

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF MILPITAS AND
VERDE DESIGN**

THIS AGREEMENT for consulting services is made by and between the City of Milpitas, a municipal corporation of the State of California referred to herein as the ("City"), and Verde Design, a California Corporation ("Consultant") as of August 18, 2015.

AGREEMENT

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 August 30, 2017, 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 professional standards normally 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 manner and shall conform to the professional standards of quality normally 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 normal 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 normal 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 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 1.1 above and to complete Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed spell out (\$325,000.00) based on time and materials 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. 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;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion, if applicable;
- 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 Agreement billing until the completion of the Agreement 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.

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 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.

2.6 Reimbursable Expenses. Reimbursable expenses are shown on Exhibit B, and shall not exceed Fifteen Thousand Three Hundred and Seventy-eight dollars (\$15,378.00). 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.

2.7 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.

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.

4.2 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 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 TWO MILLION DOLLARS (\$2,000,000) 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 require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. 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 proposal, 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, 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.

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 Contract Administration.** This Agreement shall be administered by Sabeen Cochinwala 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.
- 10.10 Notices.** Any written notice to Consultant shall be sent to:
- Verde Design
Derek McKee, Principal-in-Charge
2455 The Alameda, Suite 200
Santa Clara, CA 95050
- Any written notice to City shall be sent to:
Steven Machida, Director of Engineering
455 East Calaveras Boulevard
Milpitas, California 95035
- 10.11 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.
- 10.12 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.
- 10.13 Exhibits.** All exhibits and attachments to exhibits referenced in this Agreement are incorporated by reference herein.

CITY OF MILPITAS

CONSULTANT
Verde Design

Thomas C Williams, City Manager

Name & Title

Taxpayer Identification Number

APPROVED AS TO FORM:

City Attorney

Corporate Entity Number

APPROVED AS TO CONTENT:

Steven Machida, Director of Engineering

EXHIBIT A

SPORTS CENTER SPORTS FIELDS

SCOPE OF SERVICES FOR THE SPORTS CENTER SPORTS FIELDS

PROJECT UNDERSTANDING/HISTORY:

The City of Milpitas (City) is planning to renovate the field at the stadium portion of the Milpitas Sports Center. It is our understanding that the design will include the following improvements:

- Two synthetic turf fields
 - One full sized field for football and soccer and two small soccer fields
 - One small soccer field
- Perimeter fencing and netting
- Stadium lights and seating
- Football goal posts and field furnishings
- Perimeter and site improvements may include new paving, utilities and access improvements
- Decomposed granite track around football field.

Verde Design proposes a design process to include conceptual design, CEQA, 50%, 98%, 99% submittal for the building department approval and final construction documents. This proposal includes bidding and construction support. A conform set will also be provided to include all addenda items. We have included the following meetings:

- Concept Design
 - 3 meetings with the City staff
 - 2 Parks, Recreation and Cultural Resources Commission presentations
 - 2 City Council presentations
- Construction Documents
 - 3 meetings with City staff
 - 2 Parks, Recreation and Cultural Resources Commission presentations

- 2 City Council presentations

Our services and scope will include:

- Field renovations will focus on the existing track and field facilities.
- Synthetic field design with and striping detailing.
- Civil engineering design for grading, drainage and utility design.
- Design for sports fields lighting. Lights should allow for skate park expansion.
- Pedestrian lighting for a single route from the fields to the existing parking.
- Stadium and field seating
- Sound system design to be incorporated into sports lighting and/or fencing.
- C.3 or storm water requirements and SWPP permitting and documentation.
- We are providing a site and utility survey and we will coordinate with the City on the existing as-builts and utility information for the project area. We will review the existing utility systems and interaction with proposed improvements. Included will also be any utility company coordination.
- Legal boundary survey for property lines and easements
- Geotechnical report
- We will include cost estimates for each of the submittals
- We will work with the manufacturers of the sport field lighting and bleachers if required.
- We have included structural engineering support.

Improvement needs will be limited to the immediate project area. Our timeline will be as submitted to the City on July 30, 2015 with this proposal. A budget of \$2M has been established by the City for construction.

Design team

Verde Design proposes the following key personnel through the entire duration of the agreement and shall not make any changes to the assigned personnel without City written approval:

Design Team:

Principal, Derek McKee

Project Manager, Brett Long
Civil Engineer, Devin Conway
Director of Design, Bill Drulias
Project Specialist, Gary Hover
Irrigation Designer, Corbin Schneider

Sub-Consultants:

David Powers, Environmental Engineering
1871 The Alameda, Suite 200
San Jose, CA 95126

American Consulting Engineers Electrical, Electrical Engineering
1590 The Alameda, Suite 250
San Jose, CA 95126

AKH Structural Engineers, Inc., Structural Engineering
1505 Meridian Ave, Suite B
San Jose, CA 95125

Ward / Edmondson, Survey
1512 Seabright Avenue
Santa Cruz, CA 95062

Subdynamic, Utility Survey
274 Hillsdale Avenue
San Jose, CA 95136

Cleary, Geotechnical Engineering
900 N San Antonio Rd, Suite 101
Los Altos, CA 94022

Scope of Services

Verde Design proposes to provide the following services base on the above stated project understanding.

I. Concept Design

A. Project Start-up, Document Review and Schedule.

- a. Establish files and in-house documentation.
 - b. Finalize project schedule and provide input on the milestone schedule with design team.
 - c. Review all data pertinent to the project as provided by the City, including as-built drawings and existing site plans of the project site.
 - d. Review current or applicable master plans and any recent planning efforts for the project site.
- B. Project kick-off meeting with City staff:
- a. Meet with the City and stakeholders to determine the project intent, scope, budget and timetable.
 - b. Identification of roles and responsibilities.
 - c. Review the steps toward input, field program, consensus and development of the final plan.
 - d. Identification of City staff members and all other stakeholders
 - e. Scheduling, by purpose, for each phase of the design process and any other public hearings, commission or council involvement. Review the draft schedule submitted at the interview.
 - f. Review any project goals and objectives.
- C. Site Investigation
- a. Prepare a site topographical survey or supplement the existing survey developed approximately twelve years ago. Field survey to include: at grade and below grade utilities; existing structures, trees, hardscape, fencing, etc; one and five foot contours; monuments, property lines, and easements; and any other information necessary to complete the design.
 - b. Develop an existing utility plan for the project area. We will utilize as-built information and prepare a site utility survey. We will verify locations and inverts of existing underground utilities and all as-builts provided by the City.
 - c. Prepare a geotechnical report

- d. Conduct site visits as needed.
- D. Visit the project site to complete a visual inventory of the existing conditions and verify surveys.
- E. City coordination for the storm water requirements.
- F. Conceptual Alternatives
 - a. Prepare program information and templates for use.
 - b. Develop a base plan using the site survey and digital aerial.
 - c. Develop a maximum of three preliminary design alternatives. Graphics will be provided in plan view or 2-dimensional graphics.
 - d. Develop athletic images to review options for field layouts.
 - e. Develop a preliminary cost estimate for each option.
 - f. Present the alternatives and receive feedback at City staff review meeting.
- G. Draft Schematic Design
 - a. Develop a single two dimensional colored design plan based on input. Additional elements will be added to the plan including pathways, vehicle access, and gates.
 - b. Preliminary layout of improvements in relation to existing facilities
 - c. The process will take the approved conceptual plan and start to develop preliminary designs for the grading, drainage, and C.3 and NPDES permit compliance. C.3 storm water compliance to allow for skate park.
 - d. Develop preliminary plans to include:
 - 1) Site and material rendered plan
 - 2) Preliminary grading design with earthwork quantities
 - 3) Preliminary drainage and utility design
 - e. Organize materials and images of materials and finished products. Samples and cut sheets of synthetic turf, lighting, seating, fencing, etc.

- f. Develop preliminary cost estimate and schedule.
 - g. Outline of technical specifications.
 - h. Provide a cost benefit analysis for the synthetic turf components to assist with material selection. A narrative will be setup on the synthetic attributes and use considerations with recommendations.
 - i. Present the schematic design and receive feedback at a City staff review meeting.
 - j. Submit two hardcopies of draft schematic plan and electronic.
 - k. Identify permits and project approvals needed.
- H. Refine the designs and preliminary costs to develop the final draft schematic package and submit hardcopy and electronic version. Plan will be a rendered 2D plan graphic.
- I. CEQA Support
- a. DJP&A will prepare a CAT EX/NOE according to the requirements of the City and CEQA. The CAT EX/NOE will include a description of the project and the reasons why the City believes the project is exempt from CEQA. The Santa Clara County Clerk's cover sheet will also be prepared and all documents will be submitted to the City for review and comment. The document will be revised per City comments. It is estimated that it will take between two and three weeks to complete the CAT EX/NOE after final project plans are received.
 - b. While public distribution or circulation of a CAT EX/NOE is not required by CEQA, the NOE document is required to be filed at the County Clerk's office after project approval. The \$50 filing fee is included in the services. DJP&A offices are located in San José, near the County buildings, and we file such documents regularly for various governmental agencies.
 - c. This scope of work includes DJP&A Principal or Project Manager attendance at one project meeting or a public hearing. DJP&A will be prepared to provide information regarding the environmental analysis and process at the meeting.

- J. Setup a presentation for the Parks, Recreation and Cultural Resources Commission and City Council. Attend up to two meetings with each.
 - K. Coordinate the work with the City.
 - L. Provide design and construction schedule.
- II. Construction Document Phase** – The following outlines the work to be completed to prepare plans and specifications for construction.
- A. 50% Submittal Package
 - 1. The submittal includes plans and draft technical specifications. The plans show overall site design including:
 - a. Cover Sheet
 - b. Existing Conditions Plan
 - c. Erosion and Sediment Control Plan
 - d. Demolition Plan
 - e. Grading Plan
 - f. Drainage and Utility Plan
 - g. Layout Plan – Plan will be preliminary at this level.
 - h. Material and Detail Reference Plan
 - i. Enlargement Plans
 - j. Irrigation Plan
 - k. Construction Details
 - l. Structural Plan and Details
 - m. Electrical Plan and Details
 - 2. Plans not to be smaller than 1"=20' for site and civil plans, ¼"=1' for architectural and structural plans.
 - 3. Project plans will use the City's standard title block.
 - 3. The draft technical specifications show representative specifications for the project. Specifications will be provided in CSI format. Review City's standard technical specifications and modify as needed to the project. Construction documents to conform to the applicable: Current California Building Codes, National Fire Protection

Associations, Title 24, ADA, and all other applicable local, State and Federal codes, regulations, permit requirements, and conditions necessary for issuance of the necessary permits for construction.

4. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Questions and Comments
 - d. Statement of Probable Construction Costs
 - d. Product cut sheets
 5. Redline and review, Internal Quality Control (QC). Signed QA/QC statement with each submittal.
 6. Submittal Preparation and coordination of plans and specifications will be provided for review.
 7. One review meeting with City staff to review plans and receive comments. Review of this submittal is critical prior to proceeding with finalizing the construction documents. City review period to be two to three weeks.
- B. 98% Submittal Package
1. Review submittal comments and incorporate them into the 98% submittal.
 2. Modify base plan as required to incorporate comments.
 3. Develop a set of drawings and details equivalent to 98% construction drawings.
 4. Submittal preparation and coordination.
 5. Updated construction cost estimate.
 6. QSD services for SWPP permit.
 7. Redline and review (QC). Signed QA/QC statement with each submittal.
 8. One review meeting with City staff. City review time to be two to three weeks.
- C. Building Department Submittal
1. We will update plans per comments and then setup a building department submittal set that includes our plans and specifications.

2. Setup the application forms and review City if required.
 3. Provide submittal plans and specifications to the City's building department. Address building department comments and resubmit as needed.
 4. We will coordinate comments received City staff and project team and revise for a back-check review meeting.
- D. Bid Submittal – Coordinate final bid package and provide to City per schedule submitted with this proposal.
 - E. Setup a presentation for the Parks, Recreation and Cultural Resources Commission and City Council. Attend up to two meetings with each.
 - F. Project administration
 - G. Final submittal to be submitted on DVD in AutoCAD, tif, and PDF formats.
 - H. Verde will coordinate and manage sub-consultants throughout the design phase.
 - I. Verde will coordinate with utility companies including submittal of necessary service applications, provide information requested by utility companies, and incorporate utility company comments.

III. Bid Support

The consultant agrees to provide the following services to the City on an on-call basis following the 100% submittal.

- A. Coordinate bidding procedures with City.
- B. Answer questions during bidding.
- C. Assist in preparing addenda.
- D. Attend two pre-bid meetings.
- E. Assist in bid evaluation.
- F. Provide a conform setup of plans and specifications including the addenda items.
- G. Assist in preparing pre-qualification criteria for contractors
- H. Redesign and repackage bid documents in the event bids exceed budget at no additional expense.

IV. Construction Support

The consultant agrees to provide the following services to the City on an on-call basis following the award of the contract to the successful contractor.

- A. Attend pre-construction meeting.
- B. Respond to questions, request for information and provide clarifications within four working days.
- C. Review submittals, shop drawings, product data, and samples within five working days. Coordinate review and response to allow construction to proceed.
- D. 14 site observation / construction meetings visits are included. Visits will include site demolition, grading, drainage, hardscape, and fencing improvements review at specific stages of construction. Site observation reports will be provided. Meeting agendas and reports are not included for the construction meetings.
- E. Review price requests and change orders. Identify cause of change order. Response to change order within 5 working days. Verde will be responsible for those costs associated with any and all change orders and/or delays to the extent caused by negligent, intentional, or reckless errors or omissions in the design.
- F. Provide a punch list of the constructed improvements. Punch list will be completed when the project is complete. Final walk through to be completed when all punch list items have been corrected.
- G. Review contractor as-built plans and submit review to the City. As we provide RFI or field directive responses, we update our cad files during construction.
- H. Review Notices of Potential Claim and render written decisions on all Notices of Potential Claim, claims, disputes, or other matters in question between the City and Contractor relating to the execution or progress of the work as provided in the contract documents within five working days or as agreed to as by the City.
- I. Assist in fulfilling the legal requirements and mandates of third-party regulatory agencies.
- J. Generate supplemental drawings and clarifications as needed.

- K. Provide a CAD setup of as-built plans.
- L. Review O&M manuals, warranties, reports, or other documents to determine compliance with contract documents.
- M. Provide a one year post occupancy review with staff.
- N. Project closeout.

PRODUCTS

Verde Design will provide the following products as outlined in the above Scope of Services:

- A. Concept Design
 - 1. Site topographical survey – electronic copy in CAD and PDF
 - 2. Site utility survey – electronic copy in CAD and PDF
 - 3. Geotechnical report – electronic copy in PDF and two hardcopies
 - 4. Conceptual Alternatives – two copies of each design
 - 5. Draft Schematic Plan Package – two copies of each plan
 - i. Site / Material and rendered plan
 - ii. Preliminary grading concept
 - iii. Preliminary drainage concept
 - iv. Earthwork calculations
 - v. Cut sheets of proposed manufactured items
 - 6. Final Draft Schematic Plan – two copies of each plan
 - 7. Cost estimates for each set of plans
 - 8. Cost benefit analysis
 - 9. Synthetic turf recommendations
 - 10. CEQA documents for Notice of Exemption
 - 11. Commission and City Council power point presentation
 - 12. Meeting reports
- B. Construction Documentation
 - 1. 50% Package – One hardcopy and one electronic set of plans, costs and specifications

2. Material recommendations for furnishings and maintenance / use recommendations.
 3. 98% package – One hardcopy and one electronic set of plans, costs and specifications.
 4. 99% submittal plans and application for building department – Five hardcopies, application, structural calculations, and specifications
 5. 100% package – Three hardcopies and one electronic set of plans, costs and specifications. DVD with CAD, tif, and PDF of the plans.
 6. Commission and City Council power point presentation
 7. Meeting reports
- C. Bid Support
1. Addendum responses
 2. Conform set of plans with addenda included – Five hardcopies and one electronic set of plans, costs and specifications.
- D. Construction Support
1. RFI and submittal responses
 2. Site visit reports and punch list
 3. CAD and mylar set of as-built plans

CLIENT’S RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully request that the City provide the following information:

1. Any available construction, utility or record drawings of the project area.
2. Program use criteria by the user groups.
3. Any specific owner requests regarding field design and maintenance.
4. Geotechnical testing and inspection during construction.

SPECIAL PROVISIONS

- A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:
1. Meetings other than those listed

2. Renderings and presentations to public bodies other than those listed
 3. Mitigated Negative Declarations for CEQA
 4. SWPP testing and inspection during construction – QSP services
 5. Utility runs for off-site connections
 6. Permit fees associated with the project
 7. Inspection and testing required during construction
 8. Design for areas not identified in the project understanding
 9. Pump or well design
 10. 3D graphics
 11. Prequalification selection process for contractors or materials
 12. Landscape or planting plans
 13. Emergency lighting plans
 14. Geohazard investigation/report
 15. Soil screening tests
 16. Manufacturers plans for the bleachers or sport field lighting:
 - a. We anticipate that the manufacturer will provide the required structural engineering design.
 - b. Our team will work with the manufacturers to coordinate the design but the manufacturers typically use their professionals for design of these components.
 - c. Costs for manufacturers plans and specifications
 17. Separate bid packages or construction sequences implementation beyond what is proposed.
- B. This fee will be valid for 60 days, should the City choose to extend or add to the contract, the unbilled portion of this agreement will be subject to an increase in January of 2016 to cover annual wage adjustments for office personnel.
- C. Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion

of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of City, their consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

CHANGE IN SERVICES

Client may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

TERMINATION OF AGREEMENT

In the event the project is terminated or indefinitely suspended in the manner herein provided, Verde Design shall turn over copies of any and all documents completed to that date. Verde Design shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

EXHIBIT B

COMPENSATION SCHEDULE

For the scope of services and products identified in this proposal, Verde Design respectfully requests the following lump sum fee including all reasonable reimbursable expenses that are outlined to be included in the project.

▪ Phase 1: Concept Design / CEQA	\$68,940
(Included Reimbursables \$1,500)	
Phase 2: Construction Documents	\$132,675
(Included Reimbursables \$2,200)	
▪ Phase 3: Bid Support	\$10,285
(Included Reimbursables \$800)	
▪ Phase 4: Construction Support	\$40,100
(Included Reimbursables \$800)	
Total	\$252,000

Charge Rate Schedule
Effective until December 31, 2015

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$195.00 per hour
Project Manager/Construction Manager	
Level Four	\$180.00 per hour
Level Three	\$160.00 per hour
Level Two	\$145.00 per hour
Level One	\$130.00 per hour
IT Manager	\$150.00 per hour
CAD Manager	\$130.00 per hour
Project Designer	\$125.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$120.00 per hour
Draftsperson Level II	\$105.00 per hour
Draftsperson Level I	\$100.00 per hour
Project Administrator	\$80.00 per hour
Intern	\$70.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

EXHIBIT C
INSURANCE DOCUMENTS