhibit A: Compensation Schedule, personnel and rates
- Exhibit B: Insurance Coverage Documents
- Exhibit C: Sample Progress Payment form

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Exhibit A
COMPENSATION SCHEDULE

Exhibit A-1
PERSONNEL & RATES

Exhibit B
CITY OF MILPITAS
CERTIFICATE OF INSURANCE
 General and Automobile Liability

The undersigned insurance company hereby certifies to the City of Milpitas, California that it has issued a policy of insurance bearing Policy No. _____ to _____, Inc. in connection with a certain improvement work generally described as _____, Project No.: _____ being a certain general public liability policy which names the City of Milpitas, its officers and employees as additional insured, and which insures said City, officers and employees against liability of financial loss resulting from injuries occurring to persons or property in or about or in connection with said work of improvement, including, but not limited to, coverage for all work performed by, for or on behalf of _____

Said policy of insurance provides coverage in the following minimum amounts and for the following periods:

<u>COVERAGE</u>	<u>POLICY NO.</u>	<u>POLICY PERIOD</u>	<u>MINIMUM LIMITS OF LIABILITY</u>
1) Bodily Injury			\$1,000,000 each person \$1,000,000 each occurrence
2) Property Damage			\$1,000,000 each person \$1,000,000 each occurrence

This policy provides: (1) primary coverage for additional insured parties; if said additional insured have other insurance against loss covered by this policy, the other insurance shall be excess insurance only; (2) That said additional insured parties are not precluded from claim under this policy against other insured parties; and (3) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City Clerk.

 Company

 Address of Signatory: Insurance

 Authorized Representative (Signature)

 (Typed name, capacity, or title)

VERIFICATION

I declare under the penalty of perjury that I am authorized to sign this Certificate on behalf of the above-named insurer.

Executed at _____, _____, on the ____ day of _____, 20 ____ .
 (City) * (State)

 Authorized Representative (Signature)

 (Typed name, capacity, or title)

Approved as to Form this __ day of

_____, 20 ____ .

* SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, this ____ day of _____, 20 ____ .

City Attorney

Signature of Notary

(Typed name)

* If this Certificate is executed outside of California, it must be sworn to before a Notary Public.

Exhibit B-1
CITY OF MILPITAS

DATA SHEET: INSURANCE COMPANY

Data Regarding Insurance Company and Representatives'
Authority to act in Connection with Insurance Certificates Issued to:

RE: Project No.
Project Title:
Date of Agreement or Contract: _____

I, the undersigned, hereby certify that I am authorized to issue the attached Certificate of Insurance for:

Full Name of Insurance Company: _____

Mailing Address: _____

City, State, Zip Code: _____ Phone: _____

My name, address and license number with the California Insurance Commissioner is as follows:

* Name: _____

Address: _____

Broker's License No.: _____

If not applicable, explain why: _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, on the ___ day of _____, 20 ____ .

Approved as to Form this __ day of _____, 20 ____ .

* _____
Authorized Representative (Signature)

* _____
(Typed name, capacity, or title)

City Attorney

* The name and signature should be the same name and signature as shown on the Insurance Certificate.

Exhibit B-2
CITY OF MILPITAS

CERTIFICATE OF WORKER'S COMPENSATION INSURANCE

The undersigned insurance company hereby certifies to the City of Milpitas, California, that it is an admitted Worker's Compensation Insurer and that it has issued a policy of Worker's Compensation Insurance bearing policy number _____ to _____. Said policy is a valid policy of Worker's Compensation Insurance issued in a form approved by the California Insurance Commissioner and is now in full force and effect. The full deposit on said policy has been paid. The expiration date of said policy is the _____ day of _____, 20____. The undersigned insurer will give said City of Milpitas at least ten (10) days advance notice of the cancellation of said policy.

Dated: _____

Insurance Company

Address: _____

* _____
Authorized Representative (Signature)

* _____
(Typed name, capacity, or title)

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, on the ____ day of _____, 20 ____.

* _____
Authorized Representative (Signature)

* _____
(Typed name, capacity, or title)

* The name and signature should be the same name and signature as shown on the Data Sheet: Worker's Compensation Insurance Company.

Exhibit B-3
CITY OF MILPITAS

DATA SHEET: WORKER'S COMPENSATION INSURANCE COMPANY

Data Regarding Insurance Company and Representatives'
Authority to act in Connection with Insurance Certificates Issued to:

RE: Project No.
Project Title:

Date of Agreement or Contract: _____

I, the undersigned, hereby certify that I am authorized to issue the attached Certificate of Insurance for:

Full Name of Insurance Company: _____

Mailing Address: _____

City, State, Zip Code: _____ Phone: _____

My name, address and license number with the California Insurance Commissioner is as follows:

* Name: _____

Address: _____

Broker's License No.: _____

If not applicable, explain why: _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, on the ____ day of _____, 20 ____.

Approved as to Form this __ day of

_____, 20 ____.

City Attorney

* _____
Authorized Representative (Signature)

* _____
(Typed name, capacity, or title)

* The name and signature should be the same name and signature as shown on the Worker's Compensation Insurance Certificate.

Exhibit B-4
(ERRORS AND OMISSIONS INSURANCE)

Professional Liability (Errors and Omissions)

CONSULTANT agrees to maintain and pay for professional liability insurance covering any loss arising out of or related to in any manner the errors, omissions, or negligent acts of CONSULTANT, its employees, or agents, in a minimum amount of \$1,000,000 per occurrence. If occurrence basis coverage is not available, the policy may be written on a claims made basis provided that the policy shall be maintained in effect for not less than three (3) years after the date the work or services are accepted by CITY as completed. Coverage for the post-completion period may be provided by renewal or replacement of the policy for each of the three (3) years

or by a three (3) year extended reporting period endorsement, which reinstates all limits of the extended reported periods. If any such policy and/or policies have a retroactive date, that date shall be no later than the date of first performance of work or services for CITY pursuant to this Agreement. Renewal or replacement policies shall not call for any advancement of such retroactive date.

