

<b>REQUEST FOR COUNCIL ACTION</b> CITY OF SAN DIEGO	CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) 3000004009
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TO: CITY COUNCIL	FROM (ORIGINATING DEPARTMENT): ECP/Right of Way Design Div	DATE: 02/04/2011
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SUBJECT: 25th Street Renaissance – First Amendment to Consultant Agreement with RRM Design Group

PRIMARY CONTACT (NAME, PHONE): Marnell Gibson, 533-5213, MS 908A	SECONDARY CONTACT (NAME, PHONE): Brad Johnson, 533-5120, MS 908A
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**COMPLETE FOR ACCOUNTING PURPOSES**

FUND	400169	600001	600001		
DEPT / FUNCTIONAL AREA	OTHR-00000000-TR	OTHR-00000000-TR	OTHR-00000000-TR		
ORG / COST CENTER	2113120013	2113120013	2113120013		
OBJECT / GENERAL LEDGER ACCT	512034	512034	512034		
JOB / WBS OR INTERNAL ORDER	S-00985.02.01.04	S-00985.02.01.04	S-00985.02.01.04		
C.I.P./CAPITAL PROJECT No.					
AMOUNT	\$53,561.00	\$230,178.00	\$29,822.00	0.00	0.00

FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P./CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE): This Request: \$313,561				
	Federal	State	Transnet	Total
Previous Action:	\$0	\$0	\$75,000	\$75,000
This Action:	\$230,178	\$29,822	\$53,561	\$313,561
Total Amount:	\$230,178	\$29,822	\$128,561	\$388,561

**ROUTING AND APPROVALS**

CONTRIBUTORS/REVIEWERS:	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Environmental Analysis	ORIG DEPT.	Heinrichs, Tony	2/8/2011
Liaison Office	CFO		
Equal Opportunity Contracting	DEPUTY CHIEF		
Financial Management	COO		
Comptroller	CITY ATTORNEY		

		COUNCIL PRESIDENTS OFFICE			
PREPARATION OF:	<input checked="" type="checkbox"/> RESOLUTIONS	<input type="checkbox"/> ORDINANCE(S)	<input checked="" type="checkbox"/> AGREEMENT(S)	<input type="checkbox"/> DEED(S)	
<p>1. Authorizing the Mayor or his designee to execute the First Amendment to the Consultant Agreement with RRM Design Group for engineering services for CIP S-00985, 25th Street Renaissance in the amount not to exceed \$313,561.00; and</p> <p>2. Authorizing the Chief Financial Officer to expend funds in an amount not to exceed \$313,561.00 from CIP S-00985, 25th Street Renaissance, from Fund 600001, Grant 1000302-2010, Fund 600001, Grant 1000303-2010, and Fund 400169, Transnet, for the purpose of funding the First Amendment to the Consultant Agreement with RRM Design Group, contingent upon the Chief Financial Officer certifying that funds are available.</p>					
STAFF RECOMMENDATIONS: Adopt the Resolutions					
SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)					
COUNCIL DISTRICT(S):		8 (Alvarez)			
COMMUNITY AREA(S):		Greater Golden Hill			
ENVIRONMENTAL IMPACT:		This activity is Categorically Exempt from CEQA pursuant to State CEQA Guidelines, Section 15301 (Existing Facilities) and Section 15302 (Replacement or Reconstruction).			
CITY CLERK INSTRUCTIONS:		Upon Mayoral approval, please return one copy of the executed Council Action, one signed original First Amendment to the Consultant Agreement, and a copy of the resolution to David Li, Right of Way Division, MS908A.			

**COUNCIL ACTION**  
**EXECUTIVE SUMMARY SHEET**  
CITY OF SAN DIEGO

DATE: 02/04/2011

ORIGINATING DEPARTMENT: ECP/Right of Way Design Div

SUBJECT: 25th Street Renaissance – First Amendment to Consultant Agreement with RRM Design Group

COUNCIL DISTRICT(S): 8 (Alvarez)

CONTACT/PHONE NUMBER: Marnell Gibson/533-5213, MS 908A

**DESCRIPTIVE SUMMARY OF ITEM:**

Approval of First Amendment to Consultant Agreement with RRM Design Group for the 25th Street Renaissance Project. The project will provide traffic calming improvements to improve pedestrian safety, additional street parking, as well as streetscape improvements to enhance the aesthetics of 25th Street between F Street and Russ Blvd. Plans, specifications, and cost estimate will be developed for the portion of 25th Street from E Street to B Street with this phase.

**STAFF RECOMMENDATION:**

Adopt the Resolutions

**EXECUTIVE SUMMARY OF ITEM BACKGROUND:**

25th Street from F Street to Russ Blvd serves as a main thoroughfare to Downtown and the gateway to Golden Hill and Balboa Park. The 25th Street Renaissance Project will provide traffic calming improvements to improve pedestrian safety, additional street parking, as well as streetscape improvements to enhance the aesthetics of the corridor. RRM Design Group was hired to complete Phase I of this project, which included community outreach, stakeholder meetings, traffic engineering analysis, and development of the 25th Street Master Plan. On December 8, 2010, the 25th Street Master Plan was approved by the Greater Golden Hill Planning Committee.

The First Amendment to the Agreement with RRM Design Group is required to complete Phase II of the project, which consists of preparing final plans, specifications, and cost estimate for bidding purposes and providing construction support services. Phase II will only include improvements on 25th Street between E Street and B Street. The remaining segments of F Street to E Street and B Street to Russ Blvd will be implemented during Phase III when funds become available.

**FISCAL CONSIDERATIONS:**

\$313,561 is available in S-00985, 25th Street Renaissance Project, to fund the First Amendment to Consultant Agreement with RRM Design Group. With this First Amendment, the total contract cost increases to \$388,561.

**EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):**

The First Amendment to Consultant Agreement with RRM Design Group is subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

- Council Resolution R-300698 dated July 25, 2005, authorized the establishment of CIP 52-756.0 (now S-00985), 25th Street Renaissance Project; and authorized the appropriation, acceptance and expenditure of up to \$1,425,000 of Pilot Smart Growth Incentive Program Grant Funds for the project.
- Mayoral Action C-15299 dated July 16, 2010, authorized the expenditure of \$75,000.00 for the execution of the original Consultant Agreement with RRM Design Group for 25th Street Renaissance Project Phase I.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

Extensive public outreach was conducted throughout 2010. Stakeholder Meetings with the local business and property owners were held to discuss areas of interest and concerns. A 25th Street Project Community Advisory Group was created and meetings took place to explore various concepts and incorporate community input in developing the 25th Street Master Plan. On December 8, 2010, the 25th Street Master Plan was presented and approved by the Greater Golden Hill Planning Committee.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Key stakeholders include the Community of Golden Hill, Greater Golden Hill Planning Committee, Greater Golden Hill Community Development Corporation, and RRM Design Group.

Heinrichs, Tony  
Originating Department

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Deputy Chief/Chief Operating Officer

COPY DUPLICATE ORIGINAL

AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND  
RRM DESIGN GROUP

FOR  
25<sup>TH</sup> STREET RENAISSANCE PHASE 1  
(FEDERAL VERSION)

CONTRACT NUMBER: H094723A

Document No. C-15259  
Filed JUL 6 2010  
Office of the City Clerk  
San Diego, California

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**LUMP SUM AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND RRM DESIGN GROUP  
FOR DESIGN PROFESSIONAL SERVICES**

THIS Agreement is made and entered into between the City of San Diego, a municipal corporation [City], and RRM Design Group [Design Professional] for the Design Professional to provide Professional Services to the City for the 25<sup>th</sup> Street Renaissance Phase 1 (H094723A) [Project].

**RECITALS**

The City wants to retain the services of a professional civil engineering firm to provide engineering services [Professional Services].

The Design Professional represents that it has the expertise, experience and personnel necessary to provide the Professional Services for the Project.

The City and the Design Professional [Parties] want to enter into an Agreement whereby the City will retain the Design Professional to provide, and the Design Professional shall provide, the Professional Services for the Project [Agreement].

In consideration of the above recitals and the mutual covenants and conditions set forth, herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby set forth their mutual covenants and understandings as follows:

**ARTICLE I**

**DESIGN PROFESSIONAL SERVICES**

The above-listed recitals are true and correct and are hereby incorporated by reference.

**1.1 Scope of Services.** The Design Professional shall perform the Professional Services as set forth in the written Scope of Services (Exhibit A) at the direction of the City

**1.2 Contract Administrator.** The Engineering & Capital Projects Department is the contract administrator for this Agreement. The Design Professional shall provide the Professional Services under the direction of a designated representative of the Engineering & Capital Projects Department. The City's designated representative will communicate with the Design Professional on all matters related to the administration of this Agreement and the Design Professional's performance of the Professional Services rendered hereunder. When this Agreement refers to communications to or with the City, those communications will be with the designated representative, unless the designated representative or the Agreement specifies otherwise. However, when this Agreement refers to an act or approval to be performed by City, that act or approval shall be performed by the Mayor or his designee, unless the Agreement specifies otherwise.

**1.3 City Modification of Scope of Services.** The City may, without invalidating this Agreement, order changes in the Scope of Services by altering, adding to or deducting from the Professional Services to be performed. All such changes shall be in writing and shall be performed in accordance with the provisions of this Agreement. If any such changes cause an increase or decrease in the Design Professional's cost of, or the time required for, the performance of any of the Professional Services, the Design Professional shall immediately notify the City. If the City deems it appropriate, an equitable adjustment to the Design Professional's compensation or time for performance may be made, provided that any adjustment must be approved by both Parties in writing in accordance with Section 9.1 of this Agreement.

**1.4 Written Authorization.** Prior to performing any Professional Services in connection with the Project, the Design Professional shall obtain from the City a written authorization to proceed. Further, throughout the term of this Agreement, the Design Professional shall immediately advise the City in writing of any anticipated change in the Scope of Services (Exhibit A), Compensation and Fee Schedule (Exhibit B), or Time Schedule (Exhibit C), and shall obtain the City's written consent to the change prior to making any changes. In no event shall the City's consent be construed to relieve the Design Professional from its duty to render all Professional Services in accordance with applicable laws and accepted industry standards.

**1.5 Confidentiality of Services.** All Professional Services performed by the Design Professional, including but not limited to all drafts, data, correspondence, proposals, reports, and estimates compiled or composed by the Design Professional, pursuant to this Agreement, are for the sole use of the City, its agents and employees. Neither the documents nor their contents shall be released to any third party without the prior written consent of the City. This provision does not apply to information that (a) was publicly known, or otherwise known to the Design Professional, at the time that it was disclosed to the Design Professional by the City, (b) subsequently becomes publicly known through no act or omission of the Design Professional, or (c) otherwise becomes known to the Design Professional other than through disclosure by the City. Except for Subcontractors covered by Section 4.4, neither the documents nor their contents shall be released to any third party without the prior written consent of the City.

**1.6 Competitive Bidding.** The Design Professional shall ensure that any plans and specifications prepared, required, or recommended under this Agreement allow for competitive bidding. The Design Professional shall design such plans or specifications so that procurement of services, labor or materials are not available from only one source, and shall not design plans and specifications around a single or specific product, piece of major equipment or machinery, a specific patented design, or a proprietary process, unless required by principles of sound engineering practice and supported by a written justification that has been approved in writing by the City. The Design Professional shall submit this written justification to the City prior to beginning work on such plans or specifications. Whenever the Design Professional recommends a specific product or equipment for competitive procurement, such recommendation shall include at least two brand names of products that are capable of meeting the functional requirements applicable to the Project.

## ARTICLE II

### DURATION OF AGREEMENT

**2.1 Term of Agreement.** This Agreement shall be effective on the date it is executed by the last Party to sign the Agreement, and approved by the City Attorney in accordance with San Diego Charter Section 40. Unless otherwise terminated, it shall be effective until completion of the Scope of Services or October 31, 2012 whichever is the earliest but not to exceed five years unless approved by City ordinance.

**2.2 Time of Essence.** Time is of the essence for each provision of this Agreement, unless otherwise specified in this Agreement. The time for performance of the Scope of Services (Exhibit A) is set forth in the Time Schedule (Exhibit C).

**2.3 Notification of Delay.** The Design Professional shall immediately notify the City in writing if the Design Professional experiences or anticipates experiencing a delay in performing the Professional Services within the time frames set forth in the Time Schedule (Exhibit C). The written notice shall include an explanation of the cause for, and a reasonable estimate of the length of the delay. If in the opinion of the City, the delay affects a material part of the Project, the City may exercise its rights under Sections 2.5-2.7 of this Agreement.

**2.4 Delay.** If delays in the performance of the Professional Services are caused by unforeseen events beyond the control of the Parties, such delay may entitle the Design Professional to a reasonable extension of time, but such delay shall not entitle the Design Professional to damages or additional compensation. Any such extension of time must be approved in writing by the City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the Design Professional's work; inability to obtain materials, equipment, or labor; required additional Professional Services; or other specific reasons agreed to between the City and the Design Professional; provided, however, that: (a) this provision shall not apply to, and the Design Professional shall not be entitled to an extension of time for, a delay caused by the acts or omissions of the Design Professional; and (b) a delay caused by the inability to obtain materials, equipment, or labor shall not entitle the Design Professional to an extension of time unless the Design Professional furnishes the City, in a timely manner, documentary proof satisfactory to City of the Design Professional's inability to obtain materials, equipment, or labor.

**2.5 City's Right to Suspend for Convenience.** The City may, at its sole option and for its convenience, suspend all or any portion of the Design Professional's performance of the Professional Services, for a reasonable period of time not to exceed six months. In accordance with the provisions of this Agreement, the City will give written notice to the Design Professional of such suspension. In the event of such a suspension, in accordance with the provisions of Article III of this Agreement, the City shall pay to the Design Professional a sum equivalent to the reasonable value of the Professional Services the Design Professional has satisfactorily performed up to the date of suspension. Thereafter, the City may rescind such suspension by giving written notice of rescission to the Design Professional. The City may then require the Design Professional to resume performance of the Professional Services in compliance with the terms and conditions of this Agreement; provided, however, that the Design Professional shall be entitled to an extension of time equal to the length of the suspension, unless otherwise agreed to in writing by the Parties.

**2.6 City's Right to Terminate for Convenience.** The City may, at its sole option and for its convenience, terminate all or any portion of the Professional Services agreed to pursuant

to this Agreement by giving written notice of such termination to the Design Professional. Such notice shall be delivered by certified mail with return receipt for delivery to the City. The termination of the Professional Services shall be effective upon receipt of the notice by the Design Professional. After termination of this Agreement, the Design Professional shall complete any and all additional work necessary for the orderly filing of documents and closing of the Design Professional's Professional Services under this Agreement. For services satisfactorily rendered in completing the work, the Design Professional shall be entitled to fair and reasonable compensation for the Professional Services performed by the Design Professional before the effective date of termination. After filing of documents and completion of performance, the Design Professional shall deliver to the City all drawings, plans, calculations, specifications and other documents or records related to both the Project and to the Design Professional's Professional Services on the Project. By accepting payment for completion, filing and delivering documents as called for in this paragraph, the Design Professional discharges the City of all of the City's payment obligations and liabilities under this Agreement.

**2.7 City's Right to Terminate for Default.** If the Design Professional fails to satisfactorily perform any obligation required by this Agreement, the Design Professional's failure constitutes a Default. A Default includes the Design Professional's failure to adhere to the Time Schedule. If the Design Professional fails to satisfactorily cure a Default within ten calendar days of receiving written notice from the City specifying the nature of the Default, the City may immediately cancel and/or terminate this Agreement, and terminate each and every right of the Design Professional, and any person claiming any rights by or through the Design Professional under this Agreement. The rights and remedies of the City enumerated in this Section are cumulative and shall not limit, waive, or deny any of the City's rights under any other provision of this Agreement. Nor does this Section otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of this Agreement or hereinafter enacted or established, that may be available to the City against the Design Professional.

### ARTICLE III

#### COMPENSATION

**3.1 Amount of Compensation.** The City shall pay the Design Professional for performance of all Professional Services rendered in accordance with this Agreement, including reasonably related expenses, in a lump sum amount not to exceed \$75,000. The compensation for the Scope of Services shall not exceed \$52,005, and the compensation for Additional Services (described in Section 3.2), if any, shall not exceed \$22,995.

**3.2 Additional Services.** The City may require that the Design Professional perform additional Professional Services [Additional Services] beyond those described in the Scope of Services (Exhibit A). Prior to the Design Professional's performance of Additional Services, the City and the Design Professional must agree in writing upon a fee for the Additional Services, including reasonably related expenses, in accordance with the Compensation and Fee Schedule (Exhibit B). The City will pay the Design Professional for the performance of Additional Services in accordance with Section 3.3.

**3.3 Manner of Payment.** The City shall pay the Design Professional in accordance with the Compensation and Fee Schedule (Exhibit B). For the duration of this Agreement, the Design Professional shall not be entitled to fees, including fees for expenses, that exceed the

amounts specified in the Compensation and Fee Schedule. The Design Professional shall submit one invoice per calendar month in a form acceptable to the City in accordance with the Compensation and Fee Schedule. The Design Professional shall include with each invoice a description of completed Professional Services, reasonably related expenses, if any, and all other information, including but not limited to: the progress percentage of the Scope of Services and/or deliverables completed prior to the invoice date, as required by the City. The City will pay undisputed portions of invoices within thirty calendar days of receipt.

**3.4 Additional Costs.** Additional Costs are those costs that can be reasonably determined to be related to the Design Professional's errors or omissions, and may include Design Professional, City, or Subcontractor overhead, construction, materials, demolition, and related costs. The Design Professional shall not be paid for the Professional Services required due to the Design Professional's errors or omissions, and the Design Professional shall be responsible for any Additional Costs associated with such errors or omissions. These Additional Costs may be deducted from monies due, or that become due, the Design Professional. Whether or not there are any monies due, or becoming due, the Design Professional shall reimburse the City for Additional Costs due to the Design Professional's errors or omissions.

**3.5 Eighty Percent Notification.** The Design Professional shall promptly notify the City in writing of any potential cost overruns. Cost overruns include, but are not limited to the following: (1) where anticipated costs to be incurred in the next sixty calendar days, when added to all costs previously incurred, will exceed 80 percent of the maximum compensation for this Agreement; or (2) where the total cost for performance of the Scope of Services (Exhibit A) appears that it may be greater than the maximum compensation for this Agreement.

## ARTICLE IV

### DESIGN PROFESSIONAL'S OBLIGATIONS

**4.1 Industry Standards.** The Design Professional agrees that the Professional Services rendered under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent professional civil engineering firm using the degree of care and skill ordinarily exercised by reputable professionals practicing in the same field of service in the State of California. Where approval by the City, the Mayor or his designee, or other representatives of the City is required, it is understood to be general approval only and does not relieve the Design Professional of responsibility for complying with all applicable laws, codes, and good consulting practices.

#### **4.2 Right to Audit.**

**4.2.1 Access.** The City retains the right to review and audit, and the reasonable right of access to Design Professional's and any Subcontractor's premises to review and audit the Design Professional's or Subcontractor's compliance with the provisions of this Agreement [City's Right]. The City's Right includes the right to inspect and photocopy same, and to retain copies, outside of the Design Professional's premises, of any and all Project-related records with appropriate safeguards, if such retention is deemed necessary by the City in its sole discretion. This information shall be kept by the City in the strictest confidence allowed by law.

**4.2.2 Audit.** The City's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that the City determines are necessary to discover and verify that the Design Professional or Subcontractor is in compliance with all requirements under this Agreement.

**4.2.2.1 Cost Audit.** If there is a claim for additional compensation or for Additional Services, the City's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that the City determines are necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

**4.2.2.2 Accounting Records.** The Design Professional and all Subcontractors shall maintain complete and accurate records in accordance with Generally Accepted Accounting Practices in the industry. The Design Professional and Subcontractors shall make available to the City for review and audit; all Project related accounting records and documents, and any other financial data. Upon the City's request, the Design Professional and Subcontractors shall submit exact duplicates of originals of all requested records to the City.

**4.2.3 City's Right Binding on Subcontractors.** The Design Professional shall include the City's Right as described in Section 4.2, in any and all of their subcontracts, and shall ensure that these sections are binding upon all Subcontractors.

**4.2.4 Compliance Required before Mediation or Litigation.** A condition precedent to proceeding with mandatory mediation and further litigation provided for in Article VII is the Design Professional's and Subcontractors full compliance with the provisions of this Section 4.2 within sixty days of the date on which the City mailed a written request to review and audit compliance.

**4.3 Insurance.** The Design Professional shall not begin the Professional Services under this Agreement until it has: (a) obtained, and provided to the City, insurance certificates and endorsements reflecting evidence of all insurance required in Article IV, Section 4.3.1; however, the City reserves the right to request, and the Design Professional shall submit, copies of any policy upon reasonable request by the City; (b) obtained City approval of each company or companies as required by Article IV, Section 4.3.3; and (c) confirmed that all policies contain the specific provisions required in Article IV, Section 4.3.4. Design Professional's liabilities, including but not limited to Design Professional's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Except as provided for under California law, all policies of insurance required hereunder must provide that the City is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies. Maintenance of specified insurance coverage is a material element of this Agreement and Design Professional's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of contract by the City.

Further, the Design Professional shall not modify any policy or endorsement thereto which increases the City's exposure to loss for the duration of this Agreement.

**4.3.1 Types of Insurance.** At all times during the term of this Agreement, the Design Professional shall maintain insurance coverage as follows:

**4.3.1.1 Commercial General Liability.** Commercial General Liability (CGL) Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$1 million per occurrence and subject to an annual aggregate of \$2 million. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

**4.3.1.2 Commercial Automobile Liability.** For all of the Design Professional's automobiles including owned, hired and non-owned automobiles, the Design Professional shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1 million per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

**4.3.1.3 Workers' Compensation.** For all of the Design Professional's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, the Design Professional shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide a minimum of \$1 million of employers' liability coverage, and the Design Professional shall provide an endorsement that the insurer waives the right of subrogation against the City and its respective elected officials, officers, employees, agents and representatives.

**4.3.1.4 Architects & Engineers Professional Liability.** For all of the Design Professional's employees who are subject to this Agreement, the Design Professional shall keep in full force and effect, Professional Liability coverage for professional liability with a limit of \$1 million per claim and \$2 million annual aggregate. The Design Professional shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the Project; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Project or termination of this Agreement whichever occurs last. The Design Professional agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the City's exposure to loss.

**4.3.2 Deductibles.** All deductibles on any policy shall be the responsibility of the Design Professional and shall be disclosed to the City at the time the evidence of insurance is provided.

**4.3.3 Acceptability of Insurers.**

**4.3.3.1** Except for the State Compensation Insurance Fund, all insurance required by this Contract or in the Special General Conditions shall only be carried by insurance companies with a rating of at least "A-, VI" by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State of California, and that have been approved by the City.

**4.3.3.2** The City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Eligible Surplus Lines Insurers (LESLI list). All policies of

insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

#### **4.3.4 Required Endorsements.**

The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under this Agreement.

##### **4.3.4.1 Commercial General Liability Insurance Endorsements.**

**ADDITIONAL INSURED.** To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Insured the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of (a) ongoing operations performed by you or on your behalf, (b) your products, (c) your work, including but not limited to your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled or used by you.

**PRIMARY AND NON-CONTRIBUTORY COVERAGE.** The policy or policies must be endorsed to provide that the insurance afforded by the Commercial General Liability policy or policies is primary to any insurance or self-insurance of the City of San Diego and its elected officials, officers, employees, agents and representatives as respects operations of the Named Insured. Any insurance maintained by the City of San Diego and its elected officials, officers, employees, agents and representatives shall be in excess of Design Professional's insurance and shall not contribute to it.

##### **4.3.4.2 Automobile Liability Insurance Endorsements**

**ADDITIONAL INSURED.** To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Insured the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Design Professional.

##### **4.3.4.3 Worker's Compensation and Employer's Liability Insurance Endorsements.**

**WAIVER OF SUBROGATION.** The Worker's Compensation policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City and its respective elected officials, officers, employees, agents and representatives for losses paid under the terms of this policy or these policies which arise from work performed by the Named Insured for the City.

**4.3.5 Reservation of Rights.** The City reserves the right, from time to time, to review the Design Professional's insurance coverage, limits, deductible and self-insured retentions to determine if they are acceptable to the City. The City will reimburse the Design Professional for the cost of the additional premium for any coverage requested by the City in excess of that required by this Agreement without overhead, profit, or any other markup.

**4.3.6 Additional Insurance.** The Design Professional may obtain additional insurance not required by this Agreement.

**4.3.7 Excess Insurance.** All policies providing excess coverage to the City shall follow the form of the primary policy or policies including but not limited to all endorsements.

**4.4 Subcontractors.** The Design Professional's hiring or retaining of any third parties [Subcontractors] to perform services related to the Project [Subcontractor Services] is subject to prior approval by the City. The Design Professional shall list on the Subcontractor List (Exhibit D Attachment BB) all Subcontractors known to the Design Professional at the time this Agreement is entered. If at any time after this Agreement is entered into the Design Professional identifies a need for additional Subcontractor Services, the Design Professional shall give written notice to the City of the need, at least forty-five days before entering into a contract for such Subcontractor Services. The Design Professional's notice shall include a justification, a description of the scope of work, and an estimate of all costs for the Subcontractor Services. The Design Professional may request that the City reduce the forty-five day notice period. The City agrees to consider such requests in good faith.

**4.4.1 Subcontractor Contract.** All contracts entered into between the Design Professional and any Subcontractor shall contain the information as described in Sections 4.6, 4.7, 4.10.2, and 4.18, and shall also provide as follows:

**4.4.1.1** Each Subcontractor shall obtain insurance policies which shall be kept in full force and effect during any and all work on this Project and for the duration of this Agreement. Each Subcontractor shall obtain, and the Design Professional shall require the Subcontractor to obtain, all policies described in Section 4.3.1.

**4.4.1.2** The Design Professional is obligated to pay the Subcontractor, for Design Professional and City-approved invoice amounts, out of amounts paid by the City to the Design Professional, not later than fourteen working days from the Design Professional's receipt of payment from the City. Nothing in this paragraph shall be construed to impair the right of the Design Professional and any Subcontractor to negotiate fair and reasonable pricing and payment provisions among themselves.

**4.4.1.3** In the case of a deficiency in the performance of Subcontractor Services, the Design Professional shall notify the City in writing of any withholding of payment to the Subcontractor, specifying: (a) the amount withheld; (b) the specific cause under the terms of the subcontract for withholding payment; (c) the connection between the cause for withholding payment and the amount withheld; and (d) the remedial action the Subcontractor must take in order to receive the amount withheld. Once the Subcontractor corrects the deficiency, the Design Professional shall pay the Subcontractor the amount withheld within fourteen working days of the Design Professional's receipt of the City's next payment.

**4.4.1.4** In any dispute between the Design Professional and Subcontractor, the City shall not be made a party to any judicial or administrative proceeding to resolve the dispute. The Design Professional agrees to defend and indemnify the City as described in Article VI of this Agreement in any dispute between the Design Professional and

Subcontractor should the City be made a party to any judicial or administrative proceeding to resolve the dispute in violation of this position.

**4.4.1.5** The Subcontractor is bound to the City's Equal Opportunity Contracting Program covenants set forth in Article IV, Section 4.6 and Exhibit D of this Agreement.

**4.4.1.6** The City is an intended beneficiary of any work performed by the Subcontractor for purposes of establishing a duty of care between the Subcontractor and the City.

**4.5 Contract Activity Report.** The Design Professional shall submit statistical information to the City as requested in the City's Contract Activity Report (Exhibit D Attachment CC). The statistical information shall include the amount of subcontracting provided by firms during the period covered by the Contract Activity Report. With the Contract Activity Report, the Design Professional shall provide an invoice from each Subcontractor listed in the report. The Design Professional agrees to issue payment to each firm listed in the Report within fourteen working days of receiving payment from the City for Subcontractor Services as described in Section 4.4.1.

#### **4.6 Non-Discrimination Requirements.**

**4.6.1 Compliance with the City's Equal Opportunity Contracting Program.** The Design Professional shall comply with the City's Equal Opportunity Contracting Program Design Professional Requirements (Exhibit D). The Design Professional shall not discriminate against any employee or applicant for employment on any basis prohibited by law. The Design Professional shall provide equal opportunity in all employment practices. The Design Professional shall ensure that its Subcontractors comply with the City's Equal Opportunity Contracting Program Design Professional Requirements. Nothing in this Section shall be interpreted to hold the Design Professional liable for any discriminatory practice of its Subcontractors.

**4.6.2 Non-Discrimination Ordinance.** The Design Professional shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of Subcontractors, vendors or suppliers. The Design Professional shall provide equal opportunity for Subcontractors to participate in subcontracting opportunities. The Design Professional understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall be in contracts between the Design Professional and any Subcontractors, vendors and suppliers.

**4.6.3 Compliance Investigations.** Upon the City's request, the Design Professional agrees to provide to the City, within sixty calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that the Design Professional has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by the Design Professional for each subcontract or supply contract. The Design Professional further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance (San Diego Municipal Code sections 22.3501-22.3517) The Design Professional understands and

agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Design Professional up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. The Design Professional further understands and agrees that the procedures, remedies and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

**4.7 Drug-Free Workplace.** The Design Professional agrees to comply with the City's Drug-Free Workplace requirements set forth in Council Policy 100-17, adopted by San Diego Resolution R-277952 and incorporated into this Agreement by this reference. The Design Professional shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form (Exhibit E).

**4.7.1 Design Professional's Notice to Employees.** The Design Professional shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the work place, and specifying the actions that will be taken against employees for violations of the prohibition.

**4.7.2 Drug-Free Awareness Program.** The Design Professional shall establish a drug-free awareness program to inform employees about : (1) the dangers of drug abuse in the work place; (2) the policy of maintaining a drug-free work place; (3) available drug counseling, rehabilitation, and employee assistance programs; (4) the penalties that may be imposed upon employees for drug abuse violations.

**4.7.3 Posting the Statement.** In addition to Section 4.7.1 above, the Design Professional shall post the drug-free policy in a prominent place.

**4.7.4 Subcontractor's Agreements.** The Design Professional further certifies that each contract for Subcontractor Services for this Project shall contain language that binds the Subcontractor to comply with the provisions of Article IV, Section 4.7 of this Agreement, as required by Sections 2.A.(1) through (3) of Council Policy 100-17. Design Professionals and Subcontractors shall be individually responsible for their own drug-free work place program.

**4.8 Title 24/Americans with Disabilities Act Requirements.** Design Professional has sole responsibility for ensuring that all Project plans and other design services comply with all accessibility requirements under Title 24 of the California Code of Regulations, known as the California Building Code (Title 24), and under the Americans with Disabilities Act Accessibility Guidelines (ADAAG) in effect at the time the designs are submitted to the City for review. When a conflict exists between Title 24 and ADAAG, the most restrictive requirement shall be followed by Design Professional (i.e., that which provides the most access). Design Professional warrants and certifies that any and all plans and specifications prepared for the City in accordance with this agreement shall meet all requirements under Title 24 and ADAAG. Design Professional understands that while the City will be reviewing Design Professional's designs for compliance in specific and certain areas under Title 24 and ADAAG prior to acceptance of Design Professional's designs, Design Professional understands and agrees that the City's access review process and its acceptance of Design Professional's designs in no way limits the Design Professional's obligations under this agreement to prepare designs that comply with all requirements under Title 24 and ADAAG.

**4.9 Product Endorsement.** The Design Professional acknowledges and agrees to comply with the provisions of City of San Diego Administrative Regulation 95.65, concerning product endorsement. Any advertisement identifying or referring to the City as the user of a product or service requires the prior written approval of the City.

**4.10 Conflict of Interest.** The Design Professional is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices, including but not limited to California Government Code sections 1090, et. seq. and 81000, et. seq., and the City of San Diego Ethics Ordinance, codified in the San Diego Municipal Code at sections 27.3501 to 27.3595.

**4.10.1** If, in performing the Professional Services set forth in this Agreement, any member of the Design Professional's organization makes, or participates in, a "governmental decision" as described in Title 2, section 18701(a)(2) of the California Code of Regulations, or performs the same or substantially all the same duties for the City that would otherwise be performed by a City employee holding a position specified in the department's conflict of interest code, the individual shall be subject to a conflict of interest code requiring the completion of one or more statements of economic interests disclosing the individual's relevant financial interests. The determination as to whether any individual members of the Design Professional's organization must make disclosures of relevant financial interests is set forth in the Determination Form (Exhibit F).

**4.10.1.1** If a determination is made that certain individuals must disclose relevant financial interests, the statements of economic interests shall be made on Fair Political Practices Commission Form 700 and filed with the City Clerk. The individual shall file a Form 700 (Assuming Office Statement) within thirty calendar days of the City's determination that the individuals are subject to a conflict of interest code. Each year thereafter, the individuals shall also file a Form 700 (Annual Statement) on or before April 1, disclosing any financial interests held during the previous calendar year for which the individual was subject to a conflict of interest code. A Form 700 (Leaving Office Statement) shall also be filed when the individual discontinues services under this Agreement.

**4.10.1.2** If the City requires an individual member of the Design Professional's organization to file a statement of economic interests as a result of the Professional Services performed, the individual shall be considered a "City Official" subject to the provisions of the City of San Diego Ethics Ordinance, including the prohibition against lobbying the City for one year following the termination of this Agreement.

**4.10.2** The Design Professional shall establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

**4.10.3** The Design Professional and its Subcontractors having subcontracts amounting to 1% or more of the value of the Professional Services agreed to under this Agreement are precluded from participating in design services on behalf of the contractor, construction management, and any other construction services related in any way to these Professional Services without the prior written consent of the City.

**4.10.4** The Design Professional's personnel employed on the Project shall not accept gratuities or any other favors from any Subcontractors or potential Subcontractors. The Design Professional shall not recommend or specify any product, supplier, or contractor with whom the Design Professional has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

**4.10.5** If the Design Professional violates any conflict of interest law or any of the provisions in this Section 4.10, the violation shall be grounds for immediate termination of this Agreement. Further, the violation subjects the Design Professional to liability to the City for attorney's fees and all damages sustained as a result of the violation.

**4.11 Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Professional Services provided under this Agreement, upon the City's request, the Design Professional, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Design Professional's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

**4.12 Compensation for Mandatory Assistance.** The City will compensate the Design Professional for fees incurred for providing Mandatory Assistance as Additional Services under Section 3.2. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of the Design Professional, its agents, officers, and employees, the Design Professional shall reimburse the City. The City is then entitled to reimbursement of all fees paid to the Design Professional, its agents, officers, and employees for Mandatory Assistance.

**4.13 Attorney Fees related to Mandatory Assistance.** In providing the City with dispute or litigation assistance, the Design Professional or its agents, officers, and employees may incur expenses and/or costs. The Design Professional agrees that any attorney fees it may incur as a result of assistance provided under Section 4.11 are not reimbursable. The Parties agree this provision does not in any way affect their rights to seek attorney fees under Article VIII, Section 8.8 of this Agreement.

**4.14 Energy Conservation Specifications.** Technological advances in energy conservation devices such as Lighting and Heating, Ventilation, and Air Conditioning (HVAC), enable additional energy savings over that required by the State of California's Energy Efficiency Standards (Title 24, Part 6 of the California Code of Regulations). The Design Professional shall model the energy performance of the building using an acceptable computer model such as Energy Pro, EQuest, DOE-2, Power DOE, HAP 3.22, etc. and present the summary data to the City at or prior to 100 percent design. This analysis should include life cycle cost analysis showing recovery of construction costs through operation and maintenance costs (e.g., electricity and gas savings.) The Design Professional shall prepare a cost savings matrix that lists each device being considered and one, three, five and ten-year Project savings. The comparison shall include, but not be limited to, the following equipment: Lighting, HVAC, Water Heating, and Motors.

The Design Professional shall contact the SDG&E New Construction Program at (858) 636-5725 or the San Diego Regional Energy Office at (619) 595-5634 to integrate them into the design process to ensure maximum energy performance and access to technical

resources. Design Professional shall endeavor to obtain from SDG&E a UTIL-1 (Utility Incentive Worksheet) to estimate energy savings and incentives available based on the design team energy modeling.

**4.15 Notification of Increased Construction Cost.** If, at any time prior to the City's approval of the final plans and specifications, the Design Professional anticipates that the total construction cost will exceed the estimated construction budget, the Design Professional shall immediately notify the City in writing. This written notification shall include an itemized cost estimate and a list of recommended revisions which the Design Professional believes will bring the construction cost to within the estimated construction budget. The City may either: (1) approve an increase in the amount authorized for construction; or (2) delineate a project which may be constructed for the budget amount; or (3) any combination of (1) and (2).

**4.16 Sustainable Building Policy.** The Project design and construction shall comply with City Council Green Building Policy 900-14 (Exhibit G). All new or significantly remodeled City facilities shall be designed and constructed to achieve at a minimum the Leadership in Energy and Environmental Design (LEED) "Silver" Level Certification.

**4.17 Design-Build Competition Eligibility.** Any architectural firms, engineering firms, Design Professionals, or individuals retained by the City to assist the City with developing criteria or preparing the preliminary design or the request for proposals for a Design-Build competition shall not be eligible to participate with any Design-Build Entity in that Design-Build competition. Additionally, the City may determine in its sole discretion that a Subcontractor hired to assist with a Design-Build competition, regardless of whether the Subcontractor was hired by the City or hired by an architectural firm, engineering firm, Design Professional, or individual retained by the City, has a competitive advantage and as such is ineligible to participate in that Design-Build competition.

**4.18 Storm Water Management Discharge Control.** Unless specifically removed from the Scope of Work (Exhibit A), the Design Professional shall comply with Section 43.03 of the San Diego Municipal Code, Storm Water Management Discharge Control, and any and all Best Management Practice guidelines and pollution elimination requirements as may be established by the Enforcement Official. Further, the Design Professional shall prepare and incorporate into the construction documents a Storm Water Pollution Prevention Plan (SWPPP) to be implemented by the contractor during Project construction. Where applicable, the SWPPP shall comply with both the California Regional Water Quality Control Board Statewide General Construction Storm Water permit and National Pollution Discharge Elimination System permit requirements and any municipal regulations adopted pursuant to the permits.

**4.19 ADA Certification.** The Consultant hereby certifies that it agrees to comply with the City's Americans With Disabilities Act Compliance/City Contracts requirements set forth in Council Policy 100-04, adopted by San Diego Resolution R-282153 and incorporated into this Agreement by this reference.

## ARTICLE V

### FEDERAL REQUIREMENTS

5.1 This Project is funded by Pilot Smart Growth Incentive Program Grant. All Project work and Agreements will be subject to the review and approval of the California Department of Transportation.

5.2 The Consultant and its Subcontractors shall maintain all books, documents, papers, employee time sheets, accounting records, and other evidence pertaining to costs incurred, and shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract, for inspection by the City, California Department of Transportation, the Comptroller General of the United States, or their duly authorized representatives.

5.3 The cost principles and procedures for use in the determination of allowable elements of cost will be governed by the Federal Acquisition Regulations in 48 CFR, Chapter 1, Part 31.

5.4 The Consultant warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this agreement without liability, or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

5.5 The Consultant shall comply with all Federal, State, and Local laws and ordinances applicable to the work. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, including but not limited to Sections 1720 and 1771 [see Exhibit K].

5.6 Neither this Agreement or any part thereof shall be subcontracted, assigned, or transferred by the Consultant except as otherwise provided for in the Agreement.

5.7 The Consultant shall comply with California Government Code section 7550 as follows:

Any document or written report prepared for or under the direction of a State or Local Agency, which is prepared in whole or in part by non-employees of such Agency, shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such document or written report; provided, however, that the total cost for work performed by non-employees of the agency exceeds FIVE THOUSAND DOLLARS (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.

When multiple documents or written reports are the subject or product of the contract, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

**5.8** All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 49 CFR Part 18. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest,
- (vi) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (vii) Any arbitrary action in the procurement process.

**5.9** The City will perform a cost analysis of its Agreement with the Consultant when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

**5.10** The City and the Consultant must on request make available for awarding agency pre-award review procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, or other pertinent documents when:

- (i) The City's or the Consultant's procurement procedures or operation fails to comply with the procurement standards in 49 CFR Section 18.36; or
- (ii) The procurement is expected to exceed the simplified acquisition threshold [currently fixed at \$100,000 by 41 U.S.C. 403(11)] and is to be awarded without competition or only one bid or offer is received in response to a solicitation; or
- (iii) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a brand name product; or
- (iv) The proposed award is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

**5.11** The City will use procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 49 CFR Section 18.36.

5.12 Contract modifications are required for any modification in the terms of the original contract that change the cost of the contract; significantly change the character, scope, complexity, or duration of the work; or significantly change the conditions under which the work is required to be performed. A contract modification shall clearly outline the changes made and determine a method of compensation. FHWA approval of contract modifications shall be obtained prior to beginning the work, except that in unusual circumstances the Consultant may be authorized to proceed with work prior to agreement on the amount of compensation and execution of the contract modification, provided the FHWA has previously approved the work and has concurred that additional compensation is warranted.

5.13 The Consultant agrees to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

## ARTICLE VI

### INDEMNIFICATION

6.1 **Indemnification.** Other than in the performance of design professional services which shall be solely as addressed in Section 6.2 below, to the fullest extent permitted by law, Design Professional shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless the City and its officers, agents, departments, officials, and employees [Indemnified Parties] from and against all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Design Professional or its Subcontractors), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorney's fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, any services performed under this Agreement by the Design Professional, any Subcontractor, anyone directly or indirectly employed by them, or anyone that they control. The Design Professional's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the active negligence, sole negligence or willful misconduct of the Indemnified Parties.

#### 6.2 Design Professional Services Indemnification and Defense.

6.2.1 **Design Professional Services Indemnification.** To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782.8), with respect to the performance of design professional services, Design Professional shall indemnify and hold harmless the City, its officers, or employees, from all claims, demands or liability that arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of Design Professional or Design Professional's officers or employees.

6.2.2 **Design Professional Services Defense.** Parties will work in good faith to procure applicable insurance coverage for the cost of any defense arising from all claims,

demands or liability that arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of Design Professional or Design Professional's officers or employees.

**6.3 Insurance.** The provisions of this Article are not limited by the requirements of Section 4.3 related to insurance.

**6.4 Enforcement Costs.** The Design Professional agrees to pay any and all costs the City incurs enforcing the indemnity and defense provisions set forth in this Article.

## ARTICLE VII

### MEDIATION

**7.1 Mandatory Non-binding Mediation.** With the exception of Sections 2.5-2.7 of this Agreement, if a dispute arises out of, or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, prior to the initiation of any litigation, the Parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation under the Construction Industry Mediation Rules of the American Arbitration Association (AAA) or any other neutral organization agreed upon before having recourse in a court of law.

**7.2 Mandatory Mediation Costs.** The expenses of witnesses for either side shall be paid by the Party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator [Mediator], and the cost of any proofs or expert advice produced at the direct request of the Mediator, shall be borne equally by the Parties, unless they agree otherwise.

**7.3 Selection of Mediator.** A single Mediator that is acceptable to both Parties shall be used to mediate the dispute. The Mediator will be knowledgeable in construction aspects and may be selected from lists furnished by the AAA or any other agreed upon Mediator. To initiate mediation, the initiating Party shall serve a Request for Mediation on the opposing Party. If the Mediator is selected from a list provided by AAA, the initiating Party shall concurrently file with AAA a "Request for Mediation" along with the appropriate fees, a list of three requested Mediators marked in preference order, and a preference for available dates.

**7.3.1** If AAA is selected to coordinate the mediation, within ten working days from the receipt of the initiating Party's Request for Mediation, the opposing Party shall file the following: a list of preferred Mediators listed in preference order after striking any Mediators to which they have any factual objection, and a preference for available dates. If the opposing Party strikes all of initiating Party's preferred Mediators, opposing Party shall submit a list of three preferred Mediators listed in preference order to initiating Party and Administrator. Initiating Party shall file a list of preferred Mediators listed in preference order, after striking any Mediator to which they have any factual objection. This process shall continue until both sides have agreed upon a Mediator.

**7.3.2** The Administrator will appoint or the Parties shall agree upon the highest, mutually preferred Mediator from the individual Parties' lists who is available to serve within the designated time frame.

7.3.3 If the Parties agree not to use AAA, then a Mediator, date and place for the mediation shall be mutually agreed upon.

7.4 **Conduct of Mediation Sessions.** Mediation hearings will be conducted in an informal manner and discovery will not be allowed. All discussions, statements, or admissions will be confidential to the Party's legal position. The Parties may agree to exchange any information they deem necessary.

7.4.1 Both Parties must have an authorized representative attend the mediation. Each representative must have the authority to recommend entering into a settlement. Either Party may have attorney(s) or expert(s) present. Upon reasonable demand, either Party may request and receive a list of witnesses and notification whether attorney(s) will be present.

7.4.2 Any agreements resulting from mediation shall be documented in writing. All mediation results and documentation, by themselves, shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless such admission is otherwise agreed upon, in writing, by both Parties. Mediators shall not be subject to any subpoena or liability and their actions shall not be subject to discovery.

## ARTICLE VIII

### INTELLECTUAL PROPERTY RIGHTS

8.1 **Work For Hire.** All original designs, plans, specifications, reports, documentation, and other informational materials, whether written or readable by machine, originated or prepared exclusively for the City pursuant to this Agreement (Deliverable Materials) is "work for hire" under the United States Copyright law and shall become the sole property of the City and shall be delivered to the City upon request. The Contractor, including its employees, and independent Subcontractor(s), shall not assert any common law or statutory patent, copyright, trademark, or any other intellectual proprietary right to the City to the deliverable Materials.

8.2 **Rights in Data.** All rights (including, but not limited to publication(s), registration of copyright(s), and trademark(s) in the Deliverable Materials, developed by the Contractor, including its employees, agents, talent and independent Subcontractors pursuant to this Agreement are the sole property of the City. The Design Professional, including its employees, agents, talent, and independent Subcontractor(s), may not use any such Product mentioned in this article for purposes unrelated to Design Professional's work on behalf of the City without prior written consent of the City.

8.3 **Intellectual Property Rights Assignment.** Design Professional, its employees, agents, talent, and independent Subcontractor(s) agree to promptly execute and deliver, upon request by City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable

Materials; and cooperate and assist in the prosecution of any action or opposition proceeding involving said rights and any adjudication of the same.

**8.4 Moral Rights.** Design Professional, its employees, agents, talent, and independent Subcontractor(s) hereby irrevocably and forever waives, and agrees never to assert, any Moral Rights in or to the Deliverable Materials which Design Professional, its employees, agents, talent, and independent Subcontractor(s), may now have or which may accrue to Design Professional, its employees, agents, talent, and independent Subcontractor(s)' benefit under U.S. or foreign copyright laws and any and all other residual rights and benefits which arise under any other applicable law now in force or hereafter enacted. The term "Moral Rights" shall mean any and all rights of paternity or integrity in or to the Deliverable Materials and the right to object to any modification, translation or use of said content, and any similar rights existing under judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.

**8.5 Subcontracting.** In the event that Design Professional utilizes a Subcontractor(s) for any portion of the Work that is in whole or in part of the specified Deliverable(s) to the City, the agreement between Design Professional and the Subcontractor [Subcontractor Agreement] shall include a statement that identifies that the Deliverable/Work product as a "work-for hire" as defined in the Act and that all intellectual property rights in the Deliverable/Work product, whether arising in copyright, trademark, service mark or other belongs to and shall vest solely with the City. Further, the Subcontractor Agreement shall require that the Subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to the City, all titles, rights and interests in and to said Work/Deliverable, including all copyrights and other intellectual property rights. City shall have the right to review any Subcontractor agreement for compliance with this provision.

**8.6 Publication Design.** Professional may not publish or reproduce any Deliverable Materials, for purposes unrelated to Design Professional's work on behalf of the City without prior written consent of the City.

**8.7 Intellectual Property Warranty and Indemnification.** Design Professional represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this contract are either original, not encumbered and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Design Professional to produce, at Design Professional's own expense, new non-infringing materials, deliverables or Works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Design Professional further agrees to indemnify and hold harmless the City, its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type alleging or threatening that any materials, deliverables, supplies, equipment, services or Works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claims of Infringement). If a Third

Party Claim of Infringement is threatened or made before Design Professional receives payment under this contract, City shall be entitled, upon written notice to Design Professional, to withhold some or all of such payment.

**8.8 Enforcement Costs.** The Design Professional agrees to pay any and all costs the City incurs enforcing the indemnity and defense provisions set forth in Article 8, including but not limited to, attorney's fees.

## ARTICLE IX

### MISCELLANEOUS

**9.1 Notices.** In all cases where written notice is required under this Agreement, service shall be deemed sufficient if the notice is deposited in the United States mail, postage paid. Proper notice shall be effective on the date it is mailed, unless provided otherwise in this Agreement. For the purpose of this Agreement, unless otherwise agreed in writing, notice to the City shall be addressed to: Engineering & Capital Projects Department, c/o Mike Arnold, Suite 800, 600 B Street San Diego, CA 92101, and notice to the Design Professional shall be addressed to: RRM Design Group, 232 Avenida Fabricante, Suite 112 San Clemente, CA 92672.

**9.2 Headings.** All article headings are for convenience only and shall not affect the interpretation of this Agreement.

**9.3 Non-Assignment.** The Design Professional shall not assign the obligations under this Agreement, whether by express assignment or by sale of the company, nor any monies due or to become due, without the City's prior written approval. Any assignment in violation of this paragraph shall constitute a Default and is grounds for immediate termination of this Agreement, at the sole discretion of the City. In no event shall any putative assignment create a contractual relationship between the City and any putative assignee.

**9.4 Independent Contractors.** The Design Professional and any Subcontractors employed by the Design Professional shall be independent contractors and not agents of the City. Any provisions of this Agreement that may appear to give the City any right to direct the Design Professional concerning the details of performing the Professional Services, or to exercise any control over such performance, shall mean only that the Design Professional shall follow the direction of the City concerning the end results of the performance.

**9.5 Design Professional and Subcontractor Principals for Professional Services.** It is understood that this Agreement is for unique Professional Services. Retention of the Design Professional's Professional Services is based on the particular professional expertise of the following members of the Design Professional's organization: Jerry Michael, Project Principal-in-Charge, Civil Engineer; Brian Hannegan, Senior Project Manager; Jami Williams, Public Outreach; Chris Dufour, Landscape Architect; Sean Brown, Civil Engineer [Project Team]. Accordingly, performance of Professional Services on the Project may not be delegated to other members of the Design Professional's organization or to Subcontractors without the prior written consent of the City. It is mutually agreed that the members of the Project Team are the principal persons responsible for delivery of all Professional Services and may not be removed from the

Project without the City's prior written approval. Removal of any member of the Project Team without notice and approval by the City may be considered a default of the terms and conditions of this Agreement by the Design Professional. In the event any member of the Project Team becomes unavailable for any reason, the City must be consulted as to any replacement. If the City does not approve of a proposed replacement, the City may terminate this Agreement pursuant to section 2.6 of this Agreement. Further, the City reserves the right, after consultation with the Design Professional, to require any of the Design Professional's employees or agents to be removed from the Project.

**9.6 Additional Design Professionals or Contractors.** The City reserves the right to employ, at its own expense, such additional Design Professionals or contractors as the City deems necessary to perform work or to provide the Professional Services on the Project.

**9.7 Employment of City Staff.** This Agreement may be unilaterally and immediately terminated by the City, at its sole discretion, if the Design Professional employs an individual who, within the last twelve months immediately preceding such employment did, in the individual's capacity as an officer or employee of the City, participate in, negotiate with, or otherwise have an influence on the recommendation made to the City Council or Mayor in connection with the selection of the Design Professional.

**9.8 Covenants and Conditions.** All provisions of this Agreement expressed as either covenants or conditions on the part of the City or the Design Professional, shall be deemed to be both covenants and conditions.

**9.9 Compliance with Controlling Law.** The Design Professional shall comply with all laws, ordinances, regulations, and policies of the federal, state, and local governments applicable to this Agreement, including California Labor Code section 1720 relating to the payment of prevailing wages during the design and preconstruction phases of a project, including inspection and land surveying work. In addition, the Design Professional shall comply immediately with all directives issued by the City or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations. The laws of the State of California shall govern and control the terms and conditions of this Agreement.

**9.10 Jurisdiction and Attorney Fees.** The jurisdiction and applicable laws for any suit or proceeding concerning this Agreement, the interpretation or application of any of its terms, or any related disputes shall be in accordance with the laws of the State of California. The prevailing Party in any such suit or proceeding shall be entitled to a reasonable award of attorney fees in addition to any other award made in such suit or proceeding.

**9.11 Successors in Interest.** This Agreement and all rights and obligations created by this Agreement shall be in force and effect whether or not any Parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any Party's successor in interest.

**9.12 Integration.** This Agreement and the Exhibits and references incorporated into this Agreement fully express all understandings of the Parties concerning the matters covered in this Agreement. No change, alteration, amendment, or modification of the terms or conditions of this Agreement, and no verbal understanding of the Parties, their officers, agents, or employees shall be valid unless made in the form of a written change agreed to in writing by both Parties.

All prior negotiations and agreements are merged into this Agreement.

**9.13 Counterparts.** This Agreement may be executed in counterparts, which when taken together shall constitute a single signed original as though all Parties had executed the same page.

**9.14 No Waiver.** No failure of either the City or the Design Professional to insist upon the strict performance by the other of any covenant, term or condition of this Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Agreement, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Agreement, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

**9.15 Severability.** The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of this Agreement unenforceable, invalid, or illegal.

**9.16 Municipal Powers.** Nothing contained in this Agreement shall be construed as a limitation upon the powers of the City as a chartered city of the State of California.

**9.17 Drafting Ambiguities.** The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and the decision of whether or not to seek advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each Party. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in the drafting of the Agreement.

**9.18 Conflicts Between Terms.** If an apparent conflict or inconsistency exists between the main body of this Agreement and the Exhibits, the main body of this Agreement shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order, or code and this Agreement, the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this Agreement, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Agreement.

**9.19 Design Professional Evaluation.** City will evaluate Design Professional's performance of Professional Services on the Project using the Consultant Evaluation Form (Exhibit H).

**9.20 Exhibits Incorporated.** All Exhibits referenced in this Agreement are incorporated into the Agreement by this reference.

**9.21 Survival of Obligations.** All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, shall survive, completion and acceptance of the Professional Services and termination or completion of the Agreement.

**9.22 Vendor Registration.** All consultants wishing to conduct business with the City of San Diego, or those intending to compete for City contracts, must submit a completed Vendor Registration Form (Exhibit I) to the City of San Diego's Purchasing & Contracting Department. This form must be received by the City prior to competing for or being awarded any contracts.

**9.23 Contractor Standards.** This Agreement is subject to the Contractor Standards clause of the Municipal Code Chapter 2, Article 2, Division 32 adopted by Ordinance No. O-19383. All consultants are required to complete the Contractor Standards Pledge of Compliance included herein as Exhibit J. The Contractor Standards are available online at [www.sandiego.gov/purchasing/vendor/index.shtml](http://www.sandiego.gov/purchasing/vendor/index.shtml) or by request from the Purchasing & Contracting Department by calling (619) 236-6000.

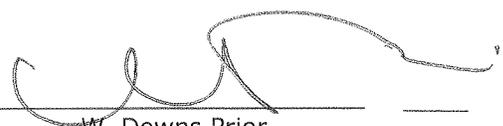
The remainder of this page has been intentionally left blank.

COPY

IN WITNESS WHEREOF, this Agreement is executed by the City of San Diego, acting by and through its Mayor, pursuant to San Diego Municipal Code Section 22.3223, authorizing such execution, and by the Design Professional pursuant to Statement of Approval Authorities April 9, 2009.

Dated this 9<sup>th</sup> day of July, 2010

THE CITY OF SAN DIEGO  
Mayor or Designee

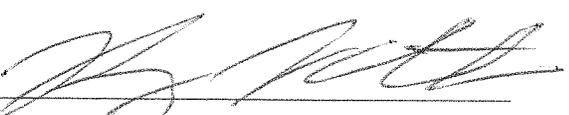
By:   
W. Downs Prior  
Principal Contract Specialist  
Purchasing & Contracting

I HEREBY CERTIFY I can legally bind RRM Design Group and that I have read all of this Agreement, this 10 day of June, 2010

By:   
Kirk Van Cleave  
Principal

I HEREBY APPROVE the form and legality of the foregoing Agreement this 12<sup>th</sup> day of July, 2010.

JAN I. GOLDSMITH, City Attorney

By:   
Deputy City Attorney

## EXHIBITS

- Exhibit A - Scope of Services
- Exhibit B - Compensation and Fee Schedule
- Exhibit C - Time Schedule
- Exhibit D - City's Equal Opportunity Contracting Program Consultant Requirements for FHWA/Caltrans Funded Projects
  
- Exhibit E - Consultant Certification for a Drug-Free Workplace
- Exhibit F - Determination Form
- Exhibit G - City Council Green Building Policy 900-14
- Exhibit H - Consultant Evaluation Form
- Exhibit I - Vendor Registration Form
- Exhibit J - Contractor Standards Pledge of Compliance
- Exhibit K - California Labor Code Sections 1720 and 1771

## ATTACHMENTS

- 1 Certification of Local Agency
- 2 Certification of Consultant

EXHIBIT A

## SCOPE OF SERVICES

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## EXHIBIT A:

### 25<sup>th</sup> STREET RENAISSANCE PHASE I PROJECT SCOPE OF SERVICES 7-June-2010

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#### SCOPE SUMMARY PHASE I:

##### PHASE I - 25<sup>th</sup> STREET MASTER PLAN (F Street to Russ Blvd/Balboa Park Entrance):

###### **Task A: Phase I Project Management and Coordination**

- Subtask A.1: Phase I - On-Going Project Coordination & Management
- Subtask A.2: Project Meetings
  - A.2.a: Project Kick-off Meeting
  - A.2.b: Project Team Meetings (*3 Meetings*)
- Subtask A.3: Newsletter and Flyers
  - A.3.a: Flyers for Community Outreach Events (2 flyers)
  - A.3.b: Project Newsletter (1 Newsletter)

###### **Task B: Traffic Data Collection**

- Subtask B.1: Exiting and Proposed Conditions Technical Studies
  - B.1.a. Traffic Count Data Collection
  - B.1.b. Traffic Model Calibration and Volumes
  - B.1.c. Level of Service Analysis
  - B.1.d. Other Modes and Assessment
  - B.1.e. Report and Revisions

###### **Task C: 25<sup>th</sup> Street Master Plan Design Development and Public Outreach**

- Subtask C.1: Existing Conditions Base Plan - (*Opportunities and Constraints*)
- Subtask C.2: 25<sup>th</sup> St. Draft Master Plan Alternative
- Subtask C.3: Visioning Workshop No. 1 - (*Present and Review Concept Plan*)
- Subtask C.4: Master Plan Preliminary Cost Projections
- Subtask C.5: Visioning Workshop No. 2 - (Final Master Plan Presentation)

###### **Task D: Additional Services**

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#### DETAILED SCOPE OF SERVICES FOR PHASE I:

##### PHASE I - 25<sup>th</sup> STREET RENAISSANCE STREETScape MASTER PLAN (F Street to Russ Blvd)

###### TASK A: PHASE I PROJECT MANAGEMENT AND COORDINATION

###### **Subtask A.1: On-Going Project Coordination & Management - (Phase I)**

CONSULTANT's Project Manager will coordinate with the City project manager and consultants as necessary on an on-going basis throughout the duration of the Phase I of the project. This task includes internal QA/QC, day-to-day project coordination efforts including general correspondence, telephone conferencing, and update and summary reports likely to be required in supporting City staff as the Consultant moves the plans through the Master Plan and Public Outreach efforts. City of San Diego Transportation Engineering staff will identify the appropriate departments that will comprise the Project Team. In addition to CONSULTANT and their associated sub Consultants, the Project Team should include, but not be limited to, City traffic engineering, CIP, planning, emergency services, and SANDAG/MTS. Following the establishment

of the City members of the Project Team, a Kick-Off meeting will be held (Task A.2.a). As necessary, the CONSULTANT will schedule and conduct conference calls to discuss specific tasks and/or project issues. The CONSULTANT's Project Manager will distribute the agenda, meeting minutes, progress report, schedule updates and action items. To keep the project on track, CONSULTANT will maintain a decision and action item list that will be sent to Project Team.

***Deliverables:***

- Phone and written correspondence, memos, project updates, meeting minutes, and general correspondence.
- Prepare and distribute monthly progress reports, action items and decision logs.
- On-going project coordination, schedule and budget updates with City Project Manager based on two (2) hours per week for the 3 month duration of Phase I

**Subtask A.2: Project Meetings**

**A.2.a: Project Kick-off Meeting**

The Project Kick-Off Meeting will be the official meeting to start the 25<sup>th</sup> Street Renaissance Streetscape Project. The date and time of the meeting will be determined by City staff. The meeting will be held at City Hall at a location secured by City staff. The CONSULTANT will prepare the meeting agenda and associated materials for the Project Kick-Off meeting. This meeting will establish project schedule and protocol; outline the monthly project team meetings and project work group meetings, and the outreach and media coordination efforts for the project through the Phase I – Master Plan of the project.

***Deliverables:***

- Schedule and conduct one (1) Project Kick-off Meeting
- Provide Project Schedule

**A.2.b: Project Team Meetings**

City of San Diego Transportation Engineering staff will identify the appropriate departments that will comprise the Project Team for the 25<sup>th</sup> Street Renaissance Project. In addition to the CONSULTANT Design Team and their associated sub consultants, the Project Team should include, but not be limited to, City traffic engineering, CIP, planning, emergency services, and SANDAG/MTS. The CONSULTANT will provide a staff meeting time at the project Kick-Off meeting (Task A.2.a). The CONSULTANT's Project Manager will distribute the agenda, meeting minutes progress report, schedule updates and action items. To keep the project on track, CONSULTANT will maintain a decision and action item list that will be reviewed at the beginning of the team meeting.

***Deliverables:***

- Schedule and conduct three (3) Project Team meetings through the duration of Phase I design
- Prepare and distribute progress report, meeting minutes with action items and decision logs

**Subtask A.3: Flyers and Newsletter**

CONSULTANT will provide Public Outreach notification flyers and a newsletter.

**A.3.a: Flyers for Community Outreach Events**

CONSULTANT will prepare flyers for each of the two (2) community outreach events. Brochures will state the time, location and goals of the workshop. Contents of the flyers will be presented at the Project Team meeting for review, comment and revisions. CONSULTANT will

provide City of San Diego staff with camera ready PDF files. The CONSULTANT will provide black and white copies of the flyers for each outreach event.

#### **A.3.b: Project Newsletter**

A Newsletter will be produced and published on the project website. Hard copies of the newsletter will be made available to the members of the Project Working Group and Project Team following the Public Workshop No 1. The newsletter will summarize current activity on the project as well as upcoming community events through Phase I of the project.

#### ***Deliverables:***

- Preparation of and electronic distribution of one (1) newsletter at the midpoint of the Phase I design work

### **TASK B: TRAFFIC DATA COLLECTION**

#### **B.1.a. Traffic Count Data Collection**

The CONSULTANT team will collect new traffic, pedestrian and bicycle data specifically for this project. Traffic counts will be conducted for normal traffic conditions on Tuesdays, Wednesdays or Thursdays, on days when school is in session. A total of five roadway counts (1 day) will be conducted and four intersection turning movement counts will be collected. Intersection counts will be conducted from 6:30 to 8:30 am, 11 am to 1 pm, and 4 pm to 6 pm. All intersection turning movement counts will include bicycle and pedestrian counts, as well as vehicle counts.

#### ***Deliverables:***

Field review of the corridor to identify intersection and roadway geometry and other factors that may affect traffic flow in the corridor.

#### **B.1.b. Traffic Model Calibration and Volumes**

The SUB-CONSULTANT will review the existing SANDAG Series 11 model or another approved traffic model to determine the forecasting accuracy. Adjustment factors may be determined as part of this effort that will be used when developing horizon year traffic volumes from the Year 2030 travel forecast. SUB-CONSULTANT will meet with staff to determine the appropriate model for use in determining horizon year traffic volumes.

#### ***Deliverables:***

Upon completion of the traffic modeling and adjustment, SUB-CONSULTANT will generate year 2030 peak hour traffic turning movements for use in intersection analysis.

#### **B.1.c. LOS Analysis**

The SUB-CONSULTANT will conduct roadway analysis and peak hour intersection analysis for the study area streets and intersections for existing conditions and Year 2030 Conditions with the existing roadway configuration and up to three project alternatives. Intersections will be evaluated using Synchro software; while roadway will be evaluated using the City's V/C method based on daily traffic volumes.

#### **B.1.d. Other Modes and Assessment**

The SUB-CONSULTANT will review accident data (provided by City of San Diego staff), pedestrian volumes, and bicycle volumes. SUB-CONSULTANT will assess how each alternative affects safety, pedestrian mobility or bicycle flow. In addition, SUB-CONSULTANT will assess how each alternative affects the availability of on-street parking. The SUB-CONSULTANT will also work with SANDAG/MTS to determine ridership at bus stops within or adjacent to the project. The SUB-CONSULTANT will determine how the alternatives will address transit service or enhance transit accessibility.

### **B.1.e Report and Revisions**

The SUB-CONSULTANT will prepare a draft report summarizing the analysis and recommendations of the traffic study. The study will be updated once to address City comments and once after receiving input on the alternatives from the public.

#### ***Deliverables:***

- Five copies (paper) and one electronic version (PDF) of each report will be prepared.

## **TASK C: 25<sup>TH</sup> STREET MASTER PLAN DESIGN DEVELOPMENT AND PUBLIC OUTREACH**

### **Subtask C.1: Existing Conditions Base Plan - (*Opportunities and Constraints*)**

City of San Diego will provide the CONSULTANT with a high resolution aerial photograph and site survey of the project reach from F Street to the park entrance north of Russ Blvd. to use for the project. The CONSULTANT Team will be responsible for identifying existing roadway features available on City provided information that will be electronically incorporated into the base map. Once City provided aerial, as-built, survey information and utility information has been compiled, our project team will work to establish a project base map.

#### ***Deliverables:***

- Copies of as-built plans provided by the City
- Electronic and hard-copies of project base maps
- Opportunities and Constraints Identified

### **Subtask C.2: 25<sup>th</sup> St. Draft Master Plan Alternatives**

The CONSULTANT Team will meet with the Project Team to review both the City's Staff plan for 25<sup>th</sup> Street and The CONSULTANT Team's Alternative plan. It is recommended that the alternatives be presented to the emergency services organizations for review at this time if physical changes to the corridor identified in the Traffic Report would affect emergency response time. Using the measures of effectiveness established for the alternatives analysis, assessment of physical constraints and input from the community, a preferred alternative will be selected. The CONSULTANT will submit a summary report to the project team that describes the alternative selection process and the description of the Preferred Alternative.

#### ***Deliverables:***

- Presentation of alternative analysis to Project Team
- Comparison of results of alternatives analyzed using Measures of Effectiveness Matrix from Traffic Analysis

### **Subtask C.3: Visioning Workshop No. 1 (*Present and Review Alternatives*)**

With the previous design alternative provided by the City of San Diego from several years ago and a refined option developed by the CONSULTANT Team, the CONSULTANTS will facilitate an alternatives analysis workshop to review the street layout options with community members and City staff. The two alternatives will be presented and evaluated through an interactive process with the goal of arriving at a preferred design plan. We envision the workshop program as follows:

- Open house session (informal discussion and viewing exhibits)
- Presentation of conceptual alternative layout option
- Breakout group review of alternative
- Interactive design consensus exercise

The CONSULTANT will guide all participants during this workshop and will help each breakout group as they work together toward consensus.

***Deliverables:***

- Prepare for and conduct alternative analysis workshop
- Summary memo of selected design alternative

**Subtask C.4: Preferred Master Plan Preliminary Cost Projections**

The CONSULTANT's Cost Estimator, Cost Analyst Inc. will prepare concept level estimates for the project as defined within the final streetscape master plan. The probable cost estimate will be prepared using a spreadsheet format. This estimate of probable costs will be refined as the project continues through the final design in Phase II - Construction Plans, Specifications, and Estimates.

***Deliverables:***

- One (1) Concept Plan Probable Cost Estimates prepared in MS Excel

**Subtask C.5: Visioning Workshop No 2 - Final Master Plan Presentation**

The CONSULTANT Team will facilitate a review of the Selected Design Plan with the community. This workshop will serve as a forum for the design team to show the final master plan design. The workshop will tentatively be designed around the following agenda:

- Brief open-house session to allow participants to informally review the plans and sketches. City/CONSULTANT team will be available to answer questions.
- Discussion of the project's next steps toward construction.

***Deliverables:***

- Prepare for and conduct presentation
- Summary memo of presentation event

**TASK D: Additional Services**

The Consultant will provide additional services as requested by the City. Additional services will be based on the available budget amount for this task. Any additional work beyond the Task D budget amount will be negotiated between the Consultant and the City.

-----END OF PHASE I SCOPE-----

**PHASE II - CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES and CONSTRUCTION SUPPORT (Broadway to B Street)**

**(Scope and Fee Determined After Completion of Phase I Master Plan)**

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#### **CLIENT RESPONSIBILITIES:**

- One contact person who will serve as the City's representative and will consolidate all Agency review comments into one list of official comments to which the CONSULTANT can respond
- Meeting location and Public Outreach facility arrangement
- 25<sup>th</sup> Street Accident Reports
- Title report and back-up documentation
- As-Built Drawings
- Site Survey F Street to Russ Blvd.

#### **LIMITATION OF SCOPE for PHASE I MASTER PLAN**

Please note that the tasks within Phase I to be performed by the CONSULTANT team are limited to those outlined above. This scope of services excludes the following:

- Additional cost estimates
- Meetings beyond those specifically identified in the scope of work for Phase I
- Environmental studies or documentation
- Hydraulic calculations
- Workshop Flyer Mailing
- Website preparation
- Survey
- Detailed Utility Research
- Project Site Walk Audit
- Stakeholder Meetings
- Street structural section determination
- Sub surface investigation
- Geologic / Geotechnical studies
- Right of way acquisition, dedications or preparation of legal descriptions
- Additional document submittals other than those listed above in Phase I
- Phase II Work
- Phase III Work

Any additional services that the CONSULTANT is asked to perform over and above the tasks described above will be billed on a negotiated and City-approved Lump Sum or hourly basis as additional services.

EXHIBIT B

COMPENSATION AND FEE SCHEDULE

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25th Street Renaissance Phase I  
City of San Diego - EXHIBIT B - Fee Schedule

8/7/2010

Jerry Michael PE LS	Brish Hannagan	Sean Brown	Design Support	Rinley-Horn	Jose -Calderon	True Court	Nate Mullen Visual Concepts, LLC	Graphic Solutions	CAI
Principal/ Change / Project Manager	Urban Designer/ Project Manager	Civil Engineer		Traffic Engineering	Outreach	Traffic Count	Electrical Engineering	Signage Design	Cost Estimator
178 \$ per hour	116 \$ per hour	108 \$ per hour	95 \$ per hour	Hours Sum per Task	Hours Sum per Task	Hours Sum per Task	Hours Sum per Task	Hours Sum per Task	Hours Sum per Task

Task A: Phase I Project Management and Coordination										
Task	Description	Rate	Quantity	Sub-Item	Rate	Quantity	Sub-Item	Rate	Quantity	Sub-Item
A.1	Phase I - On-Going Project Coordination & Management	\$ 2,070	16		\$2,070					
A.2	Project Meetings	\$ 3,668								
A.2.a	Project Kick-off Meeting	\$ 962	2		\$350	2		\$230		
A.2.b	Project Team Meetings (3 meetings)	\$ 2,606	6		\$1,050	6		\$600		
A.3	Newsletter and Flyers	\$ 980								
A.3.a	Flyers for Community Outreach Events (2 flyers)	\$ 495			\$0	1		\$116		
A.3.b	Project Newsletter (1 newsletter)	\$ 495			\$0	1		\$116		
Task B: Traffic Data Collection										
B.1	Existing and Proposed Conditions Technical Studies	\$ 27,000								
B.1.a	Traffic Count Data Collection	\$ 3,130								
B.1.b	Traffic Model Calibration and Volumes	\$ 3,300								
B.1.c	LOS Analysis	\$ 6,600								
B.1.d	Other Modes and Assessment	\$ 4,290								
B.1.e	Report and Revisions	\$ 9,680								
Task C: Street Master Plan Design and Public Outreach										
C.1	Existing Conditions Base Plan	\$ 2,030	2		\$350	4		\$480	8	
C.2	25th Street Master Plan Alternative (1 Alternative)	\$ 7,040	2		\$350	8		\$920	8	
C.3	Visioning Workshop No. 1 - (Present Alternative)	\$ 3,228	2		\$380	8		\$1,035	8	
C.4	Preferred Master Plan Preliminary Cost Projections	\$ 2,838	2		\$350					
C.5	Visioning Workshop No 2 - Present Master Plan	\$ 1,440				8		\$920	4	

Total Task Value (Phase I only)	\$ 50,005
Task D: Additional Services	\$ 22,995
Reimbursables (Phase I only)	\$ 2,000
<b>Total Estimated Services Value (Phase I only)</b>	<b>\$ 75,000</b>

**Compensation Summary for PHASE I MASTER PLAN:**

<b>PHASE I - 25th STREET MASTER PLAN</b>		<b>(see footnote )</b>	<b>(see footnote )</b>
<b>Task A</b>	<b>Phase I Project Management and Coordination</b>		
A.1	Phase I - On-Going Project Coordination & Management	\$ 2,070	\$ 0,000
A.2	Project Meetings	\$ 3,568	\$ 0,000
A.3	Newsletter and Flyers	\$ 990	\$ 0,000
<b>Task A Subtotal:</b>		<b>\$ 6,628</b>	<b>\$ 0,000</b>
<b>Task B</b>	<b>Traffic Data Collection</b>		
B.1	Existing and Proposed Conditions Technical Studies	\$ 27,000	\$ 0,000
<b>Task B Subtotal:</b>		<b>\$ 27,000</b>	<b>\$ 0,000</b>
<b>Task C</b>	<b>25th Street Master Plan Design and Public Outreach</b>		
C.1	Existing Conditions Base Plan	\$ 2,030	\$ 0,000
C.2	25 <sup>th</sup> Street Master Plan Alternative (1 Alternative)	\$ 7,040	\$ 0,000
C.3	Visioning Workshop No. 1 - (Present Alternative)	\$ 3,229	\$ 0,000
C.4	Master Plan Preliminary Cost Projections	\$ 2,638	\$ 0,000
C.5	Visioning Workshop No. 2 - (Master Plan Presentation)	\$ 1,440	\$ 0,000
<b>Task C Subtotal:</b>		<b>\$ 16,377</b>	<b>\$ 0,000</b>
<b>PHASE II - CONSTRUCTION PLANS, SPECIFICATIONS, &amp; ESTIMATES and CONSTRUCTION SUPPORT</b>			
<b>SUMMARY OF PHASE I FEES</b>		<b>\$ 50,005</b>	<b>\$ 0,000</b>
<b>Task D: Additional Services</b>		<b>\$ 22,995</b>	
<b>Estimated PHASE I Reimbursable Expenses</b>		<b>\$ 2,000</b>	
<b>ESTIMATED PHASE I PROJECT TOTAL</b>		<b>\$ 75,000</b>	

**Fee Footnotes**

- A. Lump Sum tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.
- B. Estimated fees for tasks shown as "Time and Materials" (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.

TIME SCHEDULE





**EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)  
CONTRACTOR AND CONSULTANT REQUIREMENTS  
FOR  
FHWA/CALTRANS FUNDED PROJECTS**

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**I. FEDERAL EQUAL OPPORTUNITY REQUIREMENTS FOR CALTRANS-FUNDED PROJECTS.**

The following equal opportunity requirements apply to projects funded by Caltrans, including Federal Highway Administration (FHWA) funded projects. These requirements shall apply to construction contracts and agreements with professional service providers and consultants.

For the purpose of these requirements terms "Bid" and "Proposal," "Bidder" and "Proposer," "Subcontractor" and "Subconsultant," "Contractor" and "Consultant," "Contractor" and "Prime Contractor," "Consultant" and "Professional Service Provider," "Suppliers" and "Vendors," "Suppliers" and "Dealers," and "Suppliers" and "Manufacturers" may have been used interchangeably.

**II. NOTICE OF REQUIREMENT FOR UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES AND UNDERUTILIZED DISADVANTAGED BUSINESS ENTERPRISES TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (Title 49 CFR 26.13(b)):**

\*This project is subject to Title 49 CFR 26.13(b):

The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material

breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Take necessary and reasonable steps to ensure that Disadvantaged Business Enterprises (DBEs) have opportunity to participate in the contract (49 CFR 26).

To ensure there is equal participation of the DBE groups specified in 49 CFR 26.5, the City specifies a goal for Underutilized Disadvantaged Business Enterprises (UDBEs). UDBE is a firm that meets the definition of DBE and is a member of one of the following groups:

1. Black Americans
2. Native Americans
3. Asian-Pacific Americans
4. Women

References to DBEs include UDBEs, but references to UDBEs do not include all DBEs.

The Bidder shall make Work available to UDBEs and select Work parts consistent with available UDBE Subcontractors and Suppliers.

The Bidder shall meet the UDBE goal shown in the Notice to Bidders or Proposers or demonstrate that it made adequate good faith efforts to meet this goal.

It is the Bidder's responsibility to verify that the UDBE is certified as DBE at date of Bid opening or Proposal due date. For a list of DBEs certified by the California Unified Certification Program, go to: [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)

Only UDBE participation will count towards the UDBE goal. DBE participation will count towards the City's Annual Anticipated DBE Participation Level (AADPL) and the California statewide goal.

Credit for materials or supplies Contractor purchases from UDBEs counts towards the goal in the following manner:

1. 100% counts if the materials or supplies are obtained from a UDBE manufacturer.
2. 60% counts if the materials or supplies are obtained from a UDBE regular dealer.
3. Only fees, commissions, and charges for assistance in the procurement and delivery of materials or supplies count if obtained from a UDBE that is neither a manufacturer nor regular dealer. 49 CFR 26.55 defines "manufacturer" and "regular dealer."

The Contractor or Subcontractor will receive credit towards the goal if the Contractor or Subcontractor employs a UDBE trucking company that performs a commercially useful function as defined in 49 CFR 26.55.

### III. NONDISCRIMINATION IN CONTRACTING ORDINANCE

The Contractors, Consultants, and professional service providers doing business with the City, and their Subcontractors, shall comply with requirements of the City's *Nondiscrimination in Contracting Ordinance*, San Diego Municipal Code Sections 22.3501 through 22.3517.

A. Proposal Documents to include Disclosure of Discrimination Complaints. As part of its Bid or Proposal, Proposer shall provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against Proposer in a legal or administrative proceeding alleging that

Proposer discriminated against its employees, Subcontractors, or Suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

B. Contract Language. The following language shall be included in contracts for City projects between the Consultant or Contractor and any Subcontractors, and Suppliers:

The Consultant or Contractor shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of Subcontractors, or Suppliers. The Consultant or Contractor shall provide equal opportunity for Subcontractors to participate in subconsulting opportunities. The Consultant or Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

C. Compliance Investigations. Upon the City's request, the Consultant or Contractor agrees to provide to the City, within 60 days, a truthful and complete list of the names of all Subcontractors, and Suppliers that Consultant or Contractor has used in the past 5 years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by the Consultant or Contractor for each subcontract or supply contract. The Consultant or Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's *Nondiscrimination in Contracting Ordinance*, Municipal Code Sections 22.3501 through 22.3517. The Consultant - Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Consultant - Contractor up to and including contract termination, debarment and other sanctions for violation of the provisions of the *Nondiscrimination in Contracting Ordinance*. The Consultant or Contractor further understands and agrees that the procedures, remedies and sanctions provided for in the *Nondiscrimination in Contracting Ordinance* apply only to violations of the *Ordinance*.

#### IV. EQUAL EMPLOYMENT OPPORTUNITY

The Consultant or Contractors shall comply with requirements of San Diego Ordinance No. 18173, Section 22.2701 through 22.2707, Equal Employment Opportunity Outreach Program. Consultant or Contractors shall submit a *Work Force Report (Attachment KK)* and/or an *Equal Employment Opportunity (EEO) Plan* to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval.

A. Work Force Report. If a *Work Force Report (Attachment AA)* is submitted, and an EOCP staff Work Force Analysis determines there are under representation when compared to County Labor Force Availability data, Consultant or Contractor shall submit an *Equal Employment Opportunity Plan*.

B. Equal Employment Opportunity Plan. If an *Equal Employment Opportunity Plan* is submitted, it shall include at least the following assurances that:

1. The Consultant or Contractor shall maintain a working environment free of discrimination, harassment, intimidation and coercion at all sites and in all facilities at which the Consultant's or Contractor's employees are assigned to work;

2. A responsible official is designated to monitor all employment related activity to ensure the Consultant's or Contractor's EEO Policy is being carried out and to submit reports relating to EEO provisions;

3. The Consultant or Contractor disseminates and reviews its EEO Policy with all employees at least once a year, posts the policy statement and EEO posters on all company bulletin boards and job sites, and documents every dissemination review and posting with a written record to identify the time, place, employees present, subject matter, and disposition of meetings;

4. The Consultant or Contractor reviews, at least annually, all supervisor's adherence to and performance under the EEO Policy and maintains written documentation of these reviews;

5. The Consultant or Contractor discusses its EEO Policy Statement with Subcontractors with whom it anticipates doing business, includes the EEO Policy Statement in its subcontracts, and provides such documentation to the City upon request;
6. The Consultant or Contractor documents and maintains a record of all bid solicitations and outreach efforts to and from Subcontractors, consultant associations and other business associations;
7. The Consultant or Contractor disseminates its EEO Policy externally through various media, including the media of people of color and women, in advertisements to recruit, maintains files documenting these efforts, and provides copies of these advertisements to the City upon request;
8. The Consultant or Contractor disseminates its EEO Policy to union and community organizations;
9. The Consultant or Contractor provides immediate written notification to the City when any union referral process has impeded the Consultant's efforts to maintain its EEO Policy;
10. The Consultant or Contractor maintains a current list of recruitment sources, including those outreaching to people of color and women, and provides written notification of employment opportunities to these recruitment sources with a record of the organizations' responses;
11. The Consultant or Contractor maintains a current file of names, addresses and phone numbers of each walk-in applicant, including people of color and women, and referrals from unions, recruitment sources, or community organizations with a description of the employment action taken;
12. The Consultant or Contractor encourages all present employees, including people of color and women employees, to recruit others;
13. The Consultant or Contractor maintains all employment selection process information with records of all tests and other selection criteria;
14. The Consultant or Contractor develops and maintains documentation for on-the-job training opportunities and/or participates in training programs for all of its employees, including people of color and women, and establishes apprenticeship, trainee, and upgrade programs relevant to the Consultant's employment needs;
15. The Consultant or Contractor conducts, at least annually, an inventory and evaluation of all employees for promotional opportunities and encourages all employees to seek and prepare appropriately for such opportunities;
16. The Consultant or Contractor ensures the company's working environment and activities are non-segregated except for providing separate or single-user toilets and necessary changing facilities to assure privacy between the sexes;
17. The Consultant or Contractor establishes and documents policies and procedures to ensure job classifications, work assignments, promotional tests, recruitment and other personnel practices do not have a discriminatory effect; and
18. The Consultant or Contractor is encouraged to participate in voluntary associations, which assist in fulfilling one or more of its non-discrimination obligations. The efforts of a consultant association, consultant/community professional association, foundation or other similar group of which the Consultant or Contractor is a member will be considered as being part of fulfilling these obligations, provided the Consultant actively participates.

#### V. SUBCONTRACTING GOALS

The Contractors and Consultants are encouraged to take positive steps to diversify and expand their

subcontractor solicitation base and to offer contracting opportunities to all eligible DBE certified Subcontractors. To support its Equal Opportunity Contracting commitment, the City has implemented a race-conscious and race neutral project specific goal methodology required for all Caltrans funded projects.

A. Subcontractor Participation Level

1. Caltrans has determined statewide DBE goals are as follows:

13.5%	Overall
6.75%	Race Conscious
6.75%	Race Neutral

2. The City has determined its own AADPL of 20%. To work toward achieving this overall goal, the City has determined that the following goals shall apply to this project:

0.4%	Underutilized DBE (UDBE) Race Conscious
4.9%	(DBE) Race Neutral
5.3%	<u>Total DBE Percentage</u>

The Consultant and Contractors are required to meet the Project specific goals for UDBE's as outlined in the Specifications or satisfy good faith documentation requirements.

**VI. SUBCONTRACTOR AND DBE RECORDS**

The Consultant or Contractor shall maintain records showing the name and business address of each first-tier Subcontractor. The records shall also show the name and business address of every DBE Subcontractor as indicated on the Local Agency Proposer DBE Information Form (Attachment AA-Consultants) (Attachment BB-Construction), DBE vendor of materials, and DBE trucking company, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all of these firms. The DBE Contractors shall also show the date of Work performed by their own forces along with the corresponding dollar value of the Work.

Upon completion of the contract, a summary of these records shall be prepared on "Final Report-Utilization of DBE, First Tier Subcontractors" Form CEM-2402(F) (Attachment CC) and certified correct by the Consultant or Contractor or the Contractor's authorized representative, and shall be furnished to the Project Manager and EOC Program Manager. The form shall be furnished to the Project Manager and EOC Program Manager within 90 days from the date of contract acceptance. The amount of \$10,000 will be withheld from payment until a satisfactory form is submitted.

Prior to the fifteenth day of each month, the Contractor shall submit documentation to the Project Manager and EOC Program Manager showing the amount paid to DBE trucking companies. The Consultant or Contractor shall also obtain and submit documentation to the Project Manager and EOC Program Manager showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE leases trucks from a non-DBE, the Consultant or Contractor may count only the fee or commission the DBE receives as a result of the lease arrangement.

The Consultant or Contractor shall also obtain and submit documentation to the Project Manager and EOC Program Manager showing the truck number, owner's name, California Highway Patrol CA number, and if applicable, the DBE certification number of the owner of the truck for all trucks used during that month. This documentation shall be submitted on "Monthly DBE Trucking Verification" Form CEM-2404(F) (Attachment DD).

**VII. PERFORMANCE OF SUBCONTRACTORS**

The Bidder shall list in the Bid the name and address of each Subcontractor to whom the Bidder proposes to

1 The requirements of Section IV.C, with respect to the Public Contract Code are mandated by Caltrans for all construction contracts. For consultant contracts, equivalent requirements may apply.

subcontract portions of the Work in an amount in excess of one-half of one percent of the total Bid or \$10,000, whichever is greater, in accordance with the Subletting and Subcontracting Fair Practices Act, commencing with Section 4100 of the Public Contract Code. The Bidder's attention is invited to other provisions of the Act related to the imposition of penalties for a failure to observe its provisions by using unauthorized Subcontractors or by making unauthorized substitutions.

UDBEs shall perform Work or supply materials as listed in the "Local Agency Bidder or Proposal - UDBE Commitment" (Attachment EE-Consultant) (Attachment FF-Construction) form specified under Section 2, "Bidding," of these special provisions. Consultant or Contractor shall not terminate a UDBE listed Subcontractor for convenience and perform the Work with its own forces or obtain materials from other sources without prior written authorization from the City.

The City grants authorization to use other forces or sources of materials for requests that show any of the following justifications:

1. Listed UDBE fails or refuses to execute a written contract based on Plans and Specifications for the Project.
2. Consultant or Contractor stipulates a bond is a condition of executing the subcontract and the listed UDBE fails to meet its bond requirements.
3. Work requires a Contractor's license and listed UDBE does not have a valid license under Contractors License Law.
4. Listed UDBE fails or refuses to perform the Work or furnish the listed materials.
5. Listed UDBE's Work is unsatisfactory and not in compliance with the contract.
6. Listed UDBE delays or disrupts the progress of the Work.
7. Listed UDBE becomes bankrupt or insolvent.

If a listed UDBE Subcontractor is terminated, the Consultant or Contractor shall make good faith efforts to find another UDBE Subcontractor to substitute for the original UDBE. The substitute UDBE shall perform at least the same amount of Work as the original UDBE under the contract to the extent needed to meet the UDBE goal.

The substitute UDBE shall be certified as a DBE at the time of request for substitution.

The City will not pay for Work unless it is performed or supplied by the listed UDBE, unless the UDBE is terminated in accordance with this section.

## VIII. SUBCONTRACTING<sup>2</sup>

No subcontract releases the Contractor from the contract or relieves the Contractor of their responsibility for a Subcontractor's work.

If the Contractor violates Public Contract Code § 4100 et seq., the City may exercise the remedies provided under Public Contract Code § 4110. The City may refer the violation to the Contractors State License Board as provided under Pub Cont Code § 4111.

The Contractor shall perform Work equaling at least 30% of the value of the original total Bid with the Contractor's own employees and equipment, owned or rented, with or without operators. \* See note below.

Each Subcontractor shall comply with the Contract.

Each Subcontractor shall have an active and valid state contractor's license with a classification appropriate for the Work to be performed (Bus & Prof Code, § 7000 et seq.).

<sup>2</sup> The requirements of Section IV.D, with respect to the Public Contract Code are mandated by Caltrans for all construction contracts. For consultant contracts, equivalent requirements may apply.

Submit copies of subcontracts upon request by the Project Manager and EOC Program Manager.

Before subcontracted Work starts, submit a Subcontracting Request form (Attachment GG).

The Contractor shall not use a debarred contractor. A current list of debarred contractors is available at the Department of Industrial Relations' Web site.

Upon request by the City, immediately remove and not again use a subcontractor who fails to prosecute the Work satisfactorily.

Each Subcontractor and any lower tier Subcontractor that may in turn be made shall include the "Required Contract Provisions Federal-Aid Construction Contracts" in Section 14 of these special provisions. Noncompliance shall be corrected. Payment for subcontracted Work involved will be withheld from progress payments due, or to become due, until correction is made. Failure to comply may result in termination of the Contract.

\*Note: Caltrans requires that at least 30% of this contract be self-performed. The City may impose a higher self-performance requirement. The Contractor shall refer to the Contract Documents for applicable language in for the self-performance requirement.

**IX. DEMONSTRATED COMMITMENT TO EQUAL OPPORTUNITY**

The City seeks to foster a business climate of inclusion and to eliminate barriers to inclusion as defined in the implementation of DBE Program requirements applicable to Caltrans funded projects.

The Bidders are required to submit the following information with their Bids:

*1. Good Faith Efforts Submittal. If the Consultant or Contractor has not met the UDBE goal, the Consultant or Contractor shall complete and submit the "UDBE Information - Good Faith Efforts," Exhibit 15-H, (Attachment HH) form with the Bid Proposal showing that the Consultant or Contractor made adequate good faith efforts to meet the goal. Only good faith efforts directed towards obtaining participation by UDBEs will be considered. If good faith efforts documentation is not submitted with the Proposal, it shall be received by the City no later than 4:00 p.m. on the 4th Working Day after Bid opening (or the Proposal due date).*

If the Consultant's or Contractor's UDBE Commitment form shows that the Consultant or Contractor has met the UDBE goal or if the Consultant or Contractor is required to submit the UDBE Commitment form, the Consultant or Contractor shall also submit good faith efforts documentation within the specified time to protect the Consultant's or Contractor's eligibility for award of the Contract in the event the City finds that the UDBE goal has not been met.

Good faith efforts documentation shall include the following information and supporting documents, as necessary:

a. Items of Work the Consultant or Contractor has made available to UDBE firms. Identify those items of Work the Consultant or Contractor might otherwise perform with its own forces and those items that have been broken down into economically feasible units to facilitate UDBE participation. For each item listed, show the dollar value and percentage of the total contract. It is the Consultant's or Contractor's responsibility to demonstrate that sufficient Work to meet the goal was made available to UDBE firms.

b. Names of certified UDBEs and dates on which they were solicited to participate on the Project. Include the items of Work offered. Describe the methods used for following up initial solicitations to determine with certainty if the UDBEs were interested, and the dates of the follow-up. Attach supporting documents such as copies of letters, memos, facsimiles sent, telephone logs, telephone billing statements, and other evidence of solicitation. The Consultant or Contractor is reminded to solicit certified UDBEs through all reasonable and available means and provide sufficient time to allow UDBEs to respond.

c. Name of selected firm and its status as a UDBE for each item of Work made available. Include name, address, and telephone number of each UDBE that provided a quote and their price quote, (or in the case of consultant contracts, include the UDBE's letter of commitment) and copy of certification documentation. If the firm selected for the item is not a UDBE, provide the reasons for the selection.

d. Name and date of each publication in which the Consultant or Contractor requested UDBE participation for the Project. Attach copies of the published advertisements.

e. Names of agencies and dates on which they were contacted to provide assistance in contacting, recruiting, and using UDBE firms. If the agencies were contacted in writing, provide copies of supporting documents.

f. List of efforts made to provide interested UDBEs with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. If the Consultant or Contractor has provided information, identify the name of the UDBE assisted, the nature of the information provided, and date of contact. Provide copies of supporting documents, as appropriate.

g. List of efforts made to assist interested UDBEs in obtaining bonding, lines of credit, insurance, necessary equipment, supplies, and materials, excluding supplies and equipment that the UDBE Subcontractor purchases or leases from the Contractor or its affiliate. If such assistance is provided by the Consultant or Contractor, identify the name of the UDBE assisted, nature of the assistance offered, and date. Provide copies of supporting documents, as appropriate.

h. Any additional data to support demonstration of good faith efforts.

**2. UDBE Commitment Submittal.** Submit UDBE information on the "Local Agency Proposer-UDBE Commitment (Attachment EE-Consultant) (Attachment FF-Construction), form included in the Bid (or Proposal). If the form is not submitted with the Bid (or Proposal), remove the form from the Bid (or Proposal) before submitting the Consultant's or Contractor's Bid (or Proposal).

If the UDBE Commitment form is not submitted with the Bid (or Proposal), the Apparent Low Bidder, the 2nd low Bidder, and the 3rd low Bidder (or, in the case of consultant agreements, the three highest ranking Proposers) shall complete and submit the UDBE Commitment form to the City. UDBE Commitment form shall be received by the City no later than 4:00 p.m. on the 4th Working Day Working Day after Bid opening (or the deadline for submitting Proposals).

Other Bidders (or proposers) do not need to submit the UDBE Commitment form unless the City requests it. If the City requests the Consultant or Contractor to submit a UDBE Commitment form, submit the completed form within 4 Working Days of the request.

Submit written confirmation from each UDBE stating that it is participating in the contract. Include confirmation with the UDBE Commitment form. A copy of a UDBE's quote (or, in the case of consultant contracts, a letter of commitment) will serve as written confirmation that the UDBE is participating in the contract.

If the Consultant or Contractor does not submit the UDBE Commitment form within the specified time, the City will find Consultant's or Contractor's Bid (or Proposal) nonresponsive.

3. **List of Subcontractors.** The Consultants are required to submit a *Subcontractor List* with their Proposals.

The *Subcontractors List* (Attachment II) shall indicate the Name and Address, Scope of Work, Percent of Total Proposed Contract Amount, Dollar Amount of Proposed Subcontract, Certification Status and Where Certified for each proposed Subcontractor. Subcontractors shall be named on the *Subcontractors List* if they receive more than 0.5% of the Prime Consultant's fee.

4. **Commitment Letters.** Proposer shall also submit *Subcontractor Commitment Letters* on Subcontractor's letterhead, no more than one page each, from all proposed Subcontractors to acknowledge their commitment to the team, scope of Work, and percent of participation in the Project.

5. **Past Participation Levels.** Listing of Proposer's Subcontractor participation levels achieved on all private and public projects within the past 3 years. Include name of project, type of project, value of project, Subcontractor firm's name, percentage of Subcontractor's participation, and identification of Subcontractor's ownership as a certified Disadvantaged Business Enterprise.

6. **Equal Opportunity Employment.** Listing of Proposer's strategies to recruit, hire, train and promote a diverse workforce. These efforts will be considered in conjunction with Proposer's *Workforce Report* as compared to the County's Labor Force Availability.

7. **Community Activities.** Listing of Proposer's current community activities such as membership and participation in local organizations, associations, scholarship programs, mentoring, apprenticeships, internships, community projects, charitable contributions and similar endeavors.

## X. DEFINITIONS

Certified "Disadvantaged Business Enterprise" (DBE) means a business which is at least 51% owned and operated by one or more socially and economically disadvantaged individuals and whose management and daily operation is controlled by the qualifying party(ies). In the case of a publicly-owned business, at least 51% of the stock shall be owned by, and the business operated by, socially and economically disadvantaged individuals.

UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:

1. Black American
2. Asian-Pacific American
3. Native American
4. Women

## XI. PROMPT PROGRESS PAYMENT TO SUBCONTRACTORS

A Prime Contractor or Subcontractor shall pay any Subcontractor not later than 10 days of receipt of each progress payment in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to Subcontractors. The 10 days is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30 days may take place only for good cause and with the City's prior written approval. Any violation of Section 7108.5 shall subject the violating Contractor or Subcontractor to the penalties, sanction and other remedies of that section.

This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the Contractor or Subcontractor in the event of a dispute involving late payment or nonpayment by the Prime Contractor, deficient subcontract performance, or noncompliance by a subcontractor.

## **XII. PROMPT PAYMENT OF FUNDS WITHHELD TO SUBCONTRACTORS**

The City shall hold retention from the Prime Contractor and shall make prompt and regular incremental acceptances of portions, as determined by the City, of the Work, and pay retention to the Prime Contractor based on these acceptances. The Prime Contractor, or Subcontractor, shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for Work satisfactorily completed and accepted including incremental acceptances of portions of the Work by the City. Federal law (49CFR26.29) requires that any delay or postponement of payment over 30 days may take place only for good cause and with the City's prior written approval. Any violation of this provision shall subject the violating Prime Contractor or Subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the Prime Contractor or Subcontractor in the event of a dispute involving late payment or nonpayment by the Prime Contractor, deficient subcontract performance, or noncompliance by a subcontractor.

## **XIII. CERTIFICATION**

A. The City accepts certifications of DBE by any of the following methods:

1. Current certification by the State of California Department of Transportation (CALTRANS) as DBE;
2. Current DBE certification from any participating agency in the statewide certified pool of firms known as CALCERT.
3. Current certification by the City of Los Angeles as DBE. For more information go to [http://bca.lacity.org/index.cfm?next\\_body=tutorials\\_c.cfm](http://bca.lacity.org/index.cfm?next_body=tutorials_c.cfm)

B. DBE Certification Status

If a DBE subcontractor is decertified during the life of the Project, the decertified Subcontractor shall notify the Contractor in writing with the date of decertification. If a subcontractor becomes a certified DBE during the life of the Project, the Subcontractor shall notify the Contractor in writing with the date of certification. The Contractor shall furnish the written documentation to the Project Manager and EOC Program Manager.

Upon completion of the contract, "Disadvantaged Business Enterprises (DBE) Certification Status Change" Form CEM-2403(F) (Attachment JJ) indicating the DBEs' existing certification status shall be signed and certified correct by the Contractor. The certified form shall be furnished to the Engineer within 90 days from the date of contract acceptance.

**XIV. List of Attachments.**

- AA Local Agency Proposer DBE Information (Consultant)
- ~~BB Local Agency Bidder DBE Information (Construction)~~ (NOT APPLICABLE)
- CC Final Report – Utilization of DBE, First Tier Subcontractors
- ~~DD Monthly DBE Trucking Verification~~ (NOT APPLICABLE)
- EE Local Agency Proposer UDBE Commitment (Consultant)
- ~~FF Local Agency Bidder UDBE Commitment (Construction)~~ (NOT APPLICABLE)
- GG Subcontracting Request
- HH UDBE Information-Good Faith Efforts
- II Subcontractor List
- JJ DBE Certification Status Change
- KK Workforce Report

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Exhibit 10-02 Local Agency Proposer DBE Information (Consultant Contracts)

**NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM**

AGENCY: City of San Diego LOCATION: San Diego

PROJECT DESCRIPTION: 25<sup>th</sup> Street Renaissance Project

TOTAL CONTRACT AMOUNT: \$ \$75,000

PROPOSAL DATE: June 14, 2010

PROPOSER'S NAME: RRM DESIGN GROUP

CONTRACT ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED	DBE Cert. No. AND EXPIRATION DATE	NAME OF DBEs (Must be certified on the date bids are opened - include DBE address and phone number)	PERCENTAGE OF DBE
	<u>PUBLIC OUTREACH</u>	<u>8704, 5/5/2014</u>	<u>JLC Consulting Services 3462 MALTO Dr., Bonita 91902 619 475 8524</u>	<u>4.3</u>
	<u>TRAFFIC COUNT</u>	<u>37310, 2/27/2014</u>	<u>TRUE COUNT 3401 FIRST ST. SAN DIEGO, CA 92103 619 248 8427</u>	<u>2.5</u>

**For Local Agency to Complete:**

Local Agency Contract Number: \_\_\_\_\_

Federal Aid Project Number: \_\_\_\_\_

Federal Share: \_\_\_\_\_

Contract Award Date: \_\_\_\_\_

Local Agency certifies that the DBE certification(s) has been verified and all information is complete and accurate.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Local Agency Representative

(Area Code) Telephone Number: \_\_\_\_\_

**For Caltrans Review:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Caltrans District Local Assistance Engineer

Total Claimed Participation \$ 4,800

6.8 %

B. Call  
Signature of Proposer

6.14.2010 949 361 7950  
Date (Area Code) Tel. No.

Brian Hannegan  
Person to Contact (Please Type or Print)

Local Agency Bidder - DBE Commitment (Rev 3/09)

Distribution: (1) Copy - Fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 15 days of contract execution. Failure to send a copy to the DLAE within 15 days of contract execution may result in de-obligation of funds for this project.  
(2) Original - Local agency files

**INSTRUCTIONS - LOCAL AGENCY BIDDER DBE INFORMATION  
(CONSULTANT CONTRACTS) (Revised 03/09)**

**SUCCESSFUL PROPOSER:**

The form requires specific information regarding the consultant contract: Agency, Location, Project Description, Federal Aid Project Number (assigned by Caltrans-Local Assistance), Proposal Date, and Successful Proposer's Name.

The form has a column for the Description or Services to be Subcontracted by DBEs. The DBE should provide a certification number to the prime consultant. The form has a column for the Names of DBE certified consultants to perform the work (must be certified on the date the proposal is received and include DBE address and phone number). Enter DBE prime consultant's and subconsultants' certification numbers. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces.

Enter the Total Claimed DBE Participation percentage of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe the exact portion of time to be performed by the DBE.) See Notice to Proposers/Bidders Disadvantaged Business Enterprise Information to determine how to count the participation of DBE firms.

Exhibit 10-O (2) must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

**For the successful proposer, Local agencies** should complete the Contract Award Date and Federal Share fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the de-obligation of funds on this project.

**District DBE Coordinator** should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.



Attachment CC

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

FINAL REPORT - UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE), FIRST-TIER SUBCONTRACTORS

CEM-2402F (REV 02/2008)

The form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, Federal Aid Project number, the Administering Agency, the Contract Completion Date and the Estimated Contract Amount. It requires the prime contractor name and business address. The focus of the form is to describe who did what by contract item numbers and descriptions, asking for specific dollar values of item work completed broken down by subcontractors who performed the work, both DBE and non-DBE work forces. DBE prime contractors are required to show the date of work performed by their own forces along with the corresponding dollar value of work.

The form has a column to enter the Contract Item No. (or Item No's) and description of work performed or materials provided, as well as a column for the subcontractor name and business address. For those firms who are DBE, there is a column to enter their DBE Certification Number. The DBE should provide their certification number to the contractor and notify the contractor in writing with the date of the decertification if their status should change during the course of the project.

The form has six columns for the dollar value to be entered for the item work performed by the subcontractor.

The Non-DBE column is used to enter the dollar value of work performed for firms who are not certified DBE.

The decision of which column to be used for entering the DBE dollar value is based on what program(s) status the firm is certified. This program status is determined by the California Unified Certification Program by ethnicity, gender, ownership and control issues at time of certification. To confirm the certification status and program status, access the Department of Transportation Civil Rights website at http://www.dot.ca.gov/hq/bep or by calling (916) 324-1700 or the toll free number at (888) 810-6346.

Based on this DBE Program status, the following table depicts which column to be used:

DBE Program Status	Column to be used
If program status shows DBE only with no other programs listed.	DBE
If program status shows DBE, Black American	BA UDBE
If program status shows DBE, Asian-Pacific Islander	APA UDBE
If program status shows DBE, Native American	NA UDBE
If program status shows DBE, Woman	W UDBE

If a contractor performing work as a DBE on the project becomes decertified and still performs work after their decertification date, enter the total value performed by this contractor under the appropriate DBE identification column.

If a contractor performing work as a non-DBE on the project becomes certified as a DBE, enter the dollar value of all work performed after certification as a DBE under the appropriate identification column.

Enter the total of each of the six columns on Form CEM-2402(F).

Any changes to DBE certification must also be submitted on Form CEM-2403(F).

Enter the Date Work Completed as well as the Date of Final Payment (the date when the prime contractor made the "final payment" to the subcontractor for the portion of work listed as being completed).

The contractor and the resident engineer sign and date the form indicating that the information provided is complete and correct.

PROOF COPY

RETURN TO HQ FORMS

OK X \_\_\_\_\_  
Date \_\_\_\_\_

Exhibit 10-01 Local Agency Proposer UDBE Commitment (Consultant Contracts)

**NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM**

AGENCY: City of San Diego LOCATION: San Diego

PROJECT DESCRIPTION: 25th Street Renaissance Project

CONTRACT GOAL: \$ .4%

PROPOSAL DATE: 6.14.10

PROPOSER'S NAME: RRM Design Group

WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED	DBE Cert. No. AND EXPIRATION DATE	NAME OF UDBEs (Must be certified on the date the proposals are opened - include UDBE address and phone number)	PERCENTAGE AMOUNT OF EACH UDBE
	Public Outreach	8704, 5/5/2014	JLC Consultant Services 3462 Malito Dr, Bonita 91902	<u>4.3</u> (619) 475-8524
	<u>TRAFFIC COUNT</u>	<u>37310, 2/27/14</u>	<u>True Count</u> <u>3401 First St.</u> <u>San Diego, CA 92103</u> <u>619 248 8427</u>	<u>2.5</u>

**For Local Agency to Complete:**

Local Agency Contract Number: \_\_\_\_\_

Federal Aid Project Number: \_\_\_\_\_

Federal Share: \_\_\_\_\_

Proposal Award Date: \_\_\_\_\_

Local Agency certifies that the UDBE certification(s) has been verified and all information is complete and accurate.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Local Agency Representative

(Area Code) Telephone Number: \_\_\_\_\_

**For Caltrans Review:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Caltrans District Local Assistance Engineer

Total Claimed Participation \$4,820

6.8%

  
Signature of Proposer

6.14.10 (949)361-7950  
Date (Area Code) Tel. No.

Brian Hannegan  
Person to Contact (Please Type or Print)

Local Agency Bidder - UDBE Commitment (Rev 3/09)

Distribution: (1) Copy - If this Proposer is successful fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 15 days of award. Failure to send a copy to the DLAE within 15 days of award may result in de-obligation of funds for this project.  
(2) Original - Local agency files

**INSTRUCTIONS - LOCAL AGENCY BIDDER- UDBE COMMITMENT  
(CONSULTANT CONTRACTS) (Revised 03/09)**

**ALL PROPOSERS:**

**PLEASE NOTE:** It is the proposer's responsibility to verify that the UDBE(s) falls into one of the following groups in order to count towards the UDBE contract goal: 1) Black American; 2) Asian-Pacific American; 3) Native American; 4) Women. This information shall be submitted with your proposal. Failure to submit the required UDBE commitment will be grounds for finding the proposal nonresponsive

UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:

1. Black American
2. Asian-Pacific American
3. Native American
4. Women

The form requires specific information regarding the consultant contract: Agency, Location, Project Descriptions, Federal Aid Project Number (assigned by Caltrans-Local Assistance), Proposal Date, Proposer's Name, and Contract Goal.

The form has a column for the Work Item Number (or Item No's) and Description or Services to be Subcontracted to UDBEs. The UDBE should provide a certification number to the Consultant. Notify the Consultant in writing with the date of the decertification if their status should change during the course of the contract. The form has a column for the Names of certified UDBEs to perform the work (must be certified on the date proposals are received and include UDBE address and phone number). Enter the UDBE prime consultant and subconsultant certification numbers. Prime consultants shall indicate all work to be performed by UDBEs including, if the prime consultant is a UDBE, work performed by its own forces.

There is a column for the total UDBE percentage. Enter the Total Claimed UDBE Participation percentage of items of work submitted with the proposal pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the UDBE, describe exact portion of time to be performed or furnished by the UDBE.) See Notice to Bidders/Proposers Disadvantaged Business Enterprise Information to determine how to count the participation of UDBE firms. Note: If the proposer has not met the contract goal, the local agency must evaluate the proposer's good faith efforts to meet the goal in order to be considered for award of the contract.

Exhibit 10-O (1) must be signed and dated by the consultant proposing. Also list a phone number in the space provided and print the name of the person to contact.

**For the Success Proposer only, local agencies** should complete the Contract Award Date and Federal Share fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of award. Failure to submit a completed and accurate form within the 15-day time period may result in the de-obligation of funds on this project.

**District DBE Coordinator** should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**SUBCONTRACTING REQUEST**  
DC-CEM-1201 (REV. 4/94) (OLD HC-45) CT# 7541-3514-7

FRONT

See Instructions  
On Back

REQUEST NUMBER
----------------

CONTRACTOR NAME RRM Design Group		COUNTY Orange	ROUTE
BUSINESS ADDRESS 232 Avenida Fabricante, Ste. 112		CONTRACT NO.	
CITY/STATE San Clemente, CA	ZIP CODE 92672	FEDERAL AID PROJECT NO. (From Special Provisions)	

SUBCONTRACTOR (Name, Business Address, Phone)	BID ITEM NUMBER(S)	% OF BID ITEM SUBBED	CHECK IF: (See Categories Below)			DESCRIBE WORK WHEN LESS THAN 100% OF WORK IS SUBBED	\$ AMOUNT BASED ON BID \$ AMOUNT
			(1)	(2)	(3)		
Kimley-Horn & Associates, Inc. (619)234-9411 401 B Street, Ste. 600 San Diego 92101 Nate Mullen Visual Concepts (858) 278-4503 7343 Ronson Rd. Suite I, San Diego 92111 JLC Consultant Services (619) 475-8524 3462 Malito Dr, Bonita 91902		33.0				Transportation Analysis	26,230
		2.0				Electrical Engineering	1,650
		4.3			X	Public Outreach	3,120
True Count (619)248-8427 3401 First Ave #123, San Diego, 92103		2.5			X	Traffic Count	1,700
Graphic Solutions (619) 239-1335 2952 Main Street, San Diego 92113		3				Signage Design	2,288

Categories: 1) Specialty 2) Listed Under Fair Practices Act 3) Certified DBE

**I Certify That:**

- The Standard Provisions for labor set forth in the contract apply to the subcontracted work.
- If applicable, (Federal Aid Projects only) Section 14 (Federal Requirements) of the Special Provisions have been inserted in the subcontracts and shall be incorporated in any lower-tier subcontract. Written contracts have been executed for the above noted subcontracted work.

CONTRACTOR'S SIGNATURE	DATE 6-14-10
------------------------	-----------------

NOTE: This section is to be completed by the Resident Engineer

1. Total of bid items.....	\$	_____
2. Specialty items (previously requested).....	\$	_____
3. Specialty items (this request).....	\$	_____
4. Total (lines 2+3).....	\$	_____
5. Contractor must perform with own forces (lines 1 minus 4) x _____%	%	_____
6. Bid items previously subcontracted.....	\$	_____
7. Bid items subcontracted ( this request).....	\$	_____
8. Total (lines 6+7).....	\$	_____
9. Balance of work Contractor to perform (lines 1 minus 8).....	\$	_____

Back

## INSTRUCTIONS FOR COMPLETING SUBCONTRACTING REQUEST FORM

*All First-tier subcontractors must be included on a subcontracting request.*

Submit in accordance with Section 8-1.01 of the Standard Specifications. Type or print requested information. Information copy is to be retained by the contractor. Submit other copies to project's Resident Engineer. After approval, the original will be returned to the contractor.

When an entire item is subcontracted, the value to be shown is the contractor's bid price.

When a portion of an item is subcontracted, describe the portion, and show the % of bid item and value.

THIS FORM IS NOT TO BE USED FOR SUBSTITUTIONS.

Prior to submittal of a DC-CEM-1201 involving a replacement Subcontractor, submit a separate written request for approval to substitute a listed subcontractor. Section 4107 of the Government Code covers the conditions for substitution.

NOTE: For contractors who will be performing work on railroad property, it is necessary for the contractor to complete and submit the Certificate of Insurance (State Form DH-OS-A10A) naming the subcontractor as insured. *No work shall be allowed which involves encroachment on railroad property until the specified insurance has been approved.*

EXHIBIT 15-H UDBE INFORMATION—GOOD FAITH EFFORTS

Federal-aid Project No. \_\_\_\_\_ Bid Opening Date \_\_\_\_\_

The \_\_\_\_\_ (City/County of) \_\_\_\_\_ established an Under-utilized Disadvantaged Business Enterprise (UDBE) goal of \_\_\_\_\_ % for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the "Local Agency Bidder – UDBE Commitment" form indicates that the bidder has met the UDBE goal. This will protect the bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a UDBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the "Local Agency Bidder – UDBE Commitment" form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled "Submission of UDBE Commitment" of the Special Provisions:

- A. The names and dates of each publication in which a request for UDBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement

- B. The names and dates of written notices sent to certified UDBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the UDBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of UDBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
JLC Consultant Services Inc.		
Allied Geotechnical Engineers Inc.		
IS Architecture		
True Count, LLC		

- C. The items of work which the bidder made available to UDBE firms, including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate UDBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate UDBE participation was made available to UDBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract

D. The names, addresses and phone numbers of rejected UDBE firms, the reasons for the bidder's rejection of the UDBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each UDBE if the selected firm is not a UDBE:

Names, addresses and phone numbers of rejected UDBEs and the reasons for the bidder's rejection of the UDBEs:

Allied Geotechnical Engineers Inc. (619-449-5900)  
 9500 Cuyamaca Street, Suite 102, Santee, CA 92071  
 City decided they did not need geotechnical work on the project

Names, addresses and phone numbers of firms selected for the work above:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Efforts made to assist interested UDBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to UDBEs:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F. Efforts made to assist interested UDBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the UDBE subcontractor purchases or leases from the prime contractor or its affiliate:

n/a  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using UDBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

---

Name of Agency/Organization	Method/Date of Contact	Results
<hr/>		
<hr/>		

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):  
City, County & Port of San Diego architectural, engineering & related professional services list on City web site.  
See attached copy of Purchasing and Contracting Dept - Consultant Services list.

**NOTE:** USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

## SUBCONSULTANTS LIST

### INFORMATION REGARDING SUBCONSULTANTS PARTICIPATION:

Subconsultant=s List shall include name and complete address of all Subconsultants who will receive more than one half of one percent (0.5%) of the Prime Consultant=s fee.

Proposer shall also submit subconsultant commitment letters on subconsultant=s letterhead, no more than one page each, from subconsultants listed below to acknowledge their commitment to the team, scope of work, and percent of participation in the project.

Subconsultants shall be used for scope of work listed. No changes to this Subconsultants List will be allowed without prior written City approval.

NAME AND ADDRESS SUBCONSULTANTS	SCOPE OF WORK	PERCENT OF CONTRACT	DOLLAR AMOUNT OF CONTRACT	* MBE/ WBE/DBE/ DVBE/OBE	** WHERE CERTIFIED
Kimley Horn & Assoc. 401 B Street, Suite 600 San Diego, CA 92101	Transportation	50%	\$25,000	N/A	
JLC Consulting Services 346 Malito Drive Bonita, CA 91902	Public Outreach	6%	\$ 3,000	DBE	City & Caltrans
True Count 3401 1 <sup>st</sup> Ave, #123 San Diego, CA 92103	Traffic Counts	2%	\$ 1,000	DBE	City & Caltrans
Graphic Solutions 2952 Main Street San Diego, CA 92113	Signage Design	3%	\$ 1,500	N/A	

\* *For information only.* As appropriate, Proposer shall identify Subconsultants as:

Certified Minority Business Enterprise	MBE
Certified Woman Business Enterprise	WBE
Certified Disadvantaged Business Enterprise	DBE
Certified Disabled Veteran Business Enterprise	DVBE

Other Business Enterprise

OBE

\*\* *For information only.* As appropriate, Proposer shall indicate if Subconsultant is certified by:

City of San Diego

CITY

State of California Department of Transportation

CALTRANS

STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION  
**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION STATUS CHANGE**  
CP-CEM-2403(F) (New, 10/99)

CONTACT NUMBER	COUNTY	ROUTE	POST MILES	ADMINISTERING AGENCY	CONTRACT COMPETION DATE
PRIME CONTRACTOR	BUSINESS ADDRESS				ESTIMATED CONTRACT AMOUNT

*Prime Contractor: List all DBEs with changes in certification status (certified/decertified) while in your employ, whether or not firms were originally listed for good credit.*

**Attach DBE certification/Decertification letter in accordance with the Special Provisions**

CONTRACT ITEM NO.	SUBCONTRACT NAME AND BUSINESS ADDRESS	BUSINESS PHONE	CERTIFICATION NUMBER	AMOUNT PAID WHILE CERTIFIED	CERTIFICATION/DECERTIFICATION DATE
				\$	Letter attached
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

Comments:

**I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT**

CONTRACTOR REPRESENTATIVE SIGNATURE	TITLE	BUSINESS PHONE NUMBER	DATE
-------------------------------------	-------	-----------------------	------

**TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS COMPLETE AND CORRECT**

RESIDENT ENGINEER	BUSINESS PHONE NUMBER	DATE
-------------------	-----------------------	------

Distribution Original copy -DLAE Copy -1) Business Enterprise Program 2) Prime Contractor 3) Local Agency 4) Resident Engineer



City of San Diego

# EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209

## WORK FORCE REPORT

### ADMINISTRATIVE

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

### CONTRACTOR IDENTIFICATION

Type of Contractor:  Construction  Vendor/Supplier  Financial Institution  Lessee/Lessor  
 Consultant  Grant Recipient  Insurance Company  Other

Name of Company: RRM Design Group

AKA/DBA: \_\_\_\_\_

Address (Corporate Headquarters, where applicable): 3765 S Higuera, Suite 102

City San Luis Obispo County San Luis Obispo State CA

Zip: 93401

Telephone Number: (805) 543-1794 FAX Number: (805) 543-4609

Name of Company CEO: Erik Justesen

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: 232 Avenida Fabricante, Suite 112

City San Clemente County Orange State California Zip 92672

Telephone Number: (949) 361-7950 FAX Number: (949) 361-7955

Type of Business: Architectural/Engineering Type of License: Architectural/Engineering

The Company has appointed: Susan Whalen

as its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate, and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 3765 S Higuera, Suite 102, San Luis Obispo, CA 93401

Telephone Number: (805) 543-1794 FAX Number: (805-543-1794)

- One San Diego County (or Most Local County) Work Force – Mandatory
- Branch Work Force \*
- Managing Office Work Force

*Check the box above that applies to this WFR.*

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of RRM Design Group

(Firm Name)

Orange

(County)

CA

(State)

hereby certify that information provided

here in is true and correct. This document was executed on this 6th day of May, 200 10

Kirk Van Cleave, Principal, #C25012

OFFICE(S) or BRANCH(ES): San Clemente

COUNTY: Orange

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
	Management & Financial											3	1	
Professional														
A&E, Science, Computer			2	0							4	1		
Technical											1	2		
Sales														
Administrative Support	0	1									0	1		
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

\*Construction laborers and other field employees are not to be included on this page

Totals Each Column	0	1	1	2	0	0	0	0	0	0	8	5	0	0
--------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Grand Total All Employees 16

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														



# CITY OF SAN DIEGO WORK FORCE REPORT – ADMINISTRATIVE

## HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (Black, Hispanic, Asian, American Indian, Filipino) for each occupation. Currently, our CLFA data is taken from the 2000 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

## WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report.<sup>1</sup> By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county.<sup>2</sup> For example, if participation in a San Diego project is by work forces from San Diego County, Los Angeles County and Sacramento County, we will ask for separate Work Force Reports representing the work forces of each of the three counties.<sup>1,2</sup> On the other hand, if the project

will be accomplished completely outside of San Diego, we ask for a Work Force Report from the county or counties where the work will be accomplished.<sup>2</sup>

## MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report.<sup>1,3</sup> In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.<sup>3</sup>

## TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one <sup>1</sup>, two <sup>2</sup> & three <sup>3</sup>. These numbers coincide with the types of work force report required in the example. See below:

- <sup>1</sup> One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- <sup>2</sup> Branch Work Force \*
- <sup>3</sup> Managing Office Work Force

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county*

## **Exhibit: Work Force Report Job categories**

Refer to this table when completing your firm's Work Force Report form(s)

### **Management & Financial**

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

### **Professional**

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists
Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers

Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

**Architecture & Engineering, Science, Computer**

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

**Technical**

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

**Sales**

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

**Administrative Support**

Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

**Services**

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers

Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

**Crafts**

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
Woodworkers

**Operative Workers**

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

**Transportation**

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

**Laborers**

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers

CONSULTANT CERTIFICATION FOR A DRUG-FREE WORKPLACE

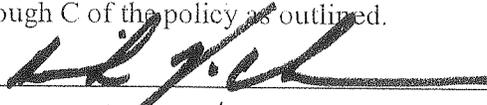
PROJECT TITLE: 25<sup>TH</sup> STREET RENAISSANCE PHASE 1

I hereby certify that I am familiar with the requirement of San Diego City Council Policy No. 100-17 regarding Drug-Free Workplace as outlined in the request for proposals, and that:

ERH DESIGN GROUP

Name under which business is conducted

has in place a drug-free workplace program that complies with said policy. I further certify that each subcontract agreement for this project contains language which indicates the Subcontractors agreement to abide by the provisions of Section 4.9.1 subdivisions A through C of the policy as outlined.

Signed 

Printed Name KIRK VAN CLEAVE

Title PRINCIPAL

Date MAY 6, 2010

**INSTRUCTION SHEET FOR**  
**DISCLOSURE DETERMINATION FOR CONSULTANT**  
**(Form CC-1671)**

Use the "Disclosure Determination for Consultant" form (CC-1671) to report the disclosure requirement for any consultant hired to provide services to the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego's jurisdiction.

2 California Code of Regulations defines a "consultant" as an individual who, pursuant to a contract with a state or local government agency, either makes a governmental decision or serves in a staff capacity with the state or local government agency and in that capacity participates in making a governmental decision. For the complete definition of "consultant", refer to Government Code section 18701(a)(2). This section can be located at:

<http://www.fppc.ca.gov/index.html?ID=52&rid=/legal/regs/18701.htm>

The "Disclosure Determination for Consultant" form is completed for all consultants under contract with the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego's jurisdiction. Please follow the step-by-step directions:

1. List the department, board, commission or agency requesting the consultant service.
2. List the consulting company. If known, also list the individual(s) who will be providing the consultant services.
3. List the mailing address.
4. List the e-mail address of individual(s) providing the consultant service.
5. Provide the date the individual(s) will start providing the consultant service.
6. List all duties/responsibilities the consultant will have. This list will enable you to determine the disclosure requirement for the consultant.
7. Determine the consultant's disclosure category. Your consultant should be required to disclose only those economic interests which could potentially create a conflict of interest as he/she performs his/her contractual obligations. For ideas about possible disclosure categories, review those in your department's, board's, commission's or agency's conflict of interest code, available at:

[www.sandiego.gov/city-clerk/elections/eid/codes.shtml](http://www.sandiego.gov/city-clerk/elections/eid/codes.shtml)

Please fill out the entire "Disclosure Determination for Consultant" form, and have it signed by the appropriate authority. (Individuals with signing authority are described in your conflict of interest code as part of the disclosure requirement for Consultants.) Forward the original form to the City Clerk's Office, MS 2A.

## DISCLOSURE DETERMINATION FOR CONSULTANT

*\*Must be signed by department director, agency president or other individual authorized by the appropriate conflict of interest code regarding consultants.*

1. Department / Board / Commission / Agency Name: City of San Diego Engineering & Capital Projects Department  
RRM Design Group
2. Name of Specific Consultant & Company: \_\_\_\_\_
3. Address, City, State, ZIP: 232 Avenida Fabricante, Suite 112  
San Clemente, CA 92672
4. E-mail Address: BAHannegan@rrmdesign.com
5. Date of Assuming Office: \_\_\_\_\_
6. Project Title (as shown on 1472, "Request for Council Action"): 25<sup>th</sup> Street Renaissance Project
7. Consultant Duties for Project: The consultants tasks will include diverse community outreach activities, stakeholder meetings, and workshops, traffic engineering analysis including pedestrian and multi-modal mobility and development of the Master Plan
8. Disclosure Determination [select applicable disclosure requirement]:



Consultant will not be "making a governmental decision" or "serving in a staff capacity."  
No disclosure required.

- or -



Consultant will be "making a governmental decision" or "serving in a staff capacity."  
Consultant is required to file a Statement of Economic Interests with the City Clerk of the City of San Diego in a timely manner as required by law. [Select consultant's disclosure category.]



Full: Disclosure is required pursuant to the broadest disclosure category in the appropriate Conflict of Interest Code.

- or -



Limited: Disclosure is required to a limited extent. [List the specific economic interests the consultant is required to disclose.]

By: \_\_\_\_\_

[Name/Title]\*

6/17/10  
[Date]

Once completed, with all questions answered and an authorized signature affixed, please forward the original form to the City Clerk's Office, MS 2A. Keep a copy with the contract.

CC-1671 (12/07)

### DEFINITION OF "CONSULTANT"

2 California Code of Regulations defines a "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
  - 1. Approve a rate, rule or regulation;
  - 2. Adopt or enforce a law;
  - 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  - 4. Authorize the City to enter into, modify, or renew a contract provided it is the type of contract that requires City approval;
  - 5. Grant City approval to a contract that requires City approval and to which the City is a party, or to the specifications for such a contract;
  - 6. Grant City approval to a plan, design, report, study, or similar item;
  - 7. Adopt, or grant City approval of, policies, standards, or guidelines for the City, or for any subdivision thereof; or
  
- (B) Serves in a staff capacity with the City and in that capacity participates in making a governmental decision as defined in Regulation 18702.2 or performs the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code.

An individual "serves in a staff capacity" if he or she performs substantially all the same tasks that normally would be performed by staff member of a governmental entity. In most cases, individuals who work on only one project or a limited range of projects for an agency are not considered to be working in a "staff capacity." The length of the individual's service to the agency is relevant. Also, the tasks over the relevant period of time must be substantially the same as a position that is or should be specified in the City's conflict of interest code.

An individual "participates in making a governmental decision" if he or she: (1) negotiates, without substantive review, with a governmental entity or private person regarding the decision; or (2) advises or makes recommendations to the decision-maker, by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the individual and the individual is attempting to influence the decision.

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

SUBJECT: SUSTAINABLE BUILDING POLICY  
POLICY NO.: 900-14  
EFFECTIVE DATE: May 20, 2003

BACKGROUND:

Existing buildings and the building development industry consume nearly half of the total energy used in the United States. The City of San Diego's commitment to become increasingly efficient with resources, including energy, water, and materials associated with construction projects, is demonstrated in Council Policy 900-14 "Green Building Policy" adopted in 1997, Council Policy 900-16 "Community Energy Partnership," adopted in 2000, and the updated Council Policy 900-14 "Sustainable Buildings Expedite Program" adopted in 2001.

On April 16, 2002, the Mayor and City Council adopted CMR 02-060 which requires City projects to achieve the U.S. Green Building Council's LEED silver standard for all new buildings and major renovations over 5,000 square feet. This places San Diego among the most progressive cities in the nation in terms of sustainable building policies.

As a participant in the International Council for Local Environmental Initiatives (ICLEI) Cities for Climate Protection Program, as a Charter member in the California Climate Action Registry and as an active member of the U.S. Green Building Council, the City of San Diego is committed to reducing greenhouse gas emissions by implementing more sustainable practices, including green building technologies.

PURPOSE:

The purpose of this policy is to reassert the City's commitment to green building practices in City facilities, and to provide leadership and guidance in promoting, facilitating, and instituting such practices in the community.

POLICY:

The following principles will be required for all newly constructed facilities and major building renovation projects for City facilities:

LEED (Leadership in Energy and Environmental Design):

The LEED (Leadership in Energy and Environmental Design) Green Building Rating System is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. Members of the U.S. Green Building Council representing all segments of the building industry developed LEED and continue to contribute to its evolution.

The City of San Diego is committed to achieving LEED "Silver" Level Certification for all new City facilities and major building renovation projects over 5,000 square feet.

## SUSTAINABLE BUILDING MEASURES:

In addition to achieving LEED "Silver" Level Certification, Council Policy 900-14 encourages the following sustainable building measures for all newly constructed facilities and major renovation projects regardless of square footage:

1. Design and construct mechanical and electrical systems to achieve the maximum energy efficiency achievable with current technology. Consultants shall use computer modeling programs, (Energy Pro) to analyze the effects of various design options and select the set of options producing the most efficient integrated design. Energy efficiency measures shall be selected to achieve energy efficiencies at least 22.51% better than California's Title 24.2001 standards for both new construction and major renovation projects.
2. Incorporate self-generation using renewable technologies to reduce environmental impacts associated with fossil fuel energy use. Newly constructed City facilities shall generate a minimum of 10%, with a goal of 20% from renewable technologies (e.g., photovoltaic, wind and fuel cells).
3. Eliminate the use of CFC based refrigerants in newly constructed facilities and major building renovations and retrofits for all heating, ventilation, air conditioning and refrigerant-based building systems.
4. Incorporate additional commissioning and measurement and verification procedures as outlined by LEED 2.0 Rating System, Energy and Atmospheres, credit 3 and credit 5 for all projects over 20,000 sq. ft.
5. Reduce the quantity of indoor air contaminants that are odorous or potentially irritating to provide installer(s) and occupant(s) health and comfort. Low-emitting materials will include adhesives, paints, coatings carpet systems, composite wood and agri-fiber products.
6. In order to maximize energy efficiency measures within these requirements, projects will combine energy efficiency measures requiring longer payback periods, with measures requiring shorter payback periods to determine the overall project period.

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

7. Comply with the storm water development requirements in the Storm Water Management and Discharge Control Ordinance (Municipal Code § 43.03), and the City's grading and drainage regulations and implementing documents (MC § 142.01 and 142.02, respectively).

In addition to achieving the minimum sustainable building measure this Council Policy encourages the following measures be incorporated into newly constructed facilities and major renovation projects whenever possible:

1. Use high efficiency irrigation technology, drought tolerant native plants and recycled site water to reduce potable water for irrigation by 50%. Additionally, building water consumption should be reduced by 30%.
2. Limit disruption of natural water flows and minimize storm water runoff by minimizing building footprints and other impervious areas, increasing on-site infiltration, preserving and/or restoring natural drainage systems, and reducing contaminants introduced into San Diego's bays, beaches and the ocean.
3. Facilitate the reduction of waste generated by building occupants that is hauled to and disposed of in landfills. Provide an easily accessible area that serves the entire building and is dedicated to the separation, collection and storage of materials for recycling. Recycling should include paper, glass, plastic and metals at a minimum.
4. Incorporate building products that have recycled content reducing the impacts resulting from the extraction of new materials. Newly constructed City facilities shall have a minimum of 25% of building materials that contain in aggregate, a minimum weighted average of 20% post consumer recycled content materials.
5. Reduce the use and depletion of finite raw and long-cycle renewable materials by replacing them with rapidly renewable materials. Newly constructed City facilities should consider incorporating rapidly renewable building materials for 5% of the total building materials.
6. Establish minimum indoor air quality (IAQ) performance to prevent the development of indoor air quality problems in buildings, maintaining the health and well being of the occupants. Newly constructed City facilities will comply with IAQ by conforming to ASHRAE 62-1999.
7. City buildings will be designed to take the maximum advantage of passive and natural sources of heat, cooling, ventilation and light.

The Environmental Services Department, Energy Conservation and Management Division has been designated by this Council Policy as the clearing authority for issues relating to energy for the City of San Diego. The Energy Conservation and Management Division will enter into a Memorandum of Understanding with those City Departments who design, renovate and build new city owned facilities to insure all new City facilities reflect the intent of Council Policy 900-14.

PRIVATE-SECTOR/INCENTIVES:

It shall be the policy of the City Council to expedite the ministerial process for projects which meet the following criteria:

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

1. Residential projects that provide 50% of their projected total energy use utilizing renewable energy resources, (e.g., photovoltaic, wind and fuel cells).
2. Commercial and industrial projects that provide 30% of their projected total energy use utilizing renewable energy resources, (e.g., photovoltaic, wind and fuel cells).
3. Residential and commercial and industrial projects that exceed the State of California Title 24 energy requirements by:
  - a. 15% better than California's Title 24.2001 for Residential Buildings.
  - b. 10% better than California's Title 24.2001 for Commercial and Industrial Buildings.

It shall be the policy of the City Council to expedite the discretionary process for projects which meet the following criteria:

1. Incorporate the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) 2.0 Rating System "Silver" Level Certification for commercial development projects.
2. Incorporate self-generation through renewable technologies (e.g., photovoltaic, wind and fuel cells) to reduce environmental impacts associated with fossil fuel energy use for commercial and industrial projects generating a minimum of 30% or more of the designed energy consumption from renewable technologies such as photovoltaic, wind and fuel cells.
3. Residential discretionary projects of 4 units or more within urbanized communities as defined in the Progress Guide and General Plan that provide 50% of their projected total energy use utilizing renewable energy resources.

HEALTH AND RESOURCE CONSERVATION:

1. Projects will be designed to avoid inflicting permanent adverse impact on the natural state of the air, land and water, by using resources and methods that minimize pollution and waste, and do not cause permanent damage to the earth, including erosion.
2. Projects will include innovative strategies and technologies such as porous paving to conserve water, reduce effluent and run-off, thus recharging the water table.
3. When feasible, native plants will be used in landscaping to reduce pesticide, fertilizer, and water usage.
4. Buildings will be constructed and operated using materials, methods, mechanical and electrical systems that ensure a healthful indoor air quality, while avoiding contamination by carcinogens, volatile organic compounds, fungi, molds, bacteria, and other known toxins.

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

5. Projects will be planned to minimize waste through the use of a variety of strategies such as: a) reuse of materials or the highest practical recycled content; b) raw materials derived from sustainable or renewable sources; c) materials and products ensuring long life/durability and recyclability; d) materials requiring the minimum of energy and rare resources to produce and use; and e) materials requiring the least amount of energy to transport to the job site.

OUTREACH / EDUCATION:

1. An education and outreach effort will be implemented to make the community aware of the benefits of "Green Building" practices.
2. The City will sponsor a recognition program for innovative Green Building projects implemented in the public as well as private sector in an effort to encourage and recognize outstanding environmental protection and energy conservation projects.

IMPLEMENTATION:

The City will seek cooperation with other governmental agencies, public interest organizations, and the private sector to promote, facilitate, and implement Green Building and energy efficiency in the community.

LEGISLATION:

The City will support State and Federal legislation that promotes or allows sustainable development, conservation of natural resources, and energy efficiency technology.

REFERENCES:

Related existing Council Policies:  
400-11, Water Conservation Techniques  
400-12, Water Reclamation/Reuse  
900-02, Energy Conservation and Management  
900-06, Solid Waste Recycling

HISTORY:

Adopted by Resolution R-289457 11/18/1997  
Amended by Resolution R-295074 06/19/2001  
Amended by Resolution R-298000 05/20/2003

**City of San Diego  
Consultant Performance Evaluation**

**EXHIBIT H**

The purpose of this form is to provide historical data to City staff when selecting consultants.

**Section I**

1. PROJECT DATA		2. CONSULTANT DATA	
1a. Project (title, location and CIP No.):	2a. Name and address of Consultant:		
1b. Brief Description:	2b. Consultant's Project Manager:		
1c. Budgeted Cost:	Phone (    ) _____		
3. CITY DEPARTMENT RESPONSIBLE			
3a. Department (include division):	3b. Project Manager (address & phone):		
4. CONTRACT DATA (DESIGN AND CONSTRUCTION)			
<b>4. Design</b>			
4a. Agreement Date: _____ Resolution #: _____ \$ _____			
4b. Amendments: \$ _____ / # _____ (City) \$ _____ / # _____ (Consultant)			
4c. Total Agreement (4a. & 4b.): \$ _____			
4d. Type of Work (design, study, etc.):	4e. Key Contract Completion Dates:		
	_____ %	_____ %	_____ %
Agreement	_____	_____	_____
Delivery	_____	_____	_____
Acceptance	_____	_____	_____
	_____ %	_____ %	100 %
<b>5. Construction</b>			
5a. Contractor _____		Phone (    ) _____	
<i>(name and address)</i>			
5b. Superintendent _____			
5c. Notice to Proceed _____ (date)	5f. Change Orders:		
5d. Working days _____ (number)	Errors/Omissions _____ % of const. cost \$ _____		
5e. Actual Working days _____ (number)	Unforeseen Conditions _____ % of const. cost \$ _____		
	Changed Scope _____ % of const. cost \$ _____		
	Changes Quantities _____ % of const. cost \$ _____		
	Total Construction Cost \$ _____		
6. OVERALL RATING (Please ensure Section II is completed)			
	Excellent	Satisfactory	Poor
6a. Plans/specification accuracy.....	_____	_____	_____
Consistency with budget.....	_____	_____	_____
Responsiveness to City Staff.....	_____	_____	_____
6b. Overall Rating _____			
7. AUTHORIZING SIGNATURES			
7a. Project Manager _____		Date _____	
7b. Deputy Director _____		Date _____	

**Section II**

**SPECIFIC RATINGS**

PLANS / SPECIFICATION ACCURACY	EXCELLENT	SATISFACTORY	POOR	N/A	RESPONSIVENESS TO STAFF	EXCELLENT	SATISFACTORY	POOR	N/A
Plan/Specification clear and precise					Timely Responses				
Plans/Specs Coordination					Attitude toward Client and review bodies				
Plans/Specs properly formatted					Follows direction and chain of responsibility				
Code Requirements covered					Work product delivered on time				
Adhered to City Standard Drawings/Specs					Timeliness in notifying City of major problems				
Drawings reflect existing conditions					Resolution of Field problems				
As-Built Drawings									
					CONSISTENCY WITH BUDGET	EXCELLENT	SATISFACTORY	POOR	N/A
Quality Design					Reasonable Agreement negotiation				
Change Orders due to design deficiencies are minimized					Adherence to fee schedule				
					Adherence to project budget				
					Value Engineering Analysis				

**Section III**

**SUPPLEMENTAL INFORMATION**

Please ensure to attach additional documentation as needed.

Item \_\_\_\_\_ :

(\*Supporting documentation attached yes \_\_\_\_\_ no \_\_\_\_\_)



**City of San Diego  
Purchasing & Contracting Department  
Contractor/Vendor Registration Form**

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID:

[ID Number will be provided by City]

**Firm Info:**

Firm Name:

Doing Business As:

Firm Address:

City:   State:  Zip:

Phone:  Fax:

Taxpayer ID:  Business License:

Website:

**Contact Info:**

Contact Name:

Title:

Email:

Phone:  Cell:

**Alternate Address (if different from above) to Receive Remittance:**

Mailing Address:

City:  State:  Zip:

**Alternate Address (if different from above) to Receive Bid/Contract Opportunities:**

Mailing Address:

City:  State:  Zip:

**Contractor Licenses (if applicable)**

License Number:  License Type:

License Number:  License Type:

License Number:  License Type:

Contractor/Vendor Registration Form – Page 2

Firm Name: RKM DESIGN GROUP

Product/Services Description:

MULTI-DISCIPLINE DESIGN FIRM PROVIDING PROFESSIONAL PLANNING, ARCHITECTURAL, CIVIL ENGINEERING, SURVEYING, LEED DESIGN, LANDSCAPE ARCHITECTURAL & ENVIRONMENTAL CONSULTING SERVICES.

Product/Services Information:

NAICS Codes: \* 541310  
541320  
541330  
541360  
541370

\*find list of available NAICS Codes at <http://www.census.gov/epcd/www/naics.html> and select 2007 NAICS codes 6 digit only OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

<b>Primary Owner of the Firm</b> (51% ownership or more)	<input type="checkbox"/> Male <input type="checkbox"/> Female	or	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental/Municipality/Regulatory Agency <input type="checkbox"/> Utility
---	--	----	--

Ethnicity:

Ethnicity: \* CAUCASIAN AMERICAN

\* select one from the following List of Ethnicities: \_

- |                           |
|---------------------------|
| AFRICAN AMERICAN          |
| ASIAN AMERICAN            |
| CAUCASIAN AMERICAN        |
| HISPANIC AMERICAN         |
| NATIVE AMERICAN           |
| PACIFIC ISLANDER AMERICAN |

## Ownership Classification

Classification:

\*

\* select from the following **List of Ownership Classification Codes** (select all that apply):

	WBE	(Woman Owned Business Enterprise)
	OBE	(Other Business Enterprise)
	DBE	(Disadvantaged Business Enterprise)
	DVBE	(Disabled Veteran Business Enterprise)
	SLBE	(Small Local Business Enterprise)
	8(a)	(Small Business Administration 8(a) Enterprise)
	SDB	(Small Disadvantaged Business Enterprise)
	LBE	(Local Business Enterprise)
	MLBE	(Micro Local Business Enterprise)
	SBE	(Small Business Enterprise)
	MBE	(Minority Business Enterprise)
	DPBT	(Persons With A Disability Or Disabilities Business Enterprise)
	LGBT	(Lesbian, Gay, Bisexual, Transsexual Business Enterprise)

**Certified by an Agency?**     **No**     **Yes** (enter Certification Number and Certifying Agency below)

Certification #:

Agency:

Certification #:

Agency:

**Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.**

Please mail this form to: Purchasing & Contracting Department  
1200 Third Avenue, Suite 200  
San Diego, CA 92101

or fax to: 619/ 236-5904

City of San Diego Purchasing & Contracting Department  
 { TC " Contractor Standards" \f C \ "2" } **CONTRACTOR STANDARDS**  
**Pledge of Compliance**

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this *Pledge of Compliance* with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed *Pledge of Compliance* prior to execution of the contract. A submitted *Pledge of Compliance* is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Pledge of Compliance Attachment "A"* and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed *Pledge of Compliance* may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

**A. PROJECT TITLE:**

25<sup>TH</sup> STREET RENAISSANCE PHASE 1

**B. BIDDER/CONTRACTOR INFORMATION:**

ERM DESIGN GROUP

Legal Name	DBA		
<u>252 AVE. FABRICANTE, #112, SAN CLEMENTE, CA, 92612</u>			
Street Address	City	State	Zip
<u>KIRK VAN CLEAVE, PRINCIPAL</u>	<u>949.361.7950</u>	<u>949.361.7955</u>	
Contact Person, Title	Phone	Fax	

**C. OWNERSHIP AND NAME CHANGES:**

1. In the past five (5) years, has your firm changed its name?

Yes  No

If Yes, use *Pledge of Compliance Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner or officer operated a similar business?

Yes  No

If Yes, use *Pledge of Compliance Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

D. **BUSINESS ORGANIZATION/STRUCTURE:** Indicate the organizational structure of your firm. Check one only on this page. Use *Pledge of Compliance Attachment "A"* if more space is required.

**Corporation** Date incorporated: 11 / 26 / 1974 State of incorporation: CA

List corporation's current officers: President: ERIK JUSTESEN  
Vice Pres: KIRK VAN CLEAVE  
Secretary: GREG PETERS  
Treasurer: GREG PETERS

Is your firm a publicly traded corporation?  Yes  No

If **Yes**, name those who own five percent (5%) or more of the corporation's stocks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Limited Liability Company** Date formed: \_\_\_/\_\_\_/\_\_\_ State of formation: \_\_\_\_\_

List names of members who own five percent (5%) or more of the company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Partnership** Date formed: \_\_\_/\_\_\_/\_\_\_ State of formation: \_\_\_\_\_

List names of all firm partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietorship** Date started: \_\_\_/\_\_\_/\_\_\_

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Joint Venture** Date formed: \_\_\_/\_\_\_/\_\_\_

List each firm in the joint venture and its percentage of ownership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Each member of a Joint Venture must complete a separate *Contractor Standards Pledge of Compliance* for a Joint Venture's submission to be considered responsive.

**E. FINANCIAL RESOURCES AND RESPONSIBILITY:**

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

**F. PERFORMANCE HISTORY:**

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances and provide principal contact information.

**G. COMPLIANCE:**

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executives or management been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement for violating any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?  
 Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

**H. BUSINESS INTEGRITY:**

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?

Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes  No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

**I. TYPE OF SUBMISSION:** This document is submitted as:

Initial submission of *Contractor Standards Pledge of Compliance*.

Update of prior *Contractor Standards Pledge of Compliance* dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Complete all questions and sign below. Each *Pledge of Compliance Attachment "A"* page must be signed.**

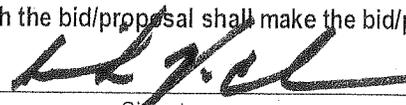
Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Pledge of Compliance* and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22,3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

**Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.**

KIER VAN CREEVE, PRINCIPAL

Print Name, Title



Signature

MAY 6, 2010

Date

City of San Diego Purchasing & Contracting Department  
CONTRACTOR STANDARDS

*Pledge of Compliance Attachment "A"*

Provide additional information in space below. Use additional *Pledge of Compliance Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

W/A

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Pledge of Compliance* and that I am responsible for completeness and accuracy of responses on this *Pledge of Compliance Attachment "A"* page and all information provided is true to the best of my knowledge.

KIRK VAN CLEAVE, PRINCIPAL

Print Name, Title



Signature

MAY 4, 2010

Date

## CALIFORNIA LABOR CODE

## EXISTING LAW

## ' 1771. Payment of general prevailing rate

Except for public works projects of one thousand dollars (\$1,000) or less, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works.

This section is applicable only to work performed under contract, and is not applicable to work carried out by a public agency with its own forces. This section is applicable to contracts let for maintenance work.

## AMENDMENT

## ' 1720. Public works; use of public funds

As used in this chapter, "public works" means:

- (a) Construction, alteration, demolition, or repair work done under contract and paid for in whole or in part out of public funds, except work done directly by any public utility company pursuant to order of the Public Utilities Commission or other public authority. For purposes of this subdivision, "construction" includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.
- (b) Work done for irrigation, utility, reclamation, and improvement districts, and other districts of this type. "public works" shall not include the operation of the irrigation or drainage system of any irrigation or reclamation district, except as used in Section 1778 relating to retaining wages.
- (c) Street sewer, or other improvement work done under the direction and supervision or by the authority of any officer or public body of the state, or of any political subdivision or district thereof, whether the political subdivision or district operates under a freeholder's charter or not.
- (d) The laying of carpet done under a building lease-maintenance contract and paid for out of public funds.
- (e) The laying of carpet in a public building done under contract and paid for in whole or in part out of public funds.
- (f) Public transportation demonstration projects authorized pursuant to Section 143 of the Streets and Highways Code.

(Amended by Stats.1989, c. 278, ' 1, eff. Aug. 7, 1989; Stats.2000, c. 881 (S.B.1999), ' 1.)

**CERTIFICATION OF LOCAL AGENCY**

I HEREBY CERTIFY that I am the Nancy Green of the Local Agency of City of San Diego, and that the consulting firm of RRM Design Group, or its representative has not been required (except as herein expressly stated), directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this Agreement to:

- (a) employ, retain, agree to employ or retain, any firm or persons; or
- (b) pay or agree to pay, to any firm, person or organization, any fee, contribution, donation, or consideration of any kind.

I acknowledge that this Certificate to be furnished to the California Department of Transportation (CALTRANS) in connection with this Agreement involving participation of Federal-aid Highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

6/18/10  
(Date)

[Signature]  
(Signature)

## CERTIFICATION OF CONSULTANT

I HEREBY CERTIFY that I am the SR. VICE PRESIDENT and duly authorized representative of the firm of RKM DESIGN GROUP, whose address is 232 AVE. FABRICANTE, #112, SAN CLEMENTE, CA, and that, except as hereby expressly stated, neither I nor the above firm that I represent have: 92672

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this Agreement; nor
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the agreement; nor
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement.

I acknowledge that this Certificate is to be furnished to the California Department of Transportation (CALTRANS) in connection with this Agreement involving participation of Federal-aid Highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

MAY 6, 2010  
(Date)

  
(Signature)

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to the *25<sup>th</sup> Street Renaissance Phase 1 (H094723)* dated *July 16, 2010* [Agreement], is hereby entered into by and between the City of San Diego [City], a municipal corporation, and *RRM Design Group* [Consultant].

RECITALS

A. The City and Consultant [collectively referenced herein as the “Parties”] entered into the Agreement, which is on file in the Office of the City Clerk as Document No. C-15299, to provide *professional civil engineering services* for *25<sup>th</sup> Street Renaissance* [Project].

B. The City desires to execute a First Amendment to the Agreement for the Consultant to provide additional Professional Services, as indicated in the expanded Scope of Services [Exhibit A-1], for a compensation amount not to exceed *\$313,561.00* with total compensation for services provided under the Agreement not to exceed *\$388,561.00*.

C. Consultant desires to provide the services required under this First Amendment.

NOW, THEREFORE, in consideration of the Recitals stated above and incorporated herein by this reference and the mutual obligations of the Parties expressed herein, the Parties agree to modify the Agreement, which is incorporated herein by reference, as follows:

1. Section 1.1 is amended to read as follows:

ADD: “The Consultant shall perform Professional Services as set forth in the written Scope of Services [Exhibit A-1] at the direction of the City as specifically enumerated in the Compensation and Fee Schedule [Exhibit B-1], and in accordance to the Time Schedule [Exhibit C-1].”

2. Section 2.1 is amended to read as follows:

DELETE Section 2.1 in its entirety and REPLACE with the following:

“2.1 Term of Agreement. This Agreement shall be effective on the date it is executed by the last Party to sign the Agreement, and approved by the City Attorney in accordance with San Diego Charter Section 40. Unless otherwise terminated, it shall be effective

until completion of the Scope of Services or October 31, 2013 whichever is the earliest but not to exceed five years unless approved by City ordinance.”

3. Section 3.1 is amended to read as follows:

ADD: “The City shall pay the Consultant for all Professional Services and all expenses related to performance under this First Amendment to the Agreement, in an amount not to exceed **\$313,561.00**, as set forth in the Compensation and Fee Schedule [Exhibit B-1]. The Consultant shall be entitled to compensation for Professional Services under this First Amendment to the Agreement, whether within the Scope of Services or as Additional Services, based on the Compensation and Fee Schedule. For the duration of this First Amendment to the Agreement, the Consultant shall not be entitled to fees which exceed the Compensation and Fee Schedule. The Total Compensation to Consultant under this Agreement shall not exceed **\$388,561.00.**”

4. Section 3.2 (additional services) is amended to read as follows:

ADD: “If the City requires additional Professional Services [Additional Services] beyond the Scope of Services performed pursuant to this First Amendment to the Agreement, except for additional costs as described in Section 3 of this Agreement, the City shall pay Consultant an additional fee not to exceed **\$41,000.00**. The City and the Consultant must agree in writing upon such fee for a specific task based on the Fee Schedule prior to the Consultant beginning the Additional Services.”

5. Article IX is amended to read as follows:

**ADD: 9.24 Equal Benefits Ordinance.** This Agreement is subject to the Equal Benefits Ordinance [EBO]. All consultants are required to complete the Equal Benefits Ordinance Certification of Compliance included herein as Exhibit L. Effective January 1, 2011, any contract awarded from this solicitation is subject to the City of San Diego’s Equal Benefits Ordinance [EBO], Chapter 2, Article 2, Division 43 of the San Diego Municipal Code [SDMC].

In accordance with the EBO, contractors must certify they will provide and maintain equal benefits as defined in SDMC §22.4302 for the duration of the contract [SDMC §22.4304(f)]. Failure to maintain equal benefits is a material breach of the contract [SDMC §22.4304(e)]. Contractors must notify employees of their equal benefits policy at the time of hire and during open enrollment periods and must post a copy of the following statement in an area frequented by employees:

During the performance of a contract with the City of San Diego, this employer will provide equal benefits to its employees with spouses and its employees with domestic partners.

Contractors also must give the City access to documents and records sufficient for the City to

verify the contractors are providing equal benefits and otherwise complying with EBO requirements. Full text of the EBO and the Rules Implementing the Equal Benefits Ordinance are posted on the City's website at [www.sandiego.gov/purchasing/](http://www.sandiego.gov/purchasing/) or can be requested from the Equal Benefits Program at (619) 533-3948.

6. The following attachments are incorporated herein by reference as follows: Exhibits A-1 (Scope of Services), B-1 (Compensation and Fee Schedule), C-1 (Time Schedule), and L (Equal Benefits Ordinance Certification of Compliance).

7. The Parties agree that this First Amendment to the Agreement represents the entire understanding of the Consultant and the City and affects only those paragraphs referred to, and all other terms and conditions of the Agreement remain in full force and effect.

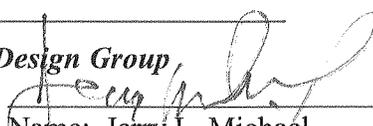
IN WITNESS WHEREOF, this First Amendment to the 25<sup>th</sup> *Street Renaissance Phase 1* (H094723A) is executed by the City of San Diego acting by and through its Mayor, or his designee, pursuant to Resolution No. \_\_\_\_\_ authorizing such execution, and by Consultant.

THE CITY OF SAN DIEGO  
Mayor or Designee

By \_\_\_\_\_

Date: \_\_\_\_\_

*RRM Design Group*

By:  \_\_\_\_\_

Name: Jerry L. Michael

Title: Principal

Date: 2/7/11

I HEREBY APPROVE the form and legality of the foregoing Amendment on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

JAN I. GOLDSMITH, City Attorney

By: \_\_\_\_\_

*Ryan Kohut*

Deputy City Attorney

**EXHIBIT L - Equal Benefits Ordinance Certification of Compliance**

# EQUAL BENEFITS ORDINANCE CERTIFICATION OF COMPLIANCE



For additional information, contact:

**CITY OF SAN DIEGO  
EQUAL BENEFITS PROGRAM**

202 C Street, MS 9A, San Diego, CA 92101  
Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION	
Company Name: RRM Design Group	Contact Name: Allyson Graves
Company Address: 3765 S. Higuera St. Ste. 102 San Luis Obispo, CA 93401	Contact Phone: (805) 543-1794 Contact Email: amgraves@rrmdesign.com

CONTRACT INFORMATION	
Contract Title: 25th Street Renaissance Project	Start Date: 07/16/2010
Contract Number (if no number, state location): H094723A	End Date: 10/31/2013

**SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS**

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in SDMC §22.4302 for the duration of the contract. To maintain equal benefits a contractor shall:

- Offer equal benefits to employees with spouses and employees with domestic partners in accordance with the EBO.
  - Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation; employee assistance programs; credit union; or any other benefit.
  - If a contractor does not offer a benefit to an employee with a spouse, that same benefit is not required to be offered to an employee with a domestic partner.
- Post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Allow City access to records, when requested, to confirm compliance with EBO requirements.
- Submit *EBO Certification of Compliance*, signed under penalty of perjury, prior to award of contract.

This summary is provided for convenience. Full text of the EBO and Rules Implementing the EBO are available at [www.sandiego.gov](http://www.sandiego.gov).

**CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION**

Please indicate your firm's compliance status with the EBO by selecting A, B, or C below. The City may request supporting documentation.

- A.**  I affirm **compliance** with the EBO because my firm (*contractor must select one reason*):
- Provides identical benefits to spouses and domestic partners.
  - Provides no benefits to spouses or domestic partners.
  - Has no employees.
- B.**  I am not now in compliance, but request approval of **provisional compliance** with the EBO (*contractor must select one*):
- Until my firm completes administrative steps to implement compliance (3 month maximum).
  - Until effective date of my firm's first open enrollment period (1 year maximum).
  - Until expiration of current collective bargaining agreement(s) with my firm.
- C.**  I request approval to pay affected employees a **cash equivalent** in lieu of equal benefits and verify my firm (*contractor must select all*):
- Made reasonable efforts to comply, but will not be able to comply with EBO requirements before contract completion.
  - Will amend policies to extend benefits for which a cash equivalent is not available to domestic partners.
  - Will notify employees of the availability of a cash equivalent in lieu of equal benefits.

Under penalty of perjury under laws of the State of California, I certify I understand and will comply with requirements of the Equal Benefits Ordinance in the manner affirmed above in accordance with San Diego Municipal Code, Chapter 2, Article 2, Division 43 and the Rules Implementing the Equal Benefits Ordinance.

Susan Whalen, Director of Operations \_\_\_\_\_  
Name/Title of Signatory Signature Date

FOR OFFICIAL CITY USE ONLY		
Receipt Date:	EBO Analyst:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved – Reason:

## Exhibit A-1 – Scope of Services

### 25<sup>th</sup> STREET RENAISSANCE PROJECT PHASE II SCOPE OF SERVICES February 4, 2011

#### SCOPE SUMMARY

##### 25<sup>TH</sup> STREET PRELIMINARY PLANS (E Street to B Street):

###### **Task E: 25<sup>th</sup> Street Preliminary Plans and Public Outreach (E Street to B Street)**

- Subtask E.1: Stakeholder Meetings (*Private Business Owners from E to B Street*)
- Subtask E.2: 25th Street Preliminary Design Plan
- Subtask E.3: Alternative 25th Street Preliminary Design Plan
- Subtask E.4: Visioning Workshop No. 3 (*Final Plan Presentation*)
- Subtask E.5: Flyers for Community Outreach Events
- Subtask E.6: Web Page Exhibits
- Subtask E.7: Visual Impact Assessment
- Subtask E.8: Project Management and Coordination

##### CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES (E Street to B Street)

###### **Task F: Construction Documents**

- Subtask F.1: Project Team Meetings (*4 meetings, 1 per month*)
- Subtask F.2: Ongoing Project Management and Coordination
- Subtask F.3: PS&E Scoping Meeting with Staff
- Subtask F.4: Water Quality Technical Report
- Subtask F.5: 60% Construction Documents, Specifications, and Opinion of Probable Cost
- Subtask F.6: 90% Construction Documents, Specifications, and Opinion of Probable Cost
- Subtask F.7: 100% (Bid Ready) Construction Documents, Specifications and Opinion of Probable Cost

##### Additional Services (E Street to B Street) (Hourly)

###### **Task G: Additional Services (Hourly)**

- Subtask G.1: Site Electrical/Lighting Plans (NMVC) (Hourly)
- Subtask G.2: Additional Project Management & PS&E (Hourly)
- Subtask G.3: Final Construction Documents (Bid Ready) (Hourly)
- Subtask G.4: Bidding and Construction Support (Hourly)

#### DETAILED SCOPE OF SERVICES

##### 25<sup>th</sup> STREET PRELIMINARY PLANS (E Street to B Street)

###### TASK E: 25<sup>TH</sup> STREET PRELIMINARY PLANS AND PUBLIC OUTREACH (E Street to B Street)

###### **E.1: Stakeholder Meetings (*Private Business Owners from E to B Street*)**

This task will involve a series of half-hour to one-hour meetings (held over a one-day period) with neighboring stakeholders, including City staff, adjacent landowners, and merchants. The purpose of these meetings will be to listen to the issues and from adjacent businesses and landowners about the planning area. The interviews will be used to identify important issues to be resolved by the City and landowner. This effort will allow the City to give the Consultant clear direction on the treatment of encroachment, property adjacency and other boundary and right-of-way impacts.

***Deliverables:***

- Attend one full day of interviews. City staff will arrange meeting location and research existing easements or agreements.

**E.2: 25th Street Preliminary Design Plan**

With the results of the workshop comments and staff review and comments on the preferred design alternative, RRM will make refinements to the plan to reflect the design decisions for the project. The plan will be refined and include sketches, sections, and elevations showing the preferred lanes configuration, sidewalk improvements, landscape palettes, street furnishings, and other physical elements within the street right-of-way.

***Deliverables:***

- Summary of Preferred Alternative and selection process
- Plan, sections, two (2) sketches, and elevations of the preferred plan
- Presentation of preferred design to Project Working Group and Project Team

**E.3: Alternative 25th Street Preliminary Design Plan**

With the results of the workshop comments and staff review and comments on the design alternative, RRM will prepare and alternative Preliminary Design Plan for the project. The plan will be refined and include sketches, sections, and elevations showing the alternative lanes configuration, sidewalk improvements, landscape palettes, street furnishings, lighting, and other physical elements within the street right-of-way.

***Deliverables:***

- Summary of Alternative Plan
- Plan, sections, sketches, and elevations of the preferred plan
- Presentation of alternative design to Project Working Group and Project Team

**E.4: Visioning Workshop No. 3 (Final Plan Presentation)**

With the refined streetscape plan completed, The RRM Team will facilitate a review of the Selected Design Plan with the community and stakeholders. This workshop will serve as a forum for the design team to show how the street layout option has evolved from the first workshop, and will afford an opportunity for all to review, discuss and refine the final master plan design. The workshop will tentatively be designed around the following agenda:

- Brief open-house session to allow workshop participants to informally review the plans and sketches. City/RRM team will be available to answer questions.
- Discussion of the results of previous workshop and how those results evolved into the design being reviewed now.
- Presentation of the Selected Design Alternative Plan.
- Discussion of the project's next steps toward construction.

***Deliverables:***

- Prepare for and conduct presentation
- Summary memo of presentation event

**E.5: Flyers for Community Outreach Events**

RRM will prepare flyers for the community outreach events:

- One (1) Community Workshop

Brochures will state the time, location and goals of the workshop. Contents of the flyers will be presented at the Project Team meetings for review, comment and revisions. RRM will provide

City of San Diego staff with camera ready PDF files. CONSULTANT will provide black and white copies of the flyers for the visioning workshop.

**E.6: Web Page Exhibits**

RRM will provide project exhibits in JPG or PDF format and text descriptions in Word file format to the City for the 25<sup>th</sup> Street Renaissance project web site. The web site will be built by City staff with the project materials provided from RRM. The City will provide the CONSULTANT with current digital high resolution City Logos and other disclaimers or pertinent department logos.

***Deliverables:***

- Digital files of the project exhibits for City Project Web Site

**E.7: Visual Impact Assessment**

RRM will provide a visual impact assessment of the 25<sup>th</sup> Street Renaissance Project from E to B Streets. The assessment will identify the visual impacts of the improvements and construction on the surrounding visual environment. The level of this assessment is expected to be low with no adverse changes to the visual environment.

***Deliverables:***

- One low level Visual Impact Assessment

**E.8: Project Management and Coordination**

This task consists of attendance of meetings with City Staff, Balboa Park staff, stakeholders, GGH Planning Group and City residents.

***Deliverables:***

- Written correspondence, memos, project updates, meeting minutes, and general correspondence

**CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES (E Street to B Street)**

**TASK F: CONSTRUCTION DOCUMENTS**

**F.1: Project Team Meetings (4 meetings, 1 per month)**

City of San Diego Transportation Engineering staff will identify the appropriate departments that will comprise the Project Team for the 25<sup>th</sup> Street Renaissance Project. In addition to the RRM Design Team and their associated sub consultants, the Project Team should include, but not be limited to, City traffic engineering, CIP, planning, emergency services, and SANDAG/MTS. Project team meetings will be held monthly at City of San Diego offices. RRM will provide a schedule of monthly staff meetings at the project Kick-Off meeting. As necessary, RRM will schedule and conduct conference calls to discuss specific tasks and/or project issues. RRM will notify key project team members and scheduling the mid-month conference calls. In advance of the scheduled monthly meetings, RRM's Project Manager will distribute agendas, meeting minutes progress reports, schedule updates and action items. To keep the project on track, RRM will maintain a decision and action item list that will be reviewed at the beginning of each team meeting.

***Deliverables:***

- Schedule and conduct four (4) meetings, 1 per month Project Team meetings
- Prepare and distribute monthly progress reports, meeting minute with action items and decision logs

## **F.2: Ongoing Project Management and Coordination**

RRM's project manager will coordinate with the City project manager and consultants as necessary on an ongoing basis throughout the duration of task F. This task includes internal QA/QC, day-to-day project coordination efforts including general correspondence, telephone conferencing, and updates as we move the plans through plan check and final design. As necessary, RRM will schedule and conduct conference calls to discuss specific tasks and/or project issues.

### ***Deliverables:***

- Written correspondence, memos, project updates, meeting minutes, and general correspondence
- Ongoing schedule and budget coordination with City Project Manager

## **F.3: PS&E Scoping Meeting with Staff**

The PS&E Scoping Meeting will be the official kick-off meeting to start task F of the 25<sup>th</sup> Street Renaissance Streetscape Project. The date and time of the meeting will be determined by City staff. The meeting will be held at a location secured by City staff. RRM will prepare the meeting agenda and associated materials for the PS&E Scoping Meeting. This meeting will establish design schedule and protocol and coordination efforts for the project through task F.

### ***Deliverables:***

- Schedule and conduct one (1) PS&E Scoping Kick-off Meeting
- Provide Project Schedule with meeting dates for Project Team Meetings

## **F.4: Water Quality Technical Report**

A Certification for Permanent Water Quality Improvements per the City of San Diego Stormwater Standards will be prepared for the 25th Street Improvements. This task includes:

- Determine applicable stormwater quality requirements as described in the new City of San Diego Stormwater Standards which are anticipated in January 15th, 2011. It is assumed this project be considered a Standard Development and not a Priority Project Development.
- Stormwater BMPs will include Source Control and LID practices within the project area and no structural treatment BMPs will be required.
- One site visit to observe and document existing drainage conditions and define tributary areas to the 25th Street improvements.
- Quantify the water quality flowrate, these calculations will be used to quantify how much flow the proposed LID features can treat within the project limits. Identify downstream receiving water body impairments and potential pollutants of concern.

It is assumed that 2 review cycles will be needed to process the document through the City of San Diego. It is assumed the LID analysis will be limited to the area and blocks immediately adjacent to the proposed project and that no storm drain improvements on-site or off-site will be required as part of the project. It is also assumed that no continuous hydromodification simulation will be required.

***Construction Document Package Contents*** - RRM's team will prepare the following Construction Documents for the submittal levels listed below in accordance with City of San Diego standards.

- *Demolition Plans*

RRM will prepare demolition plans, at an appropriate scale, for all structures and elements requiring removal in order to implement the design. The plans will locate, identify, and describe the removal/ salvaged/relocated items and provide instructions for the safe

disposal/ salvage/relocation of the items. Additionally, the plans will indicate items to salvage or stockpile.

- Horizontal Control Plans

RRM will prepare horizontal control plans, at an appropriate scale, for the approved design. The plans will establish horizontal control for the project. The plans will also establish construction layout control points and establish a coordinate system for locating site elements. The City will provide the existing horizontal and vertical benchmarks and control used to prepare the topographic information provided to RRM.

- Grading and Drainage Plans

RRM will prepare grading and surface drainage plans, at an appropriate scale, for the approved project. The plans will build on the boundary and topographic information provided and will show vertical control of the project elements and spot elevations for the project. The plans will detail percolation drainage facilities within the project. Conventional drainage systems consisting of catch basins and storm drain piping are not proposed or included in this scope. These plans will also show adjustments to utility vaults and meters. This scope assumes that the existing utilities have adequate capacity for the proposed project and that analysis or upgrades are not included in this proposal. Additional designs to increase the capacity of the utilities are considered outside this scope.

- Construction Phasing Plan

RRM's team will prepare a construction phasing plan which will show the anticipated phasing of the project and traffic management. It is anticipated that half width roadway closure will be required with detour plans for vehicles, pedestrians and bicycles. The plans will be prepared to minimize impacts to existing business by providing pedestrian access routes during construction. A total of up to six (6) phases are anticipated at this point for the construction and implementation of the project. A Caltrans encroachment permit will be required if traffic control drawing show traffic control in Caltrans right of way.

- Signing and Striping Plan

RRM's team will prepare a signing and stripping plan for the project. The plan is assumed to show existing and proposed signing and markings per CA-MUTCD requirements and guidelines. Though construction documents will only cover from E to B Streets, these plans will cover the area from F to the park to transition the striping from E to F and complete the lane configurations from B to the Park.

- Traffic Signal Plans

RRM's team will prepare traffic signal plans required to modify the existing traffic signals such that pedestrian push button locations, traffic signal heads, and detector loops are placed according to CA-MUTCD standard requirements and provide information to re-wire the traffic signal as necessary. This plan is assumed to include the proposed traffic signal equipment including new, existing to remain and existing to be removed equipment. The project may be able to save money by using existing equipment when possible, including the traffic signal controller, meter pedestal, and traffic poles and mast arms. The traffic signal plans will show proposed conduit locations, vehicle detection systems and proposed phasing. This submittal will not include a complete conductor or equipment schedules. Traffic signal plans will be prepared for the following locations:

- 25<sup>th</sup> Street and Broadway (signal modification);
- 25<sup>th</sup> Street and C Street (signal modification)

- Site Construction Details

As a companion to the construction plans, we will prepare details for construction items illustrated on the site construction plans. The details will specify materials, dimensions, colors, and finishes.

- Irrigation Plans and Details

RRM will prepare irrigation plans for planting areas. The plans will detail such things as the irrigation system layout, main line, automatic controller, head layout, piping, filter and backflow device. In support of the irrigation plans, we will prepare irrigation details that specify the method of construction and proper irrigation system component procedures.

- Planting Plans and Details

RRM will prepare planting plans for planting areas. The plans will show the layout of all planting indicating plant species, quantity, size and location of all shrubs, ground cover and trees. In support of the planting plans, we will prepare planting details that specify the method of construction and proper planting procedures.

- Specifications

RRM will prepare technical specifications (Greenbook) based on City of San Diego standard specifications. This scope assumes the City will prepare all general provision specification sections related to this project and assemble the specifications book.

- Construction Cost Opinions

RRM's construction cost estimator will estimate construction costs at the 60%, 90% and 100% submittal level. The detailed Construction Cost Opinion will be itemized with supporting item descriptions and unit costs. Due to many variables surrounding bidding and construction conditions, this opinion will not represent a guarantee that bids received or actual costs of construction will be equal to the opinion.

#### **F.5: 60% Construction Documents, Specifications and Opinion of Probable Cost**

RRM will prepare 60% Construction Documents (see Construction Document Package Contents listed above) based on the approved plan. The 60% Construction Documents will be submitted to the City's Project Manager for distribution to, and review by the necessary departments and staff.

#### **Deliverables:**

- Four (4) sets 60% Construction Document package and Opinion of Probable Cost for review

#### **F.6: 90% Construction Documents, Specifications, and Opinion of Probable Cost**

RRM will prepare 90% Construction Documents (see Construction Document Package Contents listed above) that address plan-check comments generated from the City's review of the 60% construction document submittal. The 90% Construction Documents will be submitted to the Project Manager for plan check and permit processing. This scope assumes that all plan-check comments generated by the reviewing entities will be screened by the City's Project Manager and provided to RRM as a single comprehensive list of comments list to which RRM can respond. To meet this project's very tight schedule, a maximum of three weeks to receive responses from the City after this submittal has been allocated. Additional rounds of comments responses beyond the initial comments list are considered outside this scope.

***Deliverables:***

- Four (4) sets 90% Construction Document package, Specifications, and Opinion of Probable Cost for City plan check and permit processing

**F.7: 100% (Bid Ready) Construction Documents, Specifications, and Opinion of Probable Cost**

RRM will prepare the Final or Bid-Ready Construction Documents (see Construction Document Package Contents listed above) that address plan-check comments generated from the City's review of the 90% construction document submittal. Once the final revisions of the 90% submittal are complete, one (1) reproducible Bid-Ready set of Construction Documents will be submitted to the City's Project Manager for final signatures and bidding. This scope assumes that all plan-check comments generated by the reviewing entities will be screened by the City's Project Manager and provided to RRM as a single comprehensive list of comments list to which RRM can respond. Additional rounds of comments responses beyond the initial comments list are considered outside this scope.

***Deliverables:***

- One (1) reproducible Bid-Ready Construction Document package, Specifications

**ADDITIONAL SERVICES (E Street to B Street) (Hourly)**

**Task G: ADDITIONALSERVICES (Hourly)**

**G.1: Site Electrical/Lighting Plans (NMVC) (Hourly)**

RRM's team will prepare specifications and plans if needed to show for the refurbishment of the decorative lights currently onsite and movement of any pull boxes that may need to be moved to accommodate the changing curb locations. The existing conduit systems will remain and either splices will be used to extend wiring to the revised pull boxes or new wires will be called out to be pulled if directed by the City of San Diego. The plans will also show routing of conduit as required to provide electrical service the irrigation system controller. City standard street lights standards will be used and existing lights in the existing decorative lights. And SDG&E service point will be required if new street lights are added.

**G.2: Additional Project Management & PS&E (Hourly)**

During the course of this project issues may arise that are outside the scope of Tasks E or F. Such issues may range from unforeseen site conditions, additional meetings, requests for revisions to the design concept that cause the plans to be revised. These services will be on an hourly basis as needed.

**G.3: Final Construction Documents (Bid Ready) (Hourly)**

RRM's team will respond to any additional comments or changes after the 100% submittal on an hourly basis. An estimate of \$10,000 has been allocated. Any cost in excess of this amount will need to be approved by the City.

**G.4: Bidding and Construction Support (Hourly)**

This task consists of any time needed to provide bidding assistance, respond to questions during construction, revisions to the plans for unforeseen site conditions, revisions to the plans based on redesigns requested during construction based on the City changing previous designs and as built drawings. These tasks are services RRM Design Group will provide for the City on an hourly basis. A total of 100 hours is allocated as an estimate of time for these tasks. The scopes outlined in this phase are based on an assumption that the City will hire and have onboard a full time construction manager during this entire phase.

## CLIENT RESPONSIBILITIES

- One contact person who will serve as the City's representative and will consolidate all Agency review comments into one list of official comments to which RRM can respond
- Meeting location and facilities
- Title report and back-up documentation
- Bid and contract "boiler plate" documents, such as invitation, instructions, general and special conditions, contract forms, insurance, forms, etc.
- Document distribution for design reviews, bidding, and construction
- Bidding and Construction management, inspection, and testing
- Site Survey

## LIMITATION OF SCOPE

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services specifically excludes the following:

- Additional cost estimates
- Meetings beyond those specifically identified in the scope of work
- Environmental studies or documentation except visual impact analysis
- Soil report, pavement sections, percolation testing
- Geologic studies
- Utility potholing
- Erosion Control Plans
- Right of way acquisition, dedications or preparation of legal descriptions
- Additional document submittals other than those listed above in Task F.
- Front End Specifications (Division 1)
- Permits or Fees
- Redesign during task F based on more or less funding being available
- Redesign, meetings and phone calls during construction phase based on unforeseen site conditions or desire to change design by interested parties.

## Exhibit B-1 – Compensation and Fee Schedule

### COMPENSATION SUMMARY

25TH STREET PRELIMINARY PLANS (E Street to B Street)		FIXED FEE (see footnote A)
<b>Task E</b>	<b>25th Street Preliminary Plans and Public Outreach (E Street to B Street)</b>	
E.1	Stakeholder Meetings ( <i>Private Business Owners from E to B Street</i> )	\$ 4,220
E.2	25th Street Preliminary Design Plan	\$ 12,425
E.3	Alternative 25th Street Preliminary Design Plan	\$ 12,955
E.4	Visioning Workshop No. 3 ( <i>Final Plan Presentation</i> )	\$ 5,280
E.5	Flyers for Community Outreach Events	\$ 2,220
E.6	Web Page Exhibits	\$ 1,100
E.7	Visual Impact Assessment	\$ 2,440
E.8	Project Management and Coordination	\$ 2,600
<b>Task E Subtotal:</b>		<b>\$ 43,240</b>
CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES (E Street to B Street)		FIXED FEE (see footnote A)
<b>Task F</b>	<b>Construction Documents</b>	
F.1	Project Team Meetings ( <i>4 meetings, 1 per month</i> )	\$ 9,250
F.2	Ongoing Project Management and Coordination	\$ 23,330
F.3	PS&E Scoping Meeting with Staff	\$ 2,560
F.4	Water Quality Technical Report	\$ 8,720
F.5	60% Construction Documents, Specifications, and Opinion of Probable Cost	\$ 82,354
F.6	90% Construction Documents, Specifications, and Opinion of Probable Cost	\$ 55,224
F.7	100% (Bid Ready) Construction Documents, Specifications and Opinion of Probable Cost	\$ 33,823
<b>Task F Subtotal:</b>		<b>\$ 217,261</b>
ADDITIONAL SERVICES (E Street to B Street) (Hourly)		ESTIMATED FEE (see footnote B)
<b>Task G</b>	<b>Additional Services (Hourly)</b>	
G.1	Site Electrical/Lighting Plans (NMVC) (Hourly)	\$ 10,000
G.2	Additional Project Management & PS&E (Hourly)	\$ 10,000
G.3	Final Construction Documents (Bid Ready) (Hourly)	\$ 10,000
G.4	Bidding and Construction Support (Hourly)	\$ 11,000
<b>Task G Estimated Subtotal:</b>		<b>\$ 41,000</b>
<b>Subtotal:</b>		<b>\$ 301,501</b>
<b>Reimbursable Expenses (4%):</b>		<b>\$ 12,060</b>
<b>ESTIMATED PROJECT TOTAL:</b>		<b>\$ 313,561</b>

#### Fee Footnotes

- A. Fixed fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.

- B. Estimated fees for tasks shown as “Time and Materials” (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given. Hourly tasks will be billed monthly at the rate for the position performing the work.

**Reimbursable Expenses**

Incidental expenses incurred by RRM Design Group, or any subconsultant it may hire to perform services for this project, are reimbursed by the client at actual cost. Reimbursable expenses include, but are not limited to reproduction costs, postage, shipping and handling of drawings and documents, long distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/lodging/meals), renderings, and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

**Exhibit B-1 - Compensation and Fee Schedule**

**25th Street Renaissance Project Phase II  
February 4, 2011**

		RRM Design Group (RRM)										
		Principal-in-Charge/ Project Manager		Urban Designer/ Project Manager		Civil Engineer		Landscape Architect		Landscape Support Staff		
		175 \$ per hour	115 \$ per hour	110 \$ per hour	95 \$ per hour	90 \$ per hour						
<b>25th STREET PRELIMINARY PLANS (E Street to B Street)</b>												
<b>Task E: 25th St Preliminary Plans and Public Outreach (E St to B St) FIXED FEE</b>												
E.1	Stakeholder Meetings ( <i>Private Business Owners from E to B Street</i> )	\$ 4,220	8	\$1,400	12	\$1,380		\$0		\$0	16	\$1,440
E.2	25th Street Preliminary Design Plan	\$ 12,425	4	\$700	24	\$2,760		\$0	8	\$760	32	\$2,880
E.3	Alternative 25th Street Preliminary Design Plan	\$ 12,955	8	\$1,400	17	\$1,955	20	\$2,200	40	\$3,800	40	\$3,600
E.4	Visioning Workshop No. 3 ( <i>Final Plan Presentation</i> )	\$ 5,280	8	\$1,400	16	\$1,840		\$0		\$0	16	\$1,440
E.5	Flyers for Community Outreach Events	\$ 2,220		\$0		\$0		\$0		\$0	8	\$720
E.6	Web Page Exhibits	\$ 1,100		\$0		\$0		\$0	4	\$380	8	\$720
E.7	Visual Impact Assessment	\$ 2,440		\$0	8	\$920		\$0	16	\$1,520		\$0
E.8	Project Management and Coordination	\$ 2,600		\$0	16	\$1,840		\$0	8	\$760		\$0
<b>Task E Subtotal:</b>		<b>\$ 43,240</b>		<b>\$4,900</b>		<b>\$10,695</b>		<b>\$2,200</b>		<b>\$7,220</b>		<b>\$10,800</b>
<b>CONSTRUCTION PLANS, SPECIFICATIONS, &amp; ESTIMATES (E Street to B Street)</b>												
<b>Task F: Construction Documents FIXED FEE</b>												
F.1	Project Team Meetings ( <i>4 meetings, 1 per month</i> )	\$ 9,250	24	\$4,200	16	\$1,840		\$0		\$0	12	\$1,080
F.2	Ongoing Project Management and Coordination	\$ 25,330	110	\$19,250	32	\$3,680		\$0		\$0		\$0
F.3	PS&E Scoping Meeting with Staff	\$ 2,560	12	\$2,100	4	\$460		\$0		\$0	0	\$0
F.4	Water Quality Technical Report	\$ 8,720		\$0		\$0		\$0		\$0		\$0
F.5	60% Con Docs, Specifications, and Opinion of Probable Cost	\$ 82,354	94	\$16,450	40	\$4,600	322	\$35,420	16	\$1,520	56	\$5,040
	<i>Demolition Plans</i>	\$10,980	20	\$3,500		\$0	68	\$7,480		\$0		\$0
	<i>Horizontal Control Plans</i>	\$10,980	20	\$3,500		\$0	68	\$7,480		\$0		\$0
	<i>Grading and Drainage Plans</i>	\$15,150	30	\$5,250		\$0	90	\$9,900		\$0		\$0
	<i>Construction Phasing Plan</i>	\$5,162		\$0		\$0	2	\$220		\$0		\$0
	<i>Signing and Striping Plan</i>	\$4,130		\$0	4	\$460	2	\$220		\$0		\$0
	<i>Traffic Signal Plans</i>	\$11,152		\$0		\$0	2	\$220		\$0		\$0
	<i>Site Construction Details</i>	\$4,700	8	\$1,400		\$0	30	\$3,300		\$0		\$0
	<i>Irrigation Plans and Details</i>	\$3,640		\$0		\$0		\$0	8	\$760	32	\$2,880
	<i>Planting Plans and Details</i>	\$5,220		\$0	20	\$2,300		\$0	8	\$760	24	\$2,160
	<i>Specifications</i>	\$6,540	8	\$1,400	16	\$1,840	30	\$3,300		\$0		\$0
	<i>Construction Cost Opinions</i>	\$4,700	8	\$1,400		\$0	30	\$3,300		\$0		\$0
F.6	90% Con Docs, Specifications, and Opinion of Probable Cost	\$ 55,224	50	\$8,750	36	\$4,140	166	\$18,260	32	\$3,040	64	\$5,760
	<i>Demolition Plans</i>	\$5,445	11	\$1,925		\$0	32	\$3,520		\$0		\$0
	<i>Horizontal Control Plans</i>	\$5,445	11	\$1,925		\$0	32	\$3,520		\$0		\$0
	<i>Grading and Drainage Plans</i>	\$8,080	16	\$2,800		\$0	48	\$5,280		\$0		\$0
	<i>Construction Phasing Plan</i>	\$2,950		\$0		\$0	2	\$220		\$0		\$0
	<i>Signing and Striping Plan</i>	\$2,678		\$0	4	\$460	2	\$220		\$0		\$0
	<i>Traffic Signal Plans</i>	\$8,206		\$0		\$0	2	\$220		\$0		\$0
	<i>Site Construction Details</i>	\$2,810	6	\$1,050		\$0	16	\$1,760		\$0		\$0
	<i>Irrigation Plans and Details</i>	\$5,120		\$0		\$0		\$0	16	\$1,520	40	\$3,600
	<i>Planting Plans and Details</i>	\$5,140		\$0	16	\$1,840		\$0	12	\$1,140	24	\$2,160
	<i>Specifications</i>	\$7,065	3	\$525	16	\$1,840	16	\$1,760	4	\$380		\$0
	<i>Construction Cost Opinions</i>	\$2,285	3	\$525		\$0	16	\$1,760		\$0		\$0
F.7	100% (Bid Ready) Con Docs, Specifications, and Opinion of Probable Cost	\$ 33,823	33	\$5,775	20	\$2,300	99	\$10,890	20	\$1,900	32	\$2,880
	<i>Demolition Plans</i>	\$4,040	8	\$1,400		\$0	24	\$2,640		\$0		\$0
	<i>Horizontal Control Plans</i>	\$3,160	8	\$1,400		\$0	16	\$1,760		\$0		\$0
	<i>Grading and Drainage Plans</i>	\$4,920	8	\$1,400		\$0	32	\$3,520		\$0		\$0
	<i>Construction Phasing Plan</i>	\$2,664		\$0		\$0	1	\$110		\$0		\$0
	<i>Signing and Striping Plan</i>	\$1,692		\$0		\$0	1	\$110		\$0		\$0
	<i>Traffic Signal Plans</i>	\$4,772		\$0		\$0	1	\$110		\$0		\$0
	<i>Site Construction Details</i>	\$1,405	3	\$525		\$0	8	\$880		\$0		\$0
	<i>Irrigation Plans and Details</i>	\$2,160		\$0		\$0		\$0		\$0	24	\$2,160
	<i>Planting Plans and Details</i>	\$2,480		\$0	12	\$1,380		\$0	4	\$380	8	\$720
	<i>Specifications</i>	\$5,125	3	\$525	8	\$920	8	\$880	16	\$1,520		\$0
	<i>Construction Cost Opinions</i>	\$1,405	3	\$525		\$0	8	\$880		\$0		\$0
<b>Task F Subtotal:</b>		<b>\$ 217,261</b>		<b>\$56,525</b>		<b>\$17,020</b>		<b>\$64,570</b>		<b>\$6,460</b>		<b>\$14,760</b>
<b>Additional Services (E Street to B Street) (Hourly)</b>												
<b>Task G: Additional Services (Hourly) ESTIMATED FEE</b>												
G.1	Site Electrical/Lighting Plans (NMVC) (Hourly)	\$ 10,000		\$0		\$0	1.9	\$210		\$0		\$0
G.2	Additional Project Management & PS&E (Hourly; \$10,000 allocated)	\$ 10,000		\$0		\$0	91	\$10,000		\$0		\$0
G.3	Final Con Docs (Bid Ready) (Hourly; \$10,000 allocated)	\$ 10,000		\$0		\$0	91	\$10,000		\$0		\$0
G.4	Bidding and Construction Support (Hourly; 100 hours allocated)	\$ 11,000		\$0		\$0	100	\$11,000		\$0		\$0
<b>Task G Subtotal:</b>		<b>\$ 41,000</b>		<b>\$0</b>		<b>\$0</b>		<b>\$31,210</b>		<b>\$0</b>		<b>\$0</b>

**Total Task Value**      \$ 301,501      Hrs: 351      Subtotal: \$ 61,425      Hrs: 241      Subtotal: \$ 27,715      Hrs: 891      Subtotal: \$ 97,980      Hrs: 144      Subtotal: \$ 13,680      Hrs: 284      Subtotal: \$ 25,560

**Reimbursables (4% of contract)**      \$ 12,060

**Total Estimated Services Value**      \$ 313,561



**Exhibit B-1 - Compensation and Fee Schedule  
"Reference Backup"**

**25th Street Renaissance Project Phase II  
February 4, 2011**

Kimley-Horn and Associates (KHA)					
Principal	Project Manager	Senior Engineer	Engineer	Analyst	Senior Designer
253 \$ per hour	176 \$ per hour	160 \$ per hour	143 \$ per hour	120 \$ per hour	130 \$ per hour

25th STREET PRELIMINARY PLANS (E Street to B Street)											
Task E: 25th St Preliminary Plans and Public Outreach (E St to B St)											
E.1	Stakeholder Meetings (Private Business Owners from E to B Street)		\$0		\$0		\$0		\$0		\$0
E.2	25th Street Preliminary Design Plan		\$0		\$0		\$0		\$0		\$0
E.3	Alternative 25th Street Preliminary Design Plan		\$0		\$0		\$0		\$0		\$0
E.4	Visioning Workshop No. 3 (Final Plan Presentation)		\$0		\$0		\$0		\$0		\$0
E.5	Flyers for Community Outreach Events		\$0		\$0		\$0		\$0		\$0
E.6	Web Page Exhibits		\$0		\$0		\$0		\$0		\$0
E.7	Visual Impact Assessment		\$0		\$0		\$0		\$0		\$0
E.8	Project Management and Coordination		\$0		\$0		\$0		\$0		\$0
<b>Task E Subtotal:</b>			<b>\$0</b>								

CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES (E Street to B Street)													
Task F: Construction Documents													
F.1	Project Team Meetings (4 meetings, 1 per month)		\$0		\$0	6	\$960		\$0	6	\$720	\$0	
F.2	Ongoing Project Management and Coordination		\$0		\$0	12	\$1,920		\$0	4	\$480	\$0	
F.3	PS&E Scoping Meeting with Staff		\$0		\$0		\$0		\$0		\$0	\$0	
F.4	Water Quality Technical Report		\$0		\$0	29	\$4,640		\$0	34	\$4,080	\$0	
F.5	60% Con Docs, Specifications, and Opinion of Probable Cost	4	\$1,012	6	\$1,056	22	\$3,520	32	\$4,576	59	\$7,080	16	\$2,080
	Demolition Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Horizontal Control Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Grading and Drainage Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Construction Phasing Plan		\$0	2	\$352	3	\$480	10	\$1,430	18	\$2,160	4	\$520
	Signing and Striping Plan	2	\$506	2	\$352	4	\$640	4	\$572	5	\$600	6	\$780
	Traffic Signal Plans	2	\$506	2	\$352	15	\$2,400	18	\$2,574	36	\$4,320	6	\$780
	Site Construction Details		\$0		\$0		\$0		\$0		\$0		\$0
	Irrigation Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Planting Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Specifications		\$0		\$0		\$0		\$0		\$0		\$0
	Construction Cost Opinions		\$0		\$0		\$0		\$0		\$0		\$0
F.6	90% Con Docs, Specifications, and Opinion of Probable Cost	0	\$0	6	\$1,056	17	\$2,720	26	\$3,718	54	\$6,480	10	\$1,300
	Demolition Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Horizontal Control Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Grading and Drainage Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Construction Phasing Plan		\$0	2	\$352	2	\$320	6	\$858	10	\$1,200		\$0
	Signing and Striping Plan		\$0	2	\$352	1	\$160	2	\$286	10	\$1,200		\$0
	Traffic Signal Plans		\$0	2	\$352	10	\$1,600	18	\$2,574	18	\$2,160	10	\$1,300
	Site Construction Details		\$0		\$0		\$0		\$0		\$0		\$0
	Irrigation Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Planting Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Specifications		\$0		\$0	4	\$640		\$0	16	\$1,920		\$0
	Construction Cost Opinions		\$0		\$0		\$0		\$0		\$0		\$0
F.7	100% (Bid Ready) Con Docs, Specifications, and Opinion of Probable Cost	0	\$0	4	\$704	11	\$1,760	18	\$2,574	42	\$5,040	0	\$0
	Demolition Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Horizontal Control Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Grading and Drainage Plans		\$0		\$0		\$0		\$0		\$0		\$0
	Construction Phasing Plan		\$0	1	\$176	2	\$320	6	\$858	10	\$1,200		\$0
	Signing and Striping Plan		\$0	1	\$176	1	\$160	2	\$286	8	\$960		\$0
	Traffic Signal Plans		\$0	2	\$352	6	\$960	10	\$1,430	16	\$1,920		\$0
	Site Construction Details		\$0		\$0		\$0		\$0		\$0		\$0
	Irrigation Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Planting Plans and Details		\$0		\$0		\$0		\$0		\$0		\$0
	Specifications		\$0		\$0	2	\$320		\$0	8	\$960		\$0
	Construction Cost Opinions		\$0		\$0		\$0		\$0		\$0		\$0
<b>Task F Subtotal:</b>			<b>\$1,012</b>		<b>\$2,816</b>		<b>\$15,520</b>		<b>\$10,868</b>		<b>\$23,880</b>		<b>\$3,380</b>

Additional Services (E Street to B Street) (Hourly)													
Task G: Additional Services (Hourly)													
G.1	Site Electrical/Lighting Plans (NMVC) (Hourly)		\$0		\$0		\$0		\$0		\$0		\$0
G.2	Additional Project Management & PS&E (Hourly; \$10,000 allocated)		\$0		\$0		\$0		\$0		\$0		\$0
G.3	Final Con Docs (Bid Ready) (Hourly; \$10,000 allocated)		\$0		\$0		\$0		\$0		\$0		\$0
G.4	Bidding and Construction Support (Hourly; 100 hours allocated)		\$0		\$0		\$0		\$0		\$0		\$0
<b>Task G Subtotal:</b>			<b>\$0</b>										

<b>Total Task Value</b>	Hrs: 4	Subtotal: \$ 1,012	Hrs: 16	Subtotal: \$ 2,816	Hrs: 97	Subtotal: \$ 15,520	Hrs: 76	Subtotal: \$ 10,868	Hrs: 199	Subtotal: \$ 23,880	Hrs: 26	Subtotal: \$ 3,380
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Reimbursables (4% of contract)

Total Estimated Services Value

**Exhibit B-1 - Compensation and Fee Schedule  
"Reference Backup"**

**25th Street Renaissance Project Phase II  
February 4, 2011**

JLC Consultant Services (JLC)	Nate Mullen Visual Concepts (NMVC)		Graphic Solutions (GS)	
Outreach	Principal	Associate Designer	Principal	Graphics Designer
150 \$ per hour	165 \$ per hour	77 \$ per hour	150 \$ per hour	75 \$ per hour

25th STREET PRELIMINARY PLANS (E Street to B Street)										
Task E: 25th St Preliminary Plans and Public Outreach (E St to B St)										
E.1	Stakeholder Meetings ( <i>Private Business Owners from E to B Street</i> )		\$0		\$0		\$0		\$0	
E.2	25th Street Preliminary Design Plan		\$0		\$0	8	\$1,200	55	\$4,125	
E.3	Alternative 25th Street Preliminary Design Plan		\$0		\$0		\$0		\$0	
E.4	Visioning Workshop No. 3 ( <i>Final Plan Presentation</i> )	4	\$600		\$0		\$0		\$0	
E.5	Flyers for Community Outreach Events	10	\$1,500		\$0		\$0		\$0	
E.6	Web Page Exhibits		\$0		\$0		\$0		\$0	
E.7	Visual Impact Assessment		\$0		\$0		\$0		\$0	
E.8	Project Management and Coordination		\$0		\$0		\$0		\$0	
<b>Task E Subtotal:</b>			<b>\$2,100</b>		<b>\$0</b>		<b>\$0</b>		<b>\$1,200</b>	<b>\$4,125</b>

CONSTRUCTION PLANS, SPECIFICATIONS, & ESTIMATES (E Street to B Street)										
Task F: Construction Documents										
F.1	Project Team Meetings ( <i>4 meetings, 1 per month</i> )	3	\$450		\$0		\$0		\$0	
F.2	Ongoing Project Management and Coordination		\$0		\$0		\$0		\$0	
F.3	PS&E Scoping Meeting with Staff		\$0		\$0		\$0		\$0	
F.4	Water Quality Technical Report		\$0		\$0		\$0		\$0	
F.5	60% Con Docs, Specifications, and Opinion of Probable Cost	0	\$0	0	\$0	0	\$0	0	\$0	0
	<i>Demolition Plans</i>		\$0		\$0		\$0		\$0	
	<i>Horizontal Control Plans</i>		\$0		\$0		\$0		\$0	
	<i>Grading and Drainage Plans</i>		\$0		\$0		\$0		\$0	
	<i>Construction Phasing Plan</i>		\$0		\$0		\$0		\$0	
	<i>Signing and Striping Plan</i>		\$0		\$0		\$0		\$0	
	<i>Traffic Signal Plans</i>		\$0		\$0		\$0		\$0	
	<i>Site Construction Details</i>		\$0		\$0		\$0		\$0	
	<i>Irrigation Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Planting Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Specifications</i>		\$0		\$0		\$0		\$0	
	<i>Construction Cost Opinions</i>		\$0		\$0		\$0		\$0	
F.6	90% Con Docs, Specifications, and Opinion of Probable Cost	0	\$0	0	\$0	0	\$0	0	\$0	0
	<i>Demolition Plans</i>		\$0		\$0		\$0		\$0	
	<i>Horizontal Control Plans</i>		\$0		\$0		\$0		\$0	
	<i>Grading and Drainage Plans</i>		\$0		\$0		\$0		\$0	
	<i>Construction Phasing Plan</i>		\$0		\$0		\$0		\$0	
	<i>Signing and Striping Plan</i>		\$0		\$0		\$0		\$0	
	<i>Traffic Signal Plans</i>		\$0		\$0		\$0		\$0	
	<i>Site Construction Details</i>		\$0		\$0		\$0		\$0	
	<i>Irrigation Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Planting Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Specifications</i>		\$0		\$0		\$0		\$0	
	<i>Construction Cost Opinions</i>		\$0		\$0		\$0		\$0	
F.7	100% (Bid Ready) Con Docs, Specifications, and Opinion of Probable Cost	0	\$0	0	\$0	0	\$0	0	\$0	0
	<i>Demolition Plans</i>		\$0		\$0		\$0		\$0	
	<i>Horizontal Control Plans</i>		\$0		\$0		\$0		\$0	
	<i>Grading and Drainage Plans</i>		\$0		\$0		\$0		\$0	
	<i>Construction Phasing Plan</i>		\$0		\$0		\$0		\$0	
	<i>Signing and Striping Plan</i>		\$0		\$0		\$0		\$0	
	<i>Traffic Signal Plans</i>		\$0		\$0		\$0		\$0	
	<i>Site Construction Details</i>		\$0		\$0		\$0		\$0	
	<i>Irrigation Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Planting Plans and Details</i>		\$0		\$0		\$0		\$0	
	<i>Specifications</i>		\$0		\$0		\$0		\$0	
	<i>Construction Cost Opinions</i>		\$0		\$0		\$0		\$0	
<b>Task F Subtotal:</b>			<b>\$450</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>

Additional Services (E Street to B Street) (Hourly)										
Task G: Additional Services (Hourly)										
G.1	Site Electrical/Lighting Plans (NMVC) (Hourly)		\$0	29	\$4,785	65	\$5,005		\$0	
G.2	Additional Project Management & PS&E (Hourly; \$10,000 allocated)		\$0		\$0		\$0		\$0	
G.3	Final Con Docs (Bid Ready) (Hourly; \$10,000 allocated)		\$0		\$0		\$0		\$0	
G.4	Bidding and Construction Support (Hourly; 100 hours allocated)		\$0		\$0		\$0		\$0	
<b>Task G Subtotal:</b>			<b>\$0</b>		<b>\$4,785</b>		<b>\$5,005</b>		<b>\$0</b>	<b>\$0</b>

<b>Total Task Value</b>	Hrs: 17	<b>\$ 2,550</b>	Hrs: 29	<b>\$ 4,785</b>	Hrs: 65	<b>\$ 5,005</b>	Hrs: 8	<b>\$ 1,200</b>	Hrs: 55	<b>\$ 4,125</b>
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**Reimbursables (4% of contract)**

**Total Estimated Services Value**

**Project Schedule Outline**  
**25th Street Renaissance Project Phase II**  
**February 4, 2011**

	Year 1												Year 2					
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<b>Task E - Preliminary Plans</b>																		
Notice to Proceed	★																	
Stakeholder Meeting		★																
25th Street Preliminary Design Plan	█																	
Alternative 25th Street Preliminary Design Plan	█																	
Visioning Workshop #3			★															
Flyers of Community Outreach Event		★																
Web Page Exhibits		★																
Visual Impact Assessment		█																
Project Management and Coordination	█																	
<b>Task F - Construction Documents</b>																		
Prepare 60% Drawing Submittal	█																	
City Plan Check Period		█																
Prepare 90% Drawing Submittal		█																
City Plan Check Period			█															
Prepare 100% Drawing Submittal			█															
Caltrans Review			█	█														
<b>Task G - Additional Services</b>																		
Final Con Docs (Bid Ready)					█	█												
Bid & Award Contract						█	█	█	█	█	█	█	█	█	█	█	█	█
Construction Period													█	█	█	█	█	█
Project Completion																		★