REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO		CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) pending
TO: CITY COUNCIL	FROM (ORIGINATING DEPARTMENT): Public Works/Engineering	DATE: 7/14/2015
SUBJECT: As-Needed Civil Engineering Agreement with Infrastructure Engineering Corporation		
PRIMARY CONTACT (NAME, PHONE): Carrie Purcell,619-533-5124	SECONDARY CONTACT (NAME, PHONE): Jiim Shamloufard, 619-533-3160	

COMPLETE FOR ACCOUNTING PURPOSES

FUND	700008				
FUNCTIONAL AREA	OTHR-00000000-SU				
COST CENTER	2011131412				
GENERAL LEDGER ACCT	512034				
WBS OR INTERNAL ORDER	B-15117.02.02				
CAPITAL PROJECT No.	A-JA.00001				
AMOUNT	$1,000.00	0.00	0.00	0.00	0.00
FUND					
FUNCTIONAL AREA					
COST CENTER					
GENERAL LEDGER ACCT					
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE):

ROUTING AND APPROVALS

CONTRIBUTORS/REVIEWERS:		APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Liaison Office		ORIG DEPT.	Gibson, Marnell	08/27/2015
Equal Opportunity Contracting		CFO		
Environmental Analysis		DEPUTY CHIEF	Gomez, Paz	09/22/2015
Financial Management		COO		
Comptroller		CITY ATTORNEY		
		COUNCIL PRESIDENTS OFFICE		

PREPARATION OF: ☒ RESOLUTIONS ☐ ORDINANCE(S) ☒ AGREEMENT(S) ☐ DEED(S)

1. Authorizing the Mayor, or his designee, to execute an agreement with Infrasatructure Corporation to provide As-Needed civil engineering services in an amount not to exceed $5,000,000 contingent upon the Chief Financial Officer first furnishing one or more certificates certifying that funds necessary for expenditure are, or will be, on deposit with the City Treasurer; and

2.Authorizing the Chief Financial Officer to expend an amount not to exceed $5,000,000 over 5 years for the purpose of funding the As-Needed engineering agreement with Infrastructure Engineering Corporation contingent

upon the adoption of the Annual Appropriation Ordinance for the applicable fiscal year and contingent upon the Chief Financial Officer furnishing one or more certificates certifying that funds are, or will be, on deposit with the City Treasurer; and 3. Authorizing the Chief Financial Officer to expend an amount not to exceed $1,000 from A-JA.00001, Annual Allocation-Sewer Main Replacements CIP B-15117, Fund 700008, Muni Sewer Utility-CIP Funding Source, for the purpose of executing this agreement and meeting the minimum contract requirements.	
STAFF RECOMMENDATIONS: Adopt the resolutions.	
SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)	
COUNCIL DISTRICT(S):	Citywide.
COMMUNITY AREA(S):	Citywide.
ENVIRONMENTAL IMPACT:	This activity is not a “project” as defined in CEQA Guidelines Section 15378 because it involves execution of a contract which, on its own accord, will not cause a significant environmental impact. As such, this activity is not subject to CEQA pursuant Section 15060(c)(3). This determination is predicated on Section 15004 of the guidelines, which provides direction to lead agencies on the appropriate timing for environmental review. The Project(s) for which this As-Needed contract is intended will require preparation of an environmental document in accordance with State CEQA Guidelines.
CITY CLERK INSTRUCTIONS:	

COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO

DATE: 7/14/2015
ORIGINATING DEPARTMENT: Public Works/Engineering
SUBJECT: As-Needed Civil Engineering Agreement with Infrastructure Engineering Corporation
COUNCIL DISTRICT(S): Citywide.
CONTACT/PHONE NUMBER: Carrie Purcell/619-533-5124

DESCRIPTIVE SUMMARY OF ITEM:
The City utilizes the As-Needed Civil Design Services Agreements to perform various engineering services in support of the execution of the Capital Improvements Program. This item will retain the services of Infrastructure Engineering Corporation to provide those engineering services on an as-needed, hourly fee basis. This contract shall not exceed $5,000,000 and the contract has a maximum duration of five years.

STAFF RECOMMENDATION:
Adopt the resolutions.
EXECUTIVE SUMMARY OF ITEM BACKGROUND
The City utilizes As-Needed Engineering Consultants Services to perform various engineering support services for the timely execution of its CIP projects on an on-going basis. As-needed consultants provide professional services within specific disciplines for various projects citywide. In order to design a project, the City may exercise different options. One option is to utilize consultants (i.e., engineers and/or architects). Factors such as workload, required expertise and schedule weigh into the decision to determine how to provide the project design. Because the amount of time required to develop a scope, advertise, schedule interviews, evaluate, and award a contract is somewhat lengthy, the use of an as-needed contract proves very beneficial in the timely procurement of the required services.

Task orders are issued for projects on an as-needed basis based on workload and expertise required. This agreement will retain the services of a civil engineering design firm to provide professional civil engineering services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed $5,000,000 and the contract has a maximum duration of five years. Currently the City has limited capacity and expertise to provide civil engineering services. The City advertised the Contracts and issued the Request for Proposals for As-Needed Civil Engineering Design Services. The Request for Proposals was advertised in the San Diego Daily Transcript, The San Diego Voice and Viewpoint, La Prensa, Asian Journal and on the City's website for goals and contract opportunities. Fourteen firms responded to the advertisement. Based on their qualifications and the evaluation criteria listed in the Request for Proposals, ten firms were shortlisted to be interviewed by the selection panel.

On June 8, 2015 and June 11, 2015 the shortlisted firms were interviewed in conformance with Council Policy 300-7. Infrastructure Engineering Corporation was ranked as highly qualified. This agreement will provide civil engineering design services for the design of various Capital

Improvement Projects. These services may include the preparation of reports, studies and/or construction documents relating to structural improvements, roadway and pedestrian access improvements, water, sewer and storm drain replacements, pipe cleaning & televising, pump station upgrades, or other services necessary to complete the Tasks.

CITY STRATEGIC PLAN GOAL(S)/OBJECTIVE(S):
Goal #2: Work in partnership with all of our communities to achieve safe and livable neighborhoods.
Objective #3: Invest in infrastructure.

FISCAL CONSIDERATIONS:
The City agrees to issue a task order(s) with the minimum aggregate value of $1,000 to Infrastructure Engineering Corporation. Funding for this minimum guaranteed amount of $1,000 will come from A-JA.00001, Annual Allocation-Sewer Main Replacements (B-15117), Fund 700008, Muni Sewer Utility-CIP Funding Source. The maximum contract amount shall not exceed $5,000,000. Funding for future tasks will be funded by the CIP projects requiring these services.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):
This agreement is subject to the City's Equal Employment Opportunity Outreach Program (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:
This action will be heard by the Infrastructure Committee.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:
City staff and the consultant will work with the communities as applicable for projects receiving services by this agreement.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:
Infrastructure Engineering Corporation

Gibson, Marnell
Originating Department

Gomez, Paz
Deputy Chief/Chief Operating Officer

THE CITY OF SAN DIEGO

SUBMIT

Request for Human Resources Approval for Purchase Requisition

(Contracting Out Review Request Form)

Received by HR 4/15/15

Requesting Department: Public Works

Vendor Name: TBD

WBS No. or Project Title N/A

Purchase Requisition # (if available): N/A

Department Contact: Steve Frick

Date of Request: 04/15/2015

Contract Amount/Estimate: $ 15,000,000.00

Contract/Service Duration: Three As-Needed Civil Contracts each for 3 years with option of extending them for additional two years

NOTE: *Please provide a description of the activity/services requested and what the request to contract out work will cover. (Please use plain language for the terms/definitions)*

Please submit request to HumanResources@sandiego.gov or MS 56L

Question	Department Response
What is the contract/service for? (Please be specific as to the scope of work)	These three As-Needed Civil Engineering Contracts provide specialized civil engineering design services in support of implementation of the City's Capital Improvement Program.
What is the location of the project/service?	Not known at this time. The location of the design services will be determined on a task by task basis.
Are City employees currently performing any of the work?	No.
Do City employees currently have the expertise to do this work in-house? If not, why not?	Please see attached.

Will any City employees be displaced as a result of this contract/service?	NO.
If this is a renewal of an existing contract, how long have these services been contracted out?	These three as-needed contracts are new contracts.
Is this a Public Works project? * (i.e. construction, reconstruction or repair of City buildings, street or other facilities)	No. These as-needed contracts will provide professional engineering services.
Is this a Tenant Improvement project? * (i.e. changes to the interior of a City facility, such as floors, wall coverings, shelves, ceilings, windows, partitions, etc.)	NO.
Was another Department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication. If not, why was another Department not contacted?	No. The City does not have staff that performs these services. This is highly specialized work. 4/15/15 – MEA (Catheen Higgins) approved request moving forward. HR sent email request to Article 73 committee to confirm no issues → no comments received HR approved based on info. from Dept.

***NOTE:** If Public Works project ($100,000 in labor costs or less) or Tenant Improvement project ($250,000 in labor costs or less) requires HR review/approval. All other contracts require HR review/approval regardless of dollar amount. Remember – Departments cannot intentionally bundle services to avoid the threshold labor costs.*

HUMAN RESOURCES DEPARTMENT USE ONLY

Based on the Department's representation, this contract is ☑ APPROVED from a labor relations perspective.

Human Resources Department Liaison — Date: 4/27/15

September 2014

April 15, 2015

Question:

Do City employees currently have the expertise o do this work in-house? If not, why not?

Answer:

The City utilizes As-Needed Engineering Consultants Services to perform various engineering support services for the timely execution of its CIP projects on an on-going basis. As-Needed consultants provide professional services within specific disciplines for various projects citywide. In order to design a project, the City may exercise different options. One option is to utilize consultants (i.e., engineers and/or architects). Factors such as workload, required expertise and schedule weigh into the decision to determine how to provide the project design. Because the amount of time required developing a scope, advertising, scheduling interviews, evaluating, and award a contract is somewhat lengthy, the use of an as-needed contract proves very beneficial in the timely procurement of the required services.

Task orders are issued for projects on an as-needed basis based on workload and expertise required. These three agreements will retain the services of three civil engineering design firms to provide professional civil engineering services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed $5,000,000 per contract and the contracts have a maximum duration of three years. Currently the City has limited capacity and expertise to provide civil engineering services.

Jarl-Veltz, Abby

From: Jarl-Veltz, Abby
Sent: Tuesday, April 14, 2015 5:53 PM
To: 'Cathleen Higgins'
Cc: Nagelvoort, James; Gibson, Marnell; Shamloufard, Jim; Davidson, Victoria
Subject: RE: PW As-Needed Land Surveying Contracts and Civil Engineering Contracts

Sounds good. I will give you a call tomorrow morning. Thanks!

From: Cathleen Higgins [mailto:chiggins@sdmea.org]
Sent: Tuesday, April 14, 2015 5:41 PM
To: Jarl-Veltz, Abby
Cc: Nagelvoort, James; Gibson, Marnell; Shamloufard, Jim; Davidson, Victoria
Subject: Re: PW As-Needed Land Surveying Contracts and Civil Engineering Contracts

Let's chat tomorrow. Thanks

Sent from my iPhone

On Apr 14, 2015, at 5:38 PM, Jarl-Veltz, Abby <AJarl@sandiego.gov> wrote:

Hi Cathleen –
Good afternoon. I left you a voicemail as well. We just received a request from PW – E&CP to increase the previously approved Contracting Out Review Request that we discussed at the previous Article 73 Committee from $3m for each of the 3 contracts to $5m. As you know, these are As-Needed Contracts, so should the City not need to utilize the entire amount, then that is available to them.
Per James, based on the demand on the CIP side, the $5m for each contract is more in line with their anticipated coverage for FY 16.
We apologize for the short turn-around time for this, but if you can please get back to me by tomorrow morning regarding whether MEA has any problems with this request moving forward, that would be greatly appreciated, because the Department is in the middle of advertising based on our previous HR approval.
If you have any questions, please feel free to contact me. Thanks.
Best,
Abby

From: Jarl-Veltz, Abby
Sent: Wednesday, February 25, 2015 1:39 PM
To: McCormick, Rick; Mendivil, John; Lindsay, Stephen; Shamloufard, Jim; Gamboa, Wendy; Nassar, Mark; Butcher, John; Nagelvoort, James; Gibson, Marnell; 'Nancy Roberts'; 'Cathleen Higgins'
Cc: von Kalinowski, Judy; Davidson, Victoria; Freeman, Joy; Holmberg, Pamela; Mottola, Daniel
Subject: PW As-Needed Land Surveying Contracts and Civil Engineering Contracts

Hi Article 73 Committee –
Good afternoon. Thank you so much for taking the time today to review the 2 attached Contracting Out Review Requests for As-Needed Civil Engineering and As-Needed Land Surveying. As discussed, these contracts have been approved from a labor relations perspective to move forward.
As part of that process we will continue to meet to discuss a proposed list of areas/services that City forces do not have the expertise or equipment to accomplish. Please review the attached and provide any recommended edits to me by Friday, March 20, 2015, in preparation for the next Article 73 Committee meeting on Wednesday, March 25, 2015.

If you have any questions, please feel free to contact me. Thanks.
Best,
Abby

From: Jarl-Veltz, Abby
Sent: Thursday, February 19, 2015 1:22 PM
To: McCormick, Rick; Mendivil, John; Lindsay, Stephen; Shamloufard, Jim; Gamboa, Wendy; Nassar, Mark; Butcher, John; Nagelvoort, James; Gibson, Marnell; Nancy Roberts; Cathleen Higgins
Cc: von Kalinowski, Judy; Davidson, Victoria; Freeman, Joy; Holmberg, Pamela; Mottola, Daniel
Subject: PW As-Needed Land Surveying Contracts

Hi Article 73 Committee –
Good afternoon. HR received a contracting out request today from PW regarding As-Needed Land Surveying contract (please see attached). Since we will be discussing the As-Needed Civil Engineering contract at our next Article 73 Committee meeting on Wednesday, February 25, 2015, from 8 – 9 a.m. in CCP 1316, it would be a good time to also discuss the attached As-Needed Land Surveying contract.
If you have any questions, please feel free to contact me. Thanks.
Best,
Abby

Abby Jarl-Veltz
Labor Relations Manager
City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316
San Diego, CA 92101
Direct: (619) 236-6314
ajarl@sandiego.gov

<Contracting Out Review Request - As Needed Civil Engineering_Approved_2-25-15.pdf>

Jarl-Veltz, Abby

From: Jarl-Veltz, Abby
Sent: Wednesday, April 15, 2015 9:27 AM
To: McCormick, Rick; Mendivil, John; Lindsay, Stephen; Shamloufard, Jim; Gamboa, Wendy; Nassar, Mark; Butcher, John; Azar, Hossein; Meinhardt, Cynthia
Cc: von Kalinowski, Judy; Davidson, Victoria; 'Nancy Roberts'; 'Cathleen Higgins'; Nagelvoort, James; Gibson, Marnell; Mottola, Daniel; Holmberg, Pamela
Subject: PW - As-Needed Civil Engineering Contracts Increase
Attachments: PW As-Needed Land Surveying Contracts and Civil Engineering Contracts; As-Needed Civil Human Resources Approval April2015.pdf; As-Needed Civil Executive summaryApril2015.docx

Importance: High

Hi Article 73 Committee –

Good morning. As you may remember, we met on February 24, 2015, to discuss the As-Needed Civil Engineering Contracting Out Review Requests and reached agreement that these would be moving forward. (Please see attached e-mail).

We have received a request via James Nagelvoort to increase these 3 As-Needed Civil Engineering Contracts from $3m to $5m each because of the demand on the CIP side of PW.

In speaking with Cathleen Higgins, MEA is ok with approving the Contracting Out Request increase from $3m to $5m each, but wanted to double-check that the Article 73 Committee had no issues with this moving forward. Cathleen wanted to mention that in speaking with James, he noted that and even though a request for approximately 100 positions has been made, those positions will not be fully up and running at the beginning of FY 16.

The Department is unfortunately in a time crunch because they are in the middle of advertising based on HR/Article 73 Committee previous approval. As such, if you have any input or concerns, **please get back to me no later than 4 p.m. today with your comments, otherwise the Contracting Out Review Requests requested modified amounts from $3m to $5m for the 3 As-Needed Civil Engineering Contracts will be approved.** If you do have any concerns, please be specific as to why.

James, Cathleen or Jim, please feel free to add any additional information.

If you have any questions, please feel free to contact me or Jim Shamloufard. Thanks.

Best,
Abby

Abby Jarl-Veltz
Labor Relations Manager
City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316
San Diego, CA 92101
Direct: (619) 236-6314
ajarl@sandiego.gov

Jarl-Veltz, Abby

From: Jarl-Veltz, Abby
Sent: Wednesday, February 25, 2015 1:39 PM
To: McCormick, Rick; Mendivil, John; Lindsay, Stephen; Shamloufard, Jim; Gamboa, Wendy; Nassar, Mark; Butcher, John; Nagelvoort, James; Gibson, Marnell; 'Nancy Roberts'; 'Cathleen Higgins'
Cc: von Kalinowski, Judy; Davidson, Victoria; Freeman, Joy; Holmberg, Pamela; Mottola, Daniel
Subject: PW As-Needed Land Surveying Contracts and Civil Engineering Contracts
Attachments: Contracting Out Review Request - As Needed Civil Engineering_Approved_2-25-15.pdf; Contracting Out Review Request - As-Needed Land Survey_Approved_2-25-15.pdf; DRAFT_Public Works_Contracting Out Protocols Project List_2-25-15.doc

Hi Article 73 Committee –
Good afternoon. Thank you so much for taking the time today to review the 2 attached Contracting Out Review Requests for As-Needed Civil Engineering and As-Needed Land Surveying. As discussed, these contracts have been approved from a labor relations perspective to move forward.
As part of that process we will continue to meet to discuss a proposed list of areas/services that City forces do not have the expertise or equipment to accomplish. Please review the attached and provide any recommended edits to me by Friday, March 20, 2015, in preparation for the next Article 73 Committee meeting on Wednesday, March 25, 2015.
If you have any questions, please feel free to contact me. Thanks.
Best,
Abby

From: Jarl-Veltz, Abby
Sent: Thursday, February 19, 2015 1:22 PM
To: McCormick, Rick; Mendivil, John; Lindsay, Stephen; Shamloufard, Jim; Gamboa, Wendy; Nassar, Mark; Butcher, John; Nagelvoort, James; Gibson, Marnell; Nancy Roberts; Cathleen Higgins
Cc: von Kalinowski, Judy; Davidson, Victoria; Freeman, Joy; Holmberg, Pamela; Mottola, Daniel
Subject: PW As-Needed Land Surveying Contracts

Hi Article 73 Committee –
Good afternoon. HR received a contracting out request today from PW regarding As-Needed Land Surveying contract (please see attached). Since we will be discussing the As-Needed Civil Engineering contract at our next Article 73 Committee meeting on Wednesday, February 25, 2015, from 8 – 9 a.m. in CCP 1316, it would be a good time to also discuss the attached As-Needed Land Surveying contract.
If you have any questions, please feel free to contact me. Thanks.
Best,
Abby

Abby Jarl-Veltz
Labor Relations Manager
City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316
San Diego, CA 92101
Direct: (619) 236-6314
ajarl@sandiego.gov

THE CITY OF SAN DIEGO

SUBMIT

Request for Human Resources Approval for Purchase Requisition
(Contracting Out Review Request Form)

Requesting Department: Public Works
Vendor Name: TBD
WBS No. or Project Title N/A
Purchase Requisition # (If available): N/A
Department Contact: sTEVE fRICK
Date of Request: 02/25/2015
Contract Amount/Estimate: $ 9,000,000.00
Contract/Service Duration: Three As-Needed Civil Engineering Contracts each for 3 years duration

NOTE: *Please provide a description of the activity/services requested and what the request to contract out work will cover. (Please use plain language for the terms/definitions)*

Please submit request to HumanResources@sandiego.gov or MS 56L

Question	Department Response
What is the contract/service for? (Please be specific as to the scope of work)	These three As-Needed Civil Engineering Contracts provide specilized civil engineering design services in support of implementation of the City's Capital Improvement Program.
What is the location of the project/service?	Not known at this time. The location of the design services will be determined on a task by task basis.
Are City employees currently performing any of the work?	No.
Do City employees currently have the expertise to do this work in-house? If not, why not?	Please see attached.

Will any City employees be displaced as a result of this contract/service?	No
If this is a renewal of an existing contract, how long have these services been contracted out?	These three as-needed contracts are new contracts.
Is this a Public Works project? * (i.e. construction, reconstruction or repair of City buildings, street or other facilities)	No. These as-needed contracts will provide professional engineering services.
Is this a Tenant Improvement project? * (i.e. changes to the interior of a City facility, such as floors, wall coverings, shelves, ceilings, windows, partitions, etc.)	No.
Was another Department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication. If not, why was another Department not contacted?	No. The City does not have staff staff that performs these services. 2/25/15 – met w/ Article 73 committee to discuss request & received approval (Cathleen Higgins) * Request to rediscuss in 2017 and as part of discussions over development ~~project list.~~

***NOTE:** If Public Works project ($100,000 in labor costs or less) or Tenant Improvement project ($250,000 in labor costs or less) requires HR review/approval. All other contracts require HR review/approval regardless of dollar amount. Remember – Departments cannot intentionally bundle services to avoid the threshold labor costs.*

HUMAN RESOURCES DEPARTMENT USE ONLY

Based on the Department's representation, this contract is ☑ APPROVED from a labor relations perspective.

Human Resources Department Liaison

2/25/15
Date

The City utilizes As-Needed Engineering Consultants Services to perform various engineering support services for the timely execution of its CIP projects on an on-going basis. As-Needed consultants provide professional services within specific disciplines for various projects citywide. In order to design a project, the City may exercise different options. One option is to utilize consultants (i.e., engineers and/or architects). Factors such as workload, required expertise and schedule weigh into the decision to determine how to provide the project design. Because the amount of time required to develop a scope, advertise, schedule interviews, evaluate, and award a contract is somewhat lengthy, the use of an as-needed contract proves very beneficial in the timely procurement of the required services.

Task orders are issued for projects on an as-needed basis based on workload and expertise required. This agreement will retain the services of a civil engineering design firm to provide professional civil engineering services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed $3,000,000 and the contract has a maximum duration of three years. Currently the City has limited capacity and expertise to provide civil engineering services.

AGREEMENT BETWEEN

THE CITY OF SAN DIEGO

AND

INFRASTRUCTURE ENGINEERING CORPORATION

FOR

AS-NEEDED CONSULTANT SERVICES

FOR

AS-NEEDED CIVIL ENGINEERING SERVICES CONSULTANTS

CONTRACT NUMBER: H156359

AGREEMENT FOR DESIGN PROFESSIONAL SERVICES

TABLE OF CONTENTS

ARTICLE I
DESIGN PROFESSIONAL SERVICES

1.1 Scope of Services 1
1.2 Task Administrator 2
1.3 City Modification of Scope of Services 2
1.4 Written Authorization 2
1.5 Confidentiality of Services 2
1.6 Competitive Bidding 2

ARTICLE II
DURATION OF AGREEMENT

2.1 Term of Agreement 3
2.2 Time of Essence 3
2.3 Notification of Delay 3
2.4 Delay. 3
2.5 City's Right to Suspend for Convenience. 4
2.6 City's Right to Terminate for Convenience. 4
2.7 City's Right to Terminate for Default. 4

ARTICLE III
COMPENSATION

3.1 Amount of Compensation 5
3.2 Manner of Payment 5
3.3 Additional Costs 5
3.4 Eighty Percent Notification 5

ARTICLE IV
DESIGN PROFESSIONAL'S OBLIGATIONS

4.1 Industry Standards 5
4.2 Right to Audit. 6
4.3 Insurance. 6
4.4 Subcontractors 9
4.5 Contract Records Reports. 10
4.6 Non-Discrimination Requirements 11
4.7 Drug-Free Workplace. 12

4.8 Title 24/Americans with Disabilities Act Requirements 12
4.9 Product Endorsement 12
4.10 Conflict of Interest. 13
4.11 Mandatory Assistance 14
4.12 Compensation for Mandatory Assistance 14
4.13 Attorney Fees related to Mandatory Assistance 14
4.14 Energy Conservation Specifications 14
4.15 Notification of Increased Construction Cost. 15
4.16 Sustainable Building Policy 15
4.17 Design-Build Competition Eligibility 15
4.18 Storm Water Management Discharge Control 15
4.19 ADA Certification 15
4.20 Prevailing Wage Rates 15

ARTICLE V
RESERVED

ARTICLE VI
INDEMNIFICATION

6.1 Indemnification 18
6.2 Design Professional Services Indemnification and Defense. 18
6.3 Insurance 19
6.4 Enforcement Costs 19

ARTICLE VII
MEDIATION

7.1 Mandatory Non-binding Mediation 19
7.2 Mandatory Mediation Costs 19
7.3 Selection of Mediator 19
7.4 Conduct of Mediation Sessions 20

ARTICLE VIII
INTELLECTUAL PROPERTY RIGHTS

8.1 Work for Hire 20
8.2. Rights in Data 20
8.3 Intellectual Property Rights Assignment. 20
8.4 Moral Rights 21
8.5 Subcontracting. 21
8.6 Publication Design. 21
8.7 Intellectual Property Warranty and Indemnification 21
8.8 Enforcement Costs 22

ARTICLE IX
MISCELLANEOUS

9.1 Notices. 22
9.2 Headings 22
9.3 Non-Assignment 22
9.4 Independent Contractors 22
9.5 Design Professional and Subcontractor Principals for Professional Services 22
9.6 Additional Design Professionals or Contractors. 23
9.7 Employment of City Staff 23
9.8 Covenants and Conditions. 23
9.9 Compliance with Controlling Law 23
9.10 Jurisdiction 23
9.11 Successors in Interest 23
9.12 Integration 23
9.13 Counterparts 24
9.14 No Waiver 24
9.15 Severability 24
9.16 Municipal Powers 24
9.17 Drafting Ambiguities 24
9.18 Conflicts Between Terms 24
9.19 Design Professional Evaluation 24
9.20 Exhibits Incorporated 24
9.21 Survival of Obligations. 24
9.22 Contractor Standards 25
9.23 Equal Benefits Ordinance. 25
9.24 Public Records 25
9.25 Precluded Participation 25

DESIGN PROFESSIONAL AS NEEDED EXHIBITS

Exhibit A - Scope of Services

Exhibit B - Task Order Authorization

Exhibit C - Compensation and Fee Schedule

Exhibit D - City's Equal Opportunity Contracting Program Consultant Requirements
(AA) Disclosure of Discrimination Complaints
(BB) Work Force Report
(CC) Subcontractors List
(DD) Consultant's Past Participation List

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 - Contractor Standards Pledge of Compliance

Exhibit J - Equal Benefits Ordinance Certification of Compliance

Exhibit K - Regarding Information Requested under the California Public Records Act

Exhibit L - Americans With Disabilities Act (ADA) Compliance Certification

AS-NEEDED AGREEMENT BETWEEN THE CITY OF SAN DIEGO AND INFRASTRUCTURE ENGINEERING CORPORATION FOR DESIGN PROFESSIONAL SERVICES

THIS Agreement is made and entered into between the City of San Diego, a municipal corporation [City], and Infrastructure Engineering Corporation [Design Professional] to provide Professional Services to the City for civil engineering on an as-needed basis.

RECITALS

The City wants to retain the services of a professional civil engineering firm to provide the Professional Services on an as-needed, hourly fee basis.

The Design Professional represents that it has the expertise, experience and personnel necessary to provide the Professional Services on an as-needed, hourly fee basis.

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 on an as-needed, hourly fee basis [Agreement].

In consideration of the above recitals and the mutual covenants and conditions set forth herein, and for good and valuable consideration, the 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 scope of services will be determined by the City on an as-needed basis and presented to Professional as an individual Task [Task]. The Design Professional shall perform the Professional Services at the direction of the City and as generally set forth in the Scope of Services [Exhibit A] and as more specifically described in each Task Order Authorization [Task Order] [Exhibit B].

1.1.1 Task Order. Prior to beginning performance in response to a Task Order, Design Professional shall complete and execute the Task Order which must be approved in writing by the City. Each Task Order shall include a scope of Professional Services, a cost estimate, and the time for completion. The scope of Professional Services shall include all activities or work reasonably anticipated as necessary for successful completion of each Task presented by the City.

1.1.2 Non-Exclusivity. The Design Professional agrees that this Agreement is non-exclusive and that the City may enter into agreements with other Design Professionals to

perform substantially the same or similar Professional Services during the term of this Agreement.

1.2 Task Administrator. The Public Works Department is the task administrator for this Agreement. The Design Professional shall provide the Professional Services under the direction of a designated representative of the Public Works 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. Further, when this Agreement refers to an act or approval to be performed by the City, that act or approval shall be performed by the Mayor or designee, unless the Agreement specifies otherwise.

1.3 City Modification of Scope of Services. The City may, without invalidating this Agreement, order changes in any Task 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 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 Tasks, 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 changes to any Task, including any changes to the time for completion or the Compensation and Fee Schedule, 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 Task.

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, this Agreement shall be effective for issuing and completing Task Orders for no more than sixty (60) months following the date of its execution by the City, unless said duration is modified in writing by an amendment to this Agreement. If required, the duration of this Agreement can be extended up to a maximum of sixty (60) months. Any extension beyond sixty (60) months will require City Council approval via 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 any Task shall be set forth in the Task Order and shall not exceed the contract duration.

2.3 Notification of Delay. The Design Professional shall immediately notify the City in writing if Design Professional experiences or anticipates experiencing a delay in performing the Professional Services within the time frames set forth in the Task Order. 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 Task, 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 the 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 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 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 the Design Professional's Professional Services on all Task(s). 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 perform or adequately perform any obligation required by this Agreement, the Design Professional's failure constitutes a Default. A Default includes the Design Professional's failure to complete the Professional Services within the time for completion as set forth in the Task Order. 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 all reasonably related expenses, in an amount not to exceed $5,000,000. The City agrees to issue at least one or more Task Orders with a minimum aggregate value of $1,000.00 to the Design Professional.

3.2 Manner of Payment. The City shall pay the Design Professional in accordance with the Compensation and Fee Schedule [Exhibit C]. 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.

3.3 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.

3.4 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 for any issued Task Order; or (2) where the total anticipated cost for performance of the Scope of Services may be greater than the maximum compensation for this Agreement or for any Task Order.

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 Costs, 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 Professional Services as described in issued Task Orders; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Professional Services as described in issued Task Orders 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 Agreement 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 Approved Surplus Lines Insurers (LASLI 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 Additional 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 Additional 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 CC) 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 addition, deletion, or substitution of Subcontractor Services, the Design Professional must submit a written notice to the City requesting approval for the change modifying the Subcontractor Services. The Design Professional's written notice shall include a justification, a description of the scope of services, an estimate of all costs/percentage of contract participation for the Subcontractor Services, and an updated Exhibit D, Attachment CC reflecting the requested change(s). 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 Design Professional shall require the Subcontractor to obtain insurance policies, as described in Section 4.3.1, and those policies shall be kept in full force and effect during any and all work on this Project and for the duration of this Agreement. Furthermore, Subcontractor policy limits, and required endorsements shall be determined by the Design Professional proportionate to the services performed by the Subcontractor.

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 Records Reports.

4.5.1 The Design Professional shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors. Records shall show name, telephone number including area code, and business address of each Subcontractor and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

4.5.2 The Design Professional shall retain all records, books, papers, and documents directly pertinent to the Contract for a period of not less than five (5) years after Completion of the contract and allow access to said records by the City's authorized representatives.

4.5.3 The Design Professional must submit the following reporting using the City's web-based contract compliance i.e., Prism® portal:

4.5.3.1 Monthly Employment Utilization. Design Professional and their Subcontractors must submit Monthly Employment Utilization Reporting by the fifth (5th) day of the subsequent month.

4.5.3.2 Monthly Invoicing and Payments. Design Professional and their Subcontractors must submit Monthly Invoicing and Payment Reporting by the fifth (5th) day of the subsequent month.

4.5.3.3 To view the City's online tutorials on how to utilize PRISM® for compliance reporting, please visit:
http://stage.prismcompliance.com/etc/vendortutorials.htm

Incomplete and/or delinquent reporting may cause payment delays, non-payment of invoice, or both. 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.

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 Consultant 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 design services as contained in issued Task Orders 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 Costs under Section 3.3. 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. Consultant shall comply with Chapter 4, Article 3, Division 3 of the San Diego Municipal Code, Storm Water Management Discharge Control, as amended from time to time, and any and all Best Management Practice guidelines and pollution elimination requirements as may be established by the Enforcement Official. Further, the Consultant shall prepare and incorporate into the construction documents a Storm Water Pollution Prevention Plan (SWPPP) to be implemented by the contractor during construction of any project that is subject to the Construction General Permit, California State Water Resources Control Board Order No. 2009-009-DWQ, as amended from time to time. Where applicable, the SWPPP shall comply with both the California Construction General Permit and City of San Diego Municipal Separate Storm Sewer National Pollution Discharge Elimination System permit requirements and any municipal regulations adopted pursuant to those permits.

4.19 ADA Certification. The Consultant hereby certifies [Exhibit L] 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.

4.20 Prevailing Wage Rates. Prevailing wage rates apply to this Agreement.

Pursuant to San Diego Municipal Code section 22.3019, construction, alteration, demolition, repair and maintenance work performed under this Agreement is subject to State prevailing wage laws. For construction work performed under this Agreement cumulatively exceeding $25,000 and for alteration, demolition, repair and maintenance work performed under this Agreement cumulatively exceeding $15,000, the Design Professional and its subconsultants shall comply with State prevailing wage laws including, but not limited to, the requirements listed below.

4.20.1. Compliance with Prevailing Wage Requirements. Pursuant to sections 1720 through 1861 of the California Labor Code, the Design Professional and its subconsultants shall ensure that all workers who perform work under this Agreement are paid not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR). This includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.

4.20.1.1. Copies of such prevailing rate of per diem wages are on file at the City and are available for inspection to any interested party on request. Copies of the prevailing rate of per diem wages also may be found at http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm. Design Professional and its subconsultants shall post a copy of the prevailing rate of per diem wages determination at each job site and shall make them available to any interested party upon request.

4.20.1.2. The wage rates determined by the DIR refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, then the published rate of wage shall be in effect for the life of this Agreement. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the DIR, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to this Agreement in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of this Agreement, each successive predetermined wage rate shall apply to this Agreement on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates expires during the life of this Agreement, such wage rate shall apply to the balance of the Agreement.

4.20.2. Penalties for Violations. Design Professional and its subconsultants shall comply with California Labor Code section 1775 in the event a worker is paid less than the prevailing wage rate for the work or craft in which the worker is employed.

4.20.3. Payroll Records. Design Professional and its subconsultants shall comply with California Labor Code section 1776, which generally requires keeping accurate payroll records, verifying and certifying payroll records, and making them available for

inspection. Design Professional shall require its subconsultants to also comply with section 1776. Design Professional and its subconsultants shall submit weekly certified payroll records online via the City's web-based Labor Compliance Program. Design Professional is responsible for ensuring its subconsultants submit certified payroll records to the City.

4.20.3.1. For agreements entered into on or after April 1, 2015, Design Professional and their subconsultants shall furnish records specified in Labor Code section 1776 directly to the Labor Commissioner in the manner required by Labor Code section 1771.4.

4.20.4. Apprentices. Design Professional and its subconsultants shall comply with California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning the employment and wages of apprentices. Design Professional shall be held responsible for the compliance of their subconsultants with sections 1777.5, 1777.6 and 1777.7.

4.20.5. Working Hours. Design Professional and their subconsultants shall comply with California Labor Code sections 1810 through 1815, including but not limited to: (i) restrict working hours on public works contracts to eight hours a day and forty hours a week, unless all hours worked in excess of 8 hours per day are compensated at not less than 1½ times the basic rate of pay; and (ii) specify penalties to be imposed on design professionals and subcontractors of $25 per worker per day for each day the worker works more than 8 hours per day and 40 hours per week in violation of California Labor Code sections1810 through 1815.

4.20.6. Required Provisions for Subcontracts. Design Professional shall include at a minimum a copy of the following provisions in any contract they enter into with a subconsultant: California Labor Code sections 1771, 1771.1, 1775, 1776, 1777.5, 1810, 1813, 1815, 1860 and 1861.

4.20.7. Labor Code Section 1861 Certification. Design Professional in accordance with California Labor Code section 3700 is required to secure the payment of compensation of its employees and by signing this Agreement, Design Professional certifies that "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

4.20.8. Labor Compliance Program. The City has its own Labor Compliance Program authorized in August 2011 by the DIR. The City will withhold contract payments when payroll records are delinquent or deemed inadequate by the City or other governmental entity, or it has been established after an investigation by the City or other governmental entity that underpayment(s) have occurred. For questions or assistance, please contact the City of San Diego's Equal Opportunity Contracting Department at 619-236-6000.

4.20.9. Contractor and Subcontractor Registration Requirements. This project is subject to compliance monitoring and enforcement by the DIR. As of March 1, 2015, no

Design Professional or subconsultant may be listed on a bid or proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5. As of April 1, 2015, a Design Professional or subcontractor shall not be qualified to bid on, be listed in a bid or proposal, or enter into any contract for public work, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5 By submitting a bid or proposal to the City, Design Professional is certifying that he or she has verified that all subcontractors used on this public work project are registered with the DIR in compliance with Labor Code sections 1771.1 and 1725.5, and Design Professional shall provide proof of registration to the City upon request.

4.20.9.1. A Design Professional's inadvertent error in listing a subconsultant who is not registered pursuant to Labor Code section 1725.5 in response to a solicitation shall not be grounds for filing a protest or grounds for considering the bid or proposal non-responsive provided that any of the following apply: (1) the subconsultant is registered prior to proposal due date; (2) within twenty-four hours after the proposal due date, the subconsultant is registered and has paid the penalty registration fee specified in Labor Code section 1725.5; or (3) the subconsultant is replaced by another registered subconsultant pursuant to Public Contract Code section 4107.

ARTICLE V
RESERVED

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 sole 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 Deliverable Materials 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 Materials to the City, the agreement between Design Professional and the Subcontractor [Subcontractor Agreement] shall include a statement that identifies that the Deliverable Materials/Work product as a "work-for hire" as defined in the Act and that all intellectual property rights in the Deliverable Materials/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 Materials, 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 elected officials, 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, Deliverable Materials, 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: Public Works Department, 1010 Second Avenue, Suite 1200, San Diego, CA 92101 and notice to the Design Professional shall be addressed to: Infrastructure Engineering Corporation, 14271 Danielson Street Poway, CA 92064.

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; Robert Weber, PE; Preston Lewis, PE; Anders Egense, PE; Scott Humphrey, PE, GISP; Anna Buising, PhD, PG; Vicki Shaw [Project Team]. Accordingly, performance of Professional Services under this Agreement 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 Team 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 performance of the Scope of Services.

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 in the Scope of Services as described in issued Task Orders.

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. 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 without regard to the conflicts or choice of law provisions thereof.

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 Contractor Standards. This Agreement is subject to the Contractor Standards clause of the Municipal Code Chapter 2, Article 2, Division 30 adopted by Ordinance No. O-20148. All consultants are required to complete the Contractor Standards Pledge of Compliance included herein as Exhibit I. The Contractor Standards are available online at www.sandiego.gov/purchasing/vendor/index.shtml or by request from the Purchasing & Contracting Department by calling (619) 236-6000.

9.23 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 J. 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, Design Professional must certify it 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)]. Design Professional 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.

Design Professional also must give the City access to documents and records sufficient for the City to verify the Design Professional is 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/ or can be requested from the Equal Benefits Program at (619) 533-3948.

9.24 Public Records. This contract is public document subject to the California Public Records Act, and as such may be subject to public review per Exhibit K (Regarding Information Requested under the California Public Records Act).

9.25 Precluded Participation. In order to avoid any conflicts of interest, the Design Professional, and all subconsultants, shall be precluded from participating in any future contract for services, that is subsequently required/created as a result of the contract services provided under this Agreement.

The remainder of this page has been intentionally left blank.

IN WITNESS WHEREOF, this Agreement is executed by the City of San Diego, acting by and through its Mayor, pursuant to R-_____, , authorizing such execution, and by the Design Professional pursuant to Resolution of the Board of Directors.

Dated this _____ day of _____, _____.

THE CITY OF SAN DIEGO
Mayor or Designee

By_____

I HEREBY CERTIFY I can legally bind Infrastructure Engineering Corporation and that I have read all of this Agreement, this 19 day of August, 2015.

By_____
Robert S. Weber
PE, President/CFO

By_____
Anders Egense
Senior Project Manager

I HEREBY APPROVE the form of the foregoing Agreement this _____ day of _____, _____.

JAN I. GOLDSMITH, City Attorney

By_____
Deputy City Attorney

DOCKET SUPPORTING INFORMATION CITY OF SAN DIEGO **EQUAL OPPORTUNITY CONTRACTING PROGRAM EVALUATION**	DATE: September 4, 2015
SUBJECT: As-Needed Civil Engineering Agreement with Infrastructure Engineering Corporation	

GENERAL CONTRACT INFORMATION

Recommended Consultant: Infrastructure Engineering Corporation (Not Certified, M Cauc)

Amount of this Action: $ 1,000.00
Original Contract Amount: $ 5,000,000.00 (Not to Exceed)

Funding Source: City of San Diego

Goal: 20% Voluntary SLBE/ELBE

SUBCONSULTANT PARTICIPATION	This Action	Percent
Allied Geotechnical Engineers (ELBE, DBE, MBE, M Cauc)	$ 335,000.00	6.70%
Quality Infrastructure Corporation (ELBE, M Cauc)	$ 250,000.00	5.00%
RFYeager Engineering (SLBE, DVBE, , M Cauc)	$ 100,000.00	2.00%
Aguirre & Associates (SLBE, DBE, MBE, M Latino)	$ 100,000.00	2.00%
RCE Traffic Engineering (SLBE, M Cauc)	$ 350,000.00	7.00%
David Reed Landscape Architects (ELBE, M Cauc)	$ 50,000.00	1.00%
Moraes/Pham & Associates (SLBE, DBE, MBE, M Latino)	$ 50,000.00	1.00%
Rocks Biological Consulting (ELBE, WBE, F Cauc)	$ 100,000.00	2.00%
Laguna Mountain Environmental (SLBE, M Cauc)	$ 150,000.00	3.00%
Vic Salazar Communications (ELBE, DBE, MBE, M Latino)	$ 150,000.00	3.00%
Cvaldo Corporation (SLBE, DBE, MBE, M Latino)	$ 250,000.00	5.00%
OBR Architecture (ELBE, M Cauc)	$ 250,000.00	5.00%
Beyaz & Patel (SLBE, DBE, MBE, M Asian)	$ 400,000.00	8.00%
DHK Engineering (ELBE, M Cauc)	$ 100,000.00	2.00%
PCG Utility Consultants (ELBE, DBE, WMBE, F African Amer)	$ 250,000.00	5.00%
Dokken Engineering (Not Certified, M Cauc)	$ 250,000.00	5.00%
PW Engineering (ELBE, M Asian)	$ 15,000.00	0.30%
Total Certified Participation	**$2,900,000.00**	**58.00%**
Total Non-Certified Participation	**$ 250,000.00**	**5.00%**
Total Subcontractor Participation	**$3,150,000.00**	**63.00%**

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

Equal Opportunity: Required

Infrastructure Engineering Corporation submitted a Work Force Report for their San Diego County employees dated, September 3, 2015, indicating 50 employees in their Administrative Work Force.

The Administrative Work Force indicates under representation in the following categories:

Filipino and Female in Professional
Latino, Asian, Filipino and Female in Technical
Latino in Administrative Support

This agreement is subject to the City's Equal Employment Opportunity Outreach Program (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).

ADDITIONAL COMMENTS

H15359 - Original commitment of 58.00% to certified SLBE and ELBE firms.

MM

The City of San Diego
COMPTROLLER'S CERTIFICATE

CERTIFICATE OF UNALLOTTED BALANCE

ORIGINATING CC 3000008191
DEPT. NO.: 2112

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount: _____ _____

Purpose: _____

Date: _____ By: _____
COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center or Cost Center	Internal Order or WBS Element	Original Amount
								TOTAL AMOUNT	

FUND OVERRIDE ☐

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said money now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed: $1,000.00

Vendor: Infrastructure Engineering Corporation

Purpose: To authorize the expenditure of funds not to exceed $1,000.00 to Infrastructure Engineering Corporation for the purpose of executing an Agreement for As-Needed Civil Engineering and meeting the minimum contract requirements.

Date: September 15, 2015 By: Michael Pelayo
COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center or Cost Center	Internal Order or WBS Element	Original Amount
1	B15117	700008		512034	OTHR-00000000-SU	2011		B-15117.02.02	$1,000.00
								TOTAL AMOUNT	$1,000.00

CC-361 (REV 7-09)

FUND OVERRIDE ☐

CC 3000008191

DESIGN PROFESSIONAL AS-NEEDED EXHIBITS

SCOPE OF SERVICES

PUBLIC WORKS DEPARTMENT
AS-NEEDED PROFESSIONAL CIVIL ENGINEERING SERVICES

1.0 SCOPE OF SERVICES

1.1 GENERAL

1.1.1 Under the general supervision of the City Mayor or his designated representatives, Consultant shall provide as-needed annual professional Civil Engineering services by Task Orders on an hourly basis. The Contract has a term of not to exceed five calendar years from the award and shall not exceed five million dollars. Civil Engineering Services include, but are not necessarily limited to preparation of construction documents for; water/sewer/storm drain rehab/replacement projects, water/sewer facility improvement projects, street/sidewalk/bike lane improvement projects, various structural improvement projects, preparation of environmental documents, assist in the acquisition of various permits, perform hydrology/hydraulic analysis, provide bid and construction support services and other services necessary to complete the Tasks. These services will be provided according to City directions and in conformance with the current California Building Code/Uniform Building Code, California Title 24 Accessibility Standards, and the Americans with Disabilities Act/Americans with Disabilities Act Design Guidelines including professional standards of practice established by the City (see paragraph 1-15). This includes all amendments and revisions of these standards as adopted by the City.

1.1.2 Consultant is responsible for the design services and, if needed, construction management services of the Task in accordance with all current applicable laws, regulations and codes.

1.1.3 Consultant, either personally or through its subconsultants, shall make any presentations necessary as determined by the City, to City Council, Council Committee, Public Building Review Committee and citizen groups to provide them with the information about the Task. Consultant, either personally, or through its subconsultants, shall also make presentations to any

governing or regulatory body or agency for other approvals as may be required.

1.1.4 Consultant shall obtain all necessary soils investigation required for the design of the Task. The consultant, either personally or through the Soil Subconsultant, shall prepare a statement that may, in the City's discretion, be included in the bidding Documents as to the nature of soils, contamination, ground water conditions and any other information concerning the existing conditions of the site.

1.1.5 The professional standards of practice established by the City and referred to in paragraph 1.1 include but are not necessarily limited to, the current versions of the following:

1.1.5.1 American Public Works Association's/Associated General Contractors of California's Standard Specifications for Public Works construction with Regional and City Supplements [the Greenbook]

1.1.5.2 San Diego Regional Standards Committee's WATCH Handbook.

1.1.5.3 City of San Diego's Standard Special Provisions for Street Lighting & Traffic Signal Systems.

1.1.5.4 California Department of Transportation's Manual of Traffic controls for construction and Maintenance Work Zones.

1.1.5.5 California Department of Transportation's Standard Specifications (utilized for work in CalTrans rights-of-ways).

1.1.5.6 City of San Diego's Standard Drawings.

1.1.5.7 California Department of Transportation's Standard Plans (utilized for striping of City streets and work in CalTrans rights-of-ways).

1.1.5.8 City of San Diego's Drainage Design Manual.

1.1.5.9 City of San Diego's Landscape Technical Manual produced by the Planning Department.

1.1.5.10 City of San Diego's Consultant's Guide to Park Design

produced by the Park & Recreation Department.

1.1.5.11 City of San Diego Sewer Design Guide.

1.1.5.12 City of San Diego's Street Design Manual.

1.1.5.13 City of San Diego's Manual of Preparation of Land Development and Public Improvement Plans.

1.1.5.14 City of San Diego's Technical Guidelines for Geotechnical Reports.

1.1.5.15 Land Development Code/San Diego Municipal Code.

1.1.6 Consultant shall comply with City Engineering drafting standards, as outlined in the City of San Diego's Manual of Preparation Land Development and Public Improvement Plans, in order to ensure good quality microfilm prints. The Consultant shall check with Development Services Plan Check Section for amendments to the most recent version of the manual.

1.1.7 Consultant shall provide all required easement documents (i.e. dedication, acquisitions, set asides, street vacations, abandonments, subordination agreements, joint use agreements, etc.) per City of San Diego Real Estate Assets Department requirements and Council Policy 600-04.

1.1.8 Consultant shall design the storm drain systems to the frequency storm runoff capacities as outlined in of the City of San Diego's Drainage Design Manual (ref. Section 1-102.2).

1.1.9 Consultant shall provide all required information for the construction or relocation of public or private utility facilities which must be constructed or relocated as a result of this Project.

1.1.10 If directed, Consultant shall address all traffic control requirements for the Task including, if necessary, separate traffic control plans and/or notes.

1.1.11 Consultant shall obtain all necessary geotechnical information required for the design and construction of the Project. The Task Engineering Geologist and/or Project Soils Engineer (qualified R.C.E. or R.G.E.) shall prepare a statement, that will be included in the Bidding Documents, to address existing geotechnical conditions of the site which might affect construction.

1.1.12 Consultant shall design the Task to comply with the ADA and Title 24 as described in the Agreement; however, as owner of the facility, the City is exposed to liability for projects on which designers fail to meet this obligation. Consequently, the City is implementing an evaluation of certain design aspects to ensure a compliant facility. The Consultant shall complete and submit an ADA Compliance Review Checklist. This Checklist is designed to assist consultants in meeting their ADA obligations under the contract (Consultant also must meet Title 24 which these checklists do not cover). These checklists are not comprehensive. The checklists merely reflect the specific problematic areas of compliance with ADA commonly seen by the City. As a result, the City will be checking only these areas of ADA prior to acceptance of a Consultant's design. The Consultant is obligated to meet all additional laws which are not included on the City's ADA Design Review Checklist, and/or to advise the City at any time if they feel components on the checklist misrepresent the current state of the law. These ADA checklists and the City's access review process in no way limits the Consultant's obligation under the contract.

2.0 TASK DELIVERABLES

2.1 CONTRACT DOCUMENTS

2.1.1 The Consultant shall design and prepare Contract Documents for this As-Needed Contract task as directed by City Staff.

2.1.2 Working Drawings shall be prepared by the Consultant in accordance with the City's most current drawing format as outlined in the City of San Diego's Manual of Preparation of Land Development and Public Improvement Plans. Specifications shall be prepared using Microsoft Word or equivalent utilizing Greenbook or Construction Specification Institute (CSI) format. Consultant will furnish only the technical "Special Provisions" section of the Specifications to supplement or modify the Greenbook standards. Any computer programs used for hydraulic calculations shall be IBM PC compatible.

2.2 SCHEMATIC DESIGN:

2.2.1 Consultant shall consult with the City to ascertain requirements of the Task including operational needs analysis in coordination with the City's Public Works Department. Schematic Design studies shall include, but not be limited to the following:

2.2.2 Site plan, with diagrammatic indications showing relationships of the Task components, including traffic circulation and landscaping.

2.2.2.1 Sketches with sufficient detail to illustrate the scale and location of the Task components.

2.2.2.2 Floor plans showing sufficient cross-sections to illustrate the scale and relationship of building components, exterior elevations and exterior colors and textures.

2.2.2.3 Analysis of parameters affecting design and construction for each alternate considered.

2.2.2.4 Description and recommendation for structural, mechanical and electrical systems, showing alternatives considered, probable construction costs for the base Task and all additive alternates considered.

2.2.2.5 Summary of Task requirements and a recommendation.

2.2.3 City approval of the Schematic Design Documents and Task Proposal is a condition precedent to authorization to the consultant to proceed with any task.

2.3 DESIGN DEVELOPMENT:

2.3.1 Consultant shall prepare from the approved Schematic Design Documents, for approval by the City, Design Development Documents to fix and describe the size and character of the entire Task. These documents shall contain, as a minimum, the following:

2.3.2 Site plan, indicating the immediate surrounding development around the site nature and relational location, via dimensions, of all proposed Task components. Traffic circulation and landscaping should also be indicated at this stage.

2.3.3 Plans, elevations, cross/longitudinal sections, details, and notes as required to fix and describe the Task as to architectural, mechanical and electrical systems, and a space plan showing furniture layouts, interior and exterior materials.

2.3.4 Proposed construction schedules.

2.3.5 Technical 'Special Provisions' section of the Specifications.

2.3.6 Outline of Specifications prepared in accordance with the latest recommended format of the Construction Specification Institute, or in Greenbook format.

2.3.7 Probable Project Construction Costs, for each component of the Project being considered in this phase.

2.4 CONSTRUCTION DOCUMENTS:

2.4.1 Consultant shall prepare, if directed, based on the approved Design Development Documents, Working Drawings and Contract Specifications [Construction Documents] setting forth in detail the requirements for the Project construction, and furnishing of the entire Project including the necessary bidding information.

2.4.2 Consultant shall have a specific program established for coordinating the work of all his or her consultants with the architectural work and with each other.

2.4.3 Working Drawings and Specifications will be prepared in accordance with the latest City drawing and specification format. Specifications shall be typed using Microsoft Word and printed using a standard laser printer or equivalent utilizing Greenbook and/or CSI format. Mylar "D" Sheets will be furnished by the City. Working drawings shall be made with permanent ink, Computer Aided Drafting, a permanent photographic reproduction process, or with pencil made for use on drafting film and permanently fixed with spray coating. Scale and clarity or detail shall be suitable for half-size reduction. Electronic files shall be submitted to the City as directed.

2.4.4 If directed, consultant shall provide a Construction Cost Estimate based on the Construction Documents.

2.4.5 Consultant shall file the required documents to obtain the services of all utilities required by the Project, including but not limited to, natural gas, electrical, telephone, cable, fiber optics, water, sewer, and storm drain; and shall coordinate the design of serving utilities with the corresponding utility companies. Consultant shall furnish City with a written confirmation of the utility companies' approval of the proposed services and of the cost of

these services, along with initial submission of Construction Documents.

2.4.6 If directed, the consultant shall prepare and provide a geotechnical Design Report.

2.4.7 Consultant shall address all traffic control requirements for the Project including, if necessary at the discretion of the City, separate traffic control plans and/or notes.

2.4.8 Consultant shall prepare and incorporate into the Construction Documents, a Storm Water Pollution Prevention Plan (SWPPP) to be implemented by the Contractor during Project construction. The SWPPP shall comply with the California Regional Water Quality Control Board Statewide General Construction Storm Water permit current requirements.

2.4.9 Consultant shall apply for and obtain a discretionary and/or building permit(s) for the building from the City's Development Services Department, California Department of Fish & Game, Army Corps of Engineers, Coastal Commission, CalTrans, Port District, Navy, Airport Authority and revise the plans as necessary to obtain such permit(s). City will pay the permit fees. It is the Consultant's responsibility to obtain and research the necessary information from the San Diego Municipal Code/Land Development Code for the project design's compliance with the current development regulations.

2.4.10 Consultant shall provide a Construction Cost Estimate based on the Construction Documents.

2.4.11 Consultant shall revise Construction Documents to incorporate comments received from the City-wide plan check or from the permitting agencies.

2.5 BIDDING DOCUMENT:

2.5.1 Consultant, following City approval of the Construction Documents, shall prepare Final Corrected Construction Documents [Bidding Documents], and shall assist City in responding to inquiries from prospective bidders, and in preparation of Addenda for issuance by the City.

2.6 CONSTRUCTION ADMINISTRATION:

2.6.1 The Construction Phase will commence with the award of the construction contract, and will terminate when the Project is complete and operable and the Final Record Drawings [As-builts] have been accepted by the City.

2.6.2 During the construction phase, Consultant shall provide technical advice for the Project, and any other related work, to the Project Manager employed by the City of San Diego as required by the scope of work of the Task.

2.6.3 Consultant shall incorporate all construction changes provided by the City into the Final Record Drawings, including the location of underground and concealed utilities, and significant shop drawing information, and shall submit them to the Project Manager as Record Drawings for final acceptance.

2.6.4 Consultant shall aid the City in the general administration of any construction contract let by City for development of the Project including periodic on-site observations as may be necessary to determine if the work is proceeding in accordance with Contract Documents. Consultant shall make such regular reports as may be required by applicable agencies, inform the City of the progress of Project development by preparation of monthly reports, check and approve schedules and other submittals in a timely manner, attend periodic meetings and make other submittals in a timely manner, attend periodic meetings as may be established between City and Contractors, prepare Change and Clarification memoranda and Change Orders for City's approval, examine Contractor's requests for Progress Payments and make recommendations with respect to said payments and provide color scheme and schedule for all materials in Project for City's approval.

2.6.5 Consultant shall aid in the assembling of all written guarantees and warranties, instruction books, diagrams and charts required by Contract Documents.

2.6.6 Consultant shall conduct inspections to determine the date of substantial completion and final completion, and shall furnish City with a statement that Project has been constructed in accordance with the Plans and Specifications.

2.6.7 Consultant shall incorporate all construction changes into the original tracings, including location of underground concealed utilities, significant shop drawing information, and final adjusted

outputs of mechanical systems, and submit them to the City for final acceptance

EXHIBIT B

TASK ORDER AUTHORIZATION FOR PROFESSIONAL SERVICES [TASK ORDER]

Consultant:

Agreement:

Task Order No.: **Date:**

Pursuant to the Terms and Conditions of the Agreement referenced above and incorporated into this Task Order, Consultant hereby agrees to perform the Professional Services described below. The Consultant shall furnish all necessary facilities, materials, and professional, technical, and supporting personnel required by this Task Order.

Part A **Scope of Services**

1.1 Professional Services rendered under this Task Order shall be performed in accordance with the Agreement. The Scope of Services shall be as set forth in Exhibit A of the Agreement and as more fully set forth below. If necessary, the Scope of Services may be more fully described on one or more separate sheets and attached to this Task Order.

Part B **Task Order Compensation**

City shall pay Consultant for the Professional Services required by this Task Order in accordance with Article III of the Agreement.

The not to exceed cost for the Scope of Services for this Task Order is $ _____ .

Part C **Personnel Commitment**

The Scope of Services shall be performed by Consultant's personnel in the number and classifications required by City.

Part D **Time Sequence**

All Professional Services to be performed under this Task Order shall be completed by _____, and as set forth in the Task Order Scope of Services.

City of San Diego	**Consultant**
Recommended For Approval:	I hereby acknowledge receipt and acceptance of this Task Order for:
Approved By:	By:
Name: (Type)	
Title:	
Date:	

COMPENSATION AND FEE SCHEDULE

Professional

Engineering Intern/Technician	$ 75
CADD Designer I/Engineer I	$ 125
Graphic Designer	$ 130
CADD Designer II/Engineer II	$ 140
CADD Designer III/Engineer III	$ 150
Designer/Project Engineer	$ 165
Senior Project Engineer	$ 180
Senior Project Engineer Planning & IS	$ 195
Project Manager	$ 215
Senior Project Manager	$ 230
Principal	$ 245
Principal Planning & IS	$ 245

Surveying

Principal Surveyor	$ 165
Project Surveyor	$ 140
Field – 2 Man Crew **	$ 250
Survey Assistant	$ 120

Surveying-Equipment

GPS Rental-Daily Rate	$ 320
GPS Rental-Weekly Rate	$ 1,100
GPS Rental-Monthly Rate	$ 3,200

Administrative

Administrative Clerk	$ 75
Word Processor/Admin Support	$ 98

Environmental

Intern/Technician	$ 75
Env Specialist I/Project Coord I	$ 115
Technical Editor	$ 105
Lead Technical Editor	$ 125
Graphic Artist	$ 118
Env Specialist II/Project Coord II	$ 140
Env Specialist III/Project Coord III	$ 152
Project Manager I	$ 165
Project Manager II	$ 177
Senior Technical Staff	$ 190
Senior Project Manager	$ 220
Principal	$ 230

Construction **

Construction Inspector	$ 128
Senior Construction Inspector	$ 141
Resident Engineer	$ 158
Construction Manager	$ 180
Sr. Construction Manager	$ 205
CM Coordinator	$ 115
Asst CM Coordinator	$ 95

Flow Monitoring

Field Tech I	$ 75
Field Tech II	$ 95
Field Tech III	$ 105
Field Supervisor	$ 118
Field Operations Manager	$ 145
Project/Data Manager	$ 160

NOTE:

- Mileage reimbursement rate will be at current City of San Diego mileage rate (mileage log required).
- Travel expenses for the lowest cost effective Air Fare, Train, and/or Car Rental, will be reimbursed at actual costs (receipts required).

- Lodging and Per Diem will be reimbursed at actual costs (receipts required) up to the maximum allowance for the San Diego area as published/posted on the U.S. General Services Administration website (http://www.gsa.gov/portal/category/100120).

- All subconsultant costs are reimbursed as a "direct expense" at actual costs (invoice/receipts required).

- A request for an annual rate adjustment must be submitted to the City of San Diego in writing for approval. Written justification for the rate adjustment must be submitted to the City of San Diego a minimum of 60 days before the Agreement anniversary date. Said proposed adjustment shall not exceed three percent (3%), and the City of San Diego must approve any rate adjustments in writing before they become effective.

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

CONSULTANT REQUIREMENTS

TABLE OF CONTENTS

I. **City's Equal Opportunity Commitment** 1

II. **Nondiscrimination in Contracting Ordinance** 1

III. **Equal Employment Opportunity Outreach Program** 2

IV. **Small and Local Business Program** 2

V. **Demonstrated Commitment to Equal Opportunity** 3

VI. **Definitions** 4

VII. **Certification** 5

VIII. **List of Attachments** 5

- AA. **Disclosure of Discrimination Complaints** 6
- BB. **Work Force Report** 10
- CC. **Subcontractors List** 11
- DD. **Consultant Past Participation List** 12

I. **City's Equal Opportunity Commitment.** The City of San Diego (City) is strongly committed to equal opportunity for employees and Subcontractors of Consultants doing business with the City. The City encourages its Consultants to share this commitment. Consultants are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer consulting opportunities to all eligible Subcontractors. ***Failure to submit the required EOCP documentation indicated below shall result in a determination of the Consultant being non-responsive.***

II. **Nondiscrimination in Contracting Ordinance.** All Consultants doing business with the City, and their Subcontractors, must comply with requirements of the City's *Nondiscrimination in Contracting Ordinance,* San Diego Municipal Code Sections 22.3501 through 22.3517.

A. Disclosure of Discrimination Complaints (Attachment AA). As part of its bid or proposal, Consultant shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Consultant in a legal or administrative proceeding alleging that Consultant discriminated against its employees, Subcontractors, vendors, 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 and any Subcontractors, vendors, and suppliers:

> 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, vendors, or suppliers. Consultant shall provide equal opportunity for Subcontractors to participate in opportunities. Consultant 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. Contract Disclosure Requirements. Upon the City's request, Consultant agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Consultant has used in the past five (5) years on any of its contracts that were undertaken within County of San Diego, including the total dollar amount paid by Consultant for each subcontract or supply contract. Consultant 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. Consultant 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 up to and including contract termination, debarment and other sanctions.

III. Equal Employment Opportunity Outreach Program. Consultants shall comply with requirements of San Diego Municipal Code Sections 22.2701 through 22.2707. Consultants shall submit with their proposal a Work Force Report for approval by the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP).

A. Nondiscrimination in Employment. Consultant shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Consultants shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Consultant liable for any discriminatory practice of its subcontractors.

B. Work Force Report. If based on a review of the Work Force Report (Attachment BB) submitted an EOCP staff Work Force Analysis determines there are under representations when compared to County Labor Force Availability data, then the Consultant will also be required to submit an Equal Employment Opportunity (EEO) Plan to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval.

C. Equal Employment Opportunity Plan. If an Equal Employment Opportunity Plan is required, the Program Manager of EOCP will provide a list of plan requirements to Consultant.

IV. Small and Local Business Program Requirements. The City has adopted a Small and Local Business Enterprise (SLBE) program for consultant contracts. SLBE program requirements for consultant contracts are set forth Council Policy 100-10.

A. SLBE and ELBE Participation for Contracts Valued Over $50,000:

1. For proposals ranking as qualified or acceptable, or any higher ranking, the City shall apply a maximum of 12 additional points for SLBE or ELBE participation. Points will be awarded as follows:

   a. 20% participation – 5 points
   b. 25% participation – 10 points
   c. SLBE or ELBE as prime contractor – 12 points

2. All professional services contracts valued over $50,000 or more have a voluntary SLBE/ELBE goal of 20%. For the purposes of this Council Policy, the subcontractor requirement may be met by a provider of materials or supplies. Details can be found at http://www.sandiego.gov/eoc/boc/slbe.shtml.

B. Subcontractor Participation List. The Subcontractor Participation List (Attachment CC) shall indicate the Name and Address, Scope of Services, Percent of Total Proposed Contract Amount, Certification Status and Where Certified for each proposed Subcontractor/Subconsultant.

V. Demonstrated Commitment to Equal Opportunity. The City seeks to foster a business climate of inclusion and to eliminate barriers to inclusion.

A. Consultants are required to submit the following information with their proposals:

1. Outreach Efforts. Description of Consultant's outreach efforts undertaken on this project to make subcontracting opportunities available to all interested and qualified firms including SLBE/ELBE/DBE/MBE/WBE/DVBE/OBE.

2. Past Participation Levels. The Consultant shall list all Subcontractor and Supplier past participation levels on each project (preferably in the City or County of San Diego) in response to Section 6.2.3 of the RFP by using the Past Participation List (Attachment DD). Include the name of project, type of project, value of project, Subcontractor and Supplier firm name, Subcontract amount and identification of the firm's ownership as a certified Minority Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE), Other Business Enterprise (OBE), Small Disadvantaged Business (SDB), Woman Owned Small Business (WOSB), Service Disabled Veteran Owned Business (SDVOSB), Historically Underutilized Business Zones (Hub Zone), Emerging Local Business Enterprise (ELBE) or Small Local Business Enterprise (SLBE). To receive credit for past participation levels by certified firms, Consultant shall provide copies of all listed consultant's certifications with the Proposal.

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

4. Community Activities. Listing of Consultant'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.

B. In accordance with the City's Equal Opportunity Commitment, the City will consider the four factors described above as part of the evaluation process. A maximum of 13 additional points will be awarded based on consideration of these four factors. Points awarded based on Consultants demonstrated commitment to equal opportunity will be in addition to any points awarded for SLBE or ELBE participation as described in Section IV.

VI. Definitions.

Commercially Useful Function: an SLBE/ELBE performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the

SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, an SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE-ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business which is at least fifty-one percent (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 fifty-one percent (51%) of the stock must be owned by, and the business operated by, socially and economically disadvantaged individuals.

Disabled Veteran Business Enterprise (DVBE): a certified business which is at least fifty-one percent (51%) owned by one or more veterans with a service related disability and whose management and daily operation is controlled by the qualifying party(ies). The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a firm having a Principal Place of Business and a Significant Employment Presence in San Diego County, California, that has been in operation for 12 consecutive months and a valid business tax certificate. This definition is subsumed within the definition of Small Local Business Enterprise.

Minority Business Enterprise (MBE): a certified business which is at least fifty-one percent (51%) owned by African Americans, American Indians, Asians, Filipinos, Latinos, or a combination and whose management and daily operation is controlled by one or more members of the identified ethnic groups. In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more members of the identified ethnic groups.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise.

Principal Place of Business: a location wherein a firm maintains a physical office and through which it obtains no less than fifty percent (50%) of its overall customers or sales dollars.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees are domiciled in San Diego County.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City Manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business which is at least fifty-one percent (51%) owned by one or more women and whose management and daily operation is controlled by the qualifying party(ies). In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more women.

VII. Certification.

The City accepts certifications of MBE, WBE, DBE or DVBE from the following certifying agencies:

Current certification by the State of California Department of Transportation (CALTRANS) as DBE.

Current MBE or WBE certification from the California Public Utilities Commission.

DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.

Current certification by the City of Los Angles as DBE, WBE or MBE.

Current certification by the U.S. Small Business Association as SDB, WOSB, SDVOSB, or Hubzone.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with RFP.

VIII. List of Attachments.

AA. Disclosure of Discrimination Complaints
BB. Work Force Report
CC. Subcontractors List
DD. Consultant Past Participation List

DISCLOSURE OF DISCRIMINATION COMPLAINTS

As part of its proposal, the Design Professional must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Design Professional in a legal or administrative proceeding alleging that Design Professional discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

☐ The undersigned certifies that within the past 10 years the Design Professional has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Design Professional discriminated against its employees, subcontractors, vendors or suppliers.

☐ The undersigned certifies that within the past 10 years the Design Professional has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Design Professional discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

Date of Claim	Location	Description of Claim	Litigation (Y/N)	Status	Resolution/Remedial Action Taken

Design Professional Name _____

Certified By _____ Title _____
Name

_____ Date _____
Signature

USE ADDITIONAL FORMS AS NECESSARY

City of San Diego

ATTACHMENT BB

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

1010 Second Avenue • Suite 1400 • MS 614C • San Diego, CA 92101
Phone: (619) 533-3450 • Fax: (619) 533-3633

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: Infrastructure Engineering Corporation

AKA/DBA: _____

Address (Corporate Headquarters, where applicable): 14271 Danielson Street

City Poway County San Diego State CA Zip: 92064

Telephone Number: (858) 413-2400 FAX Number: (858) 413-2440

Name of Company CEO: Rob Weber, PE

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

Address: 301 Mission Avenue, Suite 202

City Oceanside County San Diego State CA Zip 92054

Telephone Number: (760) 529-0795 FAX Number: (760) 529-0785

Type of Business: Corporation Type of License: Engineering

The Company has appointed: Vicki Shaw

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: 14271 Danielson Street, Poway, CA 92064

Telephone Number: (858) 413-2400 FAX Number: (858) 413-2440

☒ 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 Infrastructure Engineering Corporation,
(Firm Name)

San Diego (County) CA (State) hereby certify that information provided

herein is true and correct. This document was executed on this 15 day of July, 20 15

Robert Weber

(Authorized Signature)

Rob Weber, PE

(Print Authorized Signature)

WORK FORCE REPORT – NAME OF FIRM: Infrastructure Engineering Corporation DATE: July 15, 2015

OFFICE(S) or BRANCH(ES): Poway & Oceanside COUNTY: San Diego

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											4	2		
Professional			1	2	2						8	5		
A&E, Science, Computer														
Technical	1		1			2	1		1		16			
Sales														
Administrative Support								1				3		
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

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

Totals Each Column	1		2	2	2	2	1	1	1		28	10		

Grand Total All Employees	50

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 2010 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.[1] 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.[2] If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.[1]

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.[1,3] In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.[3]

TYPES OF WORK FORCE REPORTS

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

[1] One San Diego County (or Most Local County) Work Force – Mandatory in most cases

[2] Branch Work Force *

[3] 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

SUBCONTRACTOR PARTICIPATION LIST

This list shall include the name and complete address of all Subcontractors who qualify as SLBEs or ELBEs. Consultants must also list participation by any MBE, WBE, DBE, DBVE and OBE firms. However, no additional points will be awarded for participation by these firms, except that DVBEs that are certified by the City as local businesses shall be counted as SLBEs.

Subcontractors shall be used in the percentages listed. NOTE: If percentages are listed as a range, the minimum number identified in the range will be used to calculate overall subcontractor participation.

No changes to this Participation List will be allowed without prior written City approval. The Consultant 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.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF SERVICES	PERCENT OF CONTRACT	**SLBE/ELBE** (MBE/ WBE/DBE/ DVBE/OBE*)	WHERE CERTIFIED **
Allied Geotechnical Engineers, Inc. 9500 Cuyamaca Street, Suite 102 Santee, CA 92071	Geotechnical	6.7%	ELBE DBE MBE SBE OBE	CITY CUCP CUCP CUCP CADoGS
Quality Infrastructure Corporation 7777 Alvarado Road, Suite 606 La Mesa, CA 91942	General Civil/Small Transportation	5%	ELBE	CITY
RFYeager Engineering, LLC 9562 Winter Gardens, Suite D-151 Lakeside, CA 92040	Corrosion/Condition Assessment	2%	SLBE DVBE OBE	CITY CADoGS CADoGS
Aguirre & Associates 8265 Commercial Street, Suite 1 La Mesa, CA 91942	Surveying and Mapping	2%	SLBE DBE MBE	CITY Caltrans CUCP Caltrans CUCP
RCE Traffic Engineering 9255 Dillon Drive La Mesa, 91941	Traffic Engineering	7%	SLBE OBE	CITY CADoGS
David Reed Landscape Architects 2171 India Street, Suite A San Diego, CA 92101	Landscape Architecture/Revegetation	1%	ELBE	CITY
Moraes/Pham & Associates 2131 Palomar Airport Road, Suite 120 Carlsbad, CA 92011	Electrical & SCADA	1%	SLBE	CITY
Rocks Biological Consulting, Inc. 5101 September Street San Diego, CA 92110	Biological Services	2%	ELBE WBE	CITY CPUC
Laguna Mountain Environmental 7969 Engineer Road, Suite 208 San Diego, CA 92111	Cultural Resources	3%	SLBE	CITY
Vic Salazar Communications 2514 Jamacha Road #502-21 El Cajon, CA 92019	Public Information Officer	3%	SLBE ELBE DBE MBE	CITY CITY CALTRANS CPUC
Cvaldo Corporation 4901 Morena Blvd, Ste. 1110 San Diego, CA 92117	Hydrology/Hydraulic Analysis	5%	SLBE MBE DBE	CITY CALTRANS CUCP

obr Architecture Inc. 3817 Ray St., San Diego, CA 92104	Architecture	5%	ELBE	CITY
Beyaz & Patel, Inc. 16935 West Bernardo Drive, Suite 100 San Diego, CA 92127	Structural	8%	SLBE DBE MBE	CITY CUCP CUCP
DHK Engineering 1851 Skyhill Place Escondido, CA 92026	Odor Control	2%	ELBE	CITY
PCG Utility Consultants, Inc. 3911 North Cordoba, Suite B, Spring Valley, CA 91977	Potholing	5%	SLBE WBE, WMBE	CITY Caltrans CPUC
Dokken Engineering 5675 Ruffin Road, Suite 250 San Diego, CA 92123	Large Transportation	5%	OBE	N/A
PW Engineering 933 Muirlands Vista Way San Diego, CA 92037	Water/Wastewater Engineering	0.3%	ELBE	CITY

List of Abbreviations:

Small Local Business Enterprise SLBE
Emerging Local Business Enterprise ELBE
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*

* Listed for informational purposes only.
** Consultant shall indicate if Subcontractor is certified by one of the agencies listed in Section VII of the Equal Opportunity Contracting Program (EOCP) Consultant Requirements.

CONSULTANT PAST PARTICIPATION LIST

The Consultant shall complete this form for the first three projects listed in response to the RFP. The Consultant Past Participation List shall include name, address, telephone number (including area code), classification, type of work, dollar amount of participation, certification, and certifying agency for each Subcontractor or Supplier who participated in the referenced project.

NAME OF PROJECT: _____

TYPE OF PROJECT: _____ DOLLAR VALUE OF CONTRACT: _____

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONTRACTOR, DESIGNER, SUPPLIER, OR VENDOR	TYPE OF WORK PERFORMED, MATERIALS OR SUPPLIES	DOLLAR AMOUNT OF SUBCONTRACTOR PARTICIPATION OR MATERIALS OR SUPPLIES	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB①	WHERE CERTIFIED②
Name:_____ Address:_____ City:_____ State:_____ Zip:_____ Phone:_____					
Name:_____ Address:_____ City:_____ State:_____ Zip:_____ Phone:_____					
Name:_____ Address:_____ City:_____ State:_____ Zip:_____ Phone:_____					

① As appropriate, Consultant shall identify Subcontractors or Suppliers as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE):

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	Certified Emerging Local Business Enterprise	ELBE
Certified Small Local Business Enterprise	SLBE	Small Disadvantaged Business	SDB
Woman-Owned Small Business	WoSB	HUBZone Business	HUBZone
Service-Disabled Veteran Owned Small Business	SDVOSB		

② As appropriate, Consultant shall indicate if Subcontractor or Supplier is certified by:

City of San Diego	CITY	State of California Department of Transportation	CALTRANS
California Public Utilities Commission	CPUC	City of Los Angeles	LA
State of California's Department of General Services	CADoGS	U.S. Small Business Administration	SBA
State of California	CA		

The Consultant will not receive any points for past subcontracting participation percentages if the Consultant fails to submit the required proof of certification

EXHIBIT E

CONSULTANT CERTIFICATION FOR A DRUG-FREE WORKPLACE

PROJECT TITLE: As-Needed Civil Agreement - H156359

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:

Infrastructure Engineering Corporation
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 Robert Weber

Printed Name Robert Weber, PE

Title President

Date July 15, 2015

EXHIBIT F

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&r_id=/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

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.

EXHIBIT F

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, Public Works Department

2. Name of Specific Consultant & Company: Infrastructure Engineering Corporation

3. Address, City, State, ZIP: 14271 Danielson Street Poway, 92064

4. Project Title (as shown on 1472, "Request for Council Action"): Contract H156359 for As-Needed Civil Engineering Services

5. Consultant Duties for Project: Provide civil engineering design services.

6. 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: [signature] Interim Deputy Director — 2/3/15

[Name/Title]* [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.

EXHIBIT F

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.

Regulation 18701 (a)(2)
http://www.fppc.ca.gov/index.html?ID=52&r_id=/legal/regs/18701.htm
1/28/2006

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 contaminates 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.

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 contaminates 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:

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.

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

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):	2a. Name and address of Consultant:
1b. Brief Description:	2b. Consultant's Project Manager: Phone: ( )
1c. Budgeted Cost: $ WBS/IO:	

3. CITY DEPARTMENT RESPONSIBLE	
3a. Department (include Division):	3b. Project Manager (address & phone): Phone: ( )

4. & 5. CONTRACT DATA (DESIGN PHASE ☐ OR CONSTRUCTION SUPPORT ☐)

4. **Design Phase**

Agreement Date:_____ Resolution #: R-_____ Initial Contract Amount 4a. $_____ 4b. Prev. Amendment(s): $_____

4c. Current Amendment: $_____ / Number:_____ 4d. Total Agreement (4a. + 4b. + 4c.): $_____

4d. Type of Work (design, study, as-needed services, etc.):	4e. Key Design Phase Completion Dates:				
	% of Design Phase Completion	%	%	100%	Final Construction
	Agreed Delivery Date:	_____	_____	_____	Est. Completion: _____
	Actual Delivery Date:	_____	_____	_____	Actual Completion: _____
	Acceptance of Plans/Specs.:	_____	_____	_____	

5. **Construction Support**

5a. Contractor _____ Phone ( )_____
(name and address)

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 $_____
		Changed Quantities	_____ % of const. cost $_____
		Total Construction Cost $_____	

6. OVERALL RATING FOR DESIGN PHASE ☐ OR FOR CONSTRUCTION SUPPORT ☐

	Excellent	Satisfactory	Poor
6a. Quality of Plans/Specifications/As-Builts	☐	☐	☐
Compliance with Contract & Budget	☐	☐	☐
Responsiveness to City Staff	☐	☐	☐

6b. Overall Rating _____

7. AUTHORIZING SIGNATURES

7a. Project Manager _____ Date _____

7b. Section Head _____ Date _____

Section II — SPECIFIC RATING

DESIGN EVALUATION	EXCELLENT	SATISFACTORY	POOR	N/A
Plans/Specifications accuracy	☐	☐	☐	☐
Plans/Specs coordination	☐	☐	☐	☐
Plans/Specs properly formatted	☐	☐	☐	☐
Code Requirements covered	☐	☐	☐	☐
Adherence to City design standards	☐	☐	☐	☐
Attitude toward Client and review bodies	☐	☐	☐	☐
Follows direction and chain of responsibility	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

COMPLIANCE WITH CONTRACT & BUDGET	EXCELLENT	SATISFACTORY	POOR	N/A
Reasonable agreement negotiation	☐	☐	☐	☐
Adherence to fee schedule	☐	☐	☐	☐
Adherence to project budget	☐	☐	☐	☐
Timely responses	☐	☐	☐	☐
Timeliness in notifying City of major issues	☐	☐	☐	☐
Work product delivered on time	☐	☐	☐	☐
	☐	☐	☐	☐

CONSTRUCTION SUPPORT EVALUATION	EXCELLENT	SATISFACTORY	POOR	N/A
Drawing reflect existing conditions	☐	☐	☐	☐
As-Built drawings	☐	☐	☐	☐
Quality design	☐	☐	☐	☐
Change orders due to design deficiencies are minimized	☐	☐	☐	☐
Timely responses	☐	☐	☐	☐
Attitude toward Client and review bodies	☐	☐	☐	☐
Follows direction and chain of responsibility	☐	☐	☐	☐
Work product delivered on time	☐	☐	☐	☐
Timeliness in notifying City of major problems	☐	☐	☐	☐
Resolution of Field problems	☐	☐	☐	☐
Value Engineering Analysis	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Section III — SUPPLEMENTAL INFORMATION

(Please ensure to attach additional documentation as needed.)

Item_____: _____

_____

Item_____: _____

_____

Item_____: _____

_____

Item_____: _____

_____

(*Supporting documentation attached: Yes ☐ No ☐)

EXHIBIT I

City of San Diego

CONTRACTOR STANDARDS

Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a bidder or proposer has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Respondents must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render the bid or proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

A. BID/PROPOSER/SOLICITATION TITLE:

As-Needed Civil Agreement - H156359

B. BIDDER/PROPOSER INFORMATION:

Infrastructure Engineering Corpration

Legal Name | DBA

14271 Danielson Street, Poway CA 92064

Street Address | City | State | Zip

Anders Egense, PE - Project Manager | 858.413.2400 x270 | 858.413.2440

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 Attachment "A" to list all prior legal and DBA names, addresses, and dates each firm name was 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 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. Fill in only one section on this page. Use Attachment "A" if more space is required.

Corporation Date incorporated: 3 / 4 / 2002 State of incorporation: California

List corporation's current officers:
President: Rob Weber, PE
Vice Pres: Scott Humphrey, PE, GISP
Secretary: Vicki Shaw
Treasurer: Vicki Shaw

Is your firm a publicly traded corporation? ☐ **Yes** ☒ **No**

If **Yes**, name those who own ten percent (10 %) or more of the corporation's stocks:

_____
_____
_____
_____

Limited Liability Company Date formed: ____/____/____ State of formation: _____

List names of members who own ten percent (10%) 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: To be responsive, each member of a Joint Venture must complete a separate *Pledge of Compliance.*

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?
   ☐ **Yes** ☒ **No**

   If **Yes**, use Attachment "A" to explain the circumstances, including the buyer's name and principal contact information.

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

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

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
   ☐ **Yes** ☒ **No**

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

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors? No

6. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

   Name of Bank: Bank of Southern California

   Point of Contact: Marie Crivello

   Address: 3142 Tiger Run Court, Ste 107, Carlsbad, CA 92010

   Phone Number: 760.599.7044

7. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

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 Attachment "A" to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?
   ☐ **Yes** ☒ **No**

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

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?
   ☐ **Yes** ☒ **No**

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

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?
   ☐ **Yes** ☒ **No**

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

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?
   ☐ **Yes** ☒ **No**

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

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

   ☐ **Yes** ☒ **No**

   If **Yes**, use Attachment "A" to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Company Name: City of San Diego

Contact Name and Phone Number: Greg Cross, PE 619.533.4235

Contact Email: gcross@sandiego.gov

Address: 525 B Street, Suite 750, San Diego, CA 92101

Contract Date: 2009 - 2014

Contract Amount: $500,000

Requirements of Contract: As-Needed Services to design pumping and conveyance systems for groundwater Pilot Production Wells.

Company Name: Leucadia Wastewater District

Contact Name and Phone Number: Robin Morishita 760.753.0155 X 3007

Contact Email: rmorishita@lwwd.org

Address: 1960 La Costa Ave, Carlsbad, CA 92009

Contract Date: 2006 - Current

Contract Amount: $2,738,547

Requirements of Contract: Infrastructure Engineering Corporation has provided as needed engineering services on a task order delivery basis to the Leucadia Wastewater District since 2006. Services have encompassed a wide variety of tasks to support all aspects of the District's Capital and Operational needs including planning and hydraulic modeling, Geographical Information System (GIS) support services, flow monitoring, engineering design, cost estimating, plan preparation, office engineering during construction, and construction inspection.

Company Name: City of Oceanside

Contact Name and Phone Number: Jason Dafforn 760.435.5811

Contact Email: jdafforn@ci.oceanside.ca.us

Address: 300 N Coast Hwy, Oceanside, CA 92054

Contract Date: 2012 - Current

Contract Amount: $565,400

Requirements of Contract: IEC has completed numerous capital improvement projects and project management assignments for the City of Oceanside

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager 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, permitting, and licensing laws?
   ☐ **Yes** ☒ **No**

   If **Yes**, use Attachment "A" to explain specific circumstances surrounding each instance. Include the name of the entity involved, the 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 determined to be non-responsible by a public entity?
   ☐ **Yes** ☒ **No**

   If **Yes**, use Attachment "A" to explain specific circumstances of each instance. Include the name of the entity involved, the 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 public entity?
   ☐ **Yes** ☒ **No**

   If **Yes**, use Attachment "A" to explain specific circumstances of each instance. Include the entity involved, specific 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.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?
   ☐ **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. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws? **Yes** ☐ **No** ☒ If **Yes**, use Attachment "A" to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

J. STATEMENT OF SUBCONTRACTORS:

Please provide the names and information for all subcontractors used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment "A" if additional pages are necessary. If no subcontractors will be used, please write "Not Applicable."

Company Name: Aguirre & Associates

Contact Name and Phone Number: Mickey Aguirre, PE

Contact Email: mickey@aguirre-inc.com

Address: 8265 Commercial Street, Suite 1, La Mesa, CA 91942

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Surveying & Mapping

What portion of work will be assigned to this subcontractor: Estimated 2% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES ☒ NO ☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Allied Geotechnical Engineers, Inc

Contact Name and Phone Number: Tiong J. Liem 619.449.5900

Contact Email: tj_liem@alliedgeo.org

Address: 9500 Cuyamaca Street, Suite 102, Santee, CA 92071

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Geotechnical Services

What portion of work will be assigned to this subcontractor: Estimated 6.7% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES ☒ NO ☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: RFYeager Engineering, LLC

Contact Name and Phone Number: Richard Yeager, Jr., PE 619.647.6265

Contact Email: RFYeager@RFYeager.com

Address: 9562 Winter Gardens, Suite D-151, Lakeside, CA 92040

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Corrosion/Condition Assessment

What portion of work will be assigned to this subcontractor: Estimated 2% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: PW Engineering

Contact Name and Phone Number: 858.334.5347

Contact Email:

Address: 933 Muirlands Vista Way, San Diego, CA 92037

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Water/Wastewater Engineering

What portion of work will be assigned to this subcontractor: Estimated 0.3% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: David Reed Landscape Architects

Contact Name and Phone Number: David Reed 619.239.3300

Contact Email: david@drsla.com

Address: 5385 Fifth Avenue, Suite 100, San Diego, CA 92103

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Landscape Architecture/Revegetation

What portion of work will be assigned to this subcontractor: Estimated 1% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES☒ NO☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Quality Infrastructure Corporation

Contact Name and Phone Number: Kirk Bradbury, PE 619.741.9400

Contact Email: kbradbury@qualityinfrastructure.com

Address: 7777 Alvarado Road, Suite 606, La Mesa, CA 91942

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: General Civil/Small Transportation

What portion of work will be assigned to this subcontractor: Estimated 5% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES ☒ NO ☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: RCE Traffic Engineering

Contact Name and Phone Number: Rick Crafts 619.589.9151

Contact Email: rickcrafts@cox.net

Address: 9255 Dillion Drive, La Mesa CA 91941

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Traffic Engineering

What portion of work will be assigned to this subcontractor: Estimated 7% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Moraes/Pham & Associates

Contact Name and Phone Number: Joe Moraes 760.431.7177 x.11

Contact Email: joe@moraespham.com

Address: 2131 Palomar Airport Road, #120, Carlsbad, CA

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Electrical & SCADA

What portion of work will be assigned to this subcontractor: Estimated 1% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Rocks Biological Consulting, Inc.

Contact Name and Phone Number: Melanie Rocks 619.843.6560

Contact Email: melanie@rocksbio.com

Address: 5101 September Street, San Diego, CA 92110

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Biological Services

What portion of work will be assigned to this subcontractor: Estimated 2% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Laguna Mountain Environmental

Contact Name and Phone Number: Andrew Pigniolo 858.505.8164

Contact Email: andrew@lagunaenv.com

Address: 7969 Engineer Road, Suite 208, San Diego CA 92111

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Cultural Resources

What portion of work will be assigned to this subcontractor: Estimated 3% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Vic Salazar Communications

Contact Name and Phone Number: Vic Salazar 619.517.4744

Contact Email: vic@vicsalazar.com

Address: 2514 Jamacha Road, #502-21, El Cajon, CA 92019

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Public Information Officer

What portion of work will be assigned to this subcontractor: Estimated 3% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Cvaldo Corporation

Contact Name and Phone Number: Joel Valdovinos 858.866.0128

Contact Email: joelv@cvaldo.com

Address: 4901 Morena Blvd. Ste. 1110, San Diego, CA 92110

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Hydrology/Hydraulic Analysis

What portion of work will be assigned to this subcontractor: Estimated 5% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: OBR Architecture, Inc.

Contact Name and Phone Number: Garrick Oliver 619.564.7586

Contact Email: oliver@obrarchitecture.com

Address: 3817 Ray Street, San Diego, CA 92104

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Architecture

What portion of work will be assigned to this subcontractor: Estimated 5% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Beyaz & Patel, Inc.

Contact Name and Phone Number: Subhash Patel, PE, SE 858.451.0374 X.4

Contact Email: spatel@beyazpatel.com

Address: 16935 West Bernardo Drive, Suite 100, San Diego, CA 92127

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Structural

What portion of work will be assigned to this subcontractor: Estimated 8% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: DHK Engineering

Contact Name and Phone Number: Donald King, PE 760.747.9553

Contact Email: dhkeng1@sbcglobal.net

Address: 1851 Skyhill Place, Escondido, CA 92026

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Odor Control

What portion of work will be assigned to this subcontractor: Estimated 2% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: PCG Utility Consultants, Inc.

Contact Name and Phone Number: Bobby Johnson 619.449.5900

Contact Email: admin@procongp.com

Address: 3911 North Cordoba Avenue, Spring Valley, CA 91977

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Potholing

What portion of work will be assigned to this subcontractor: Estimated 5% of total contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES [X] NO [ ]

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name: Dokken Engineering

Contact Name and Phone Number: Chris Thomas, PE 858.514.8377

Contact Email: cthomas@dokkenengineering.com

Address: 5675 Ruffin Road, Suite 250, San Diego CA 92123

Contract Date

Sub-Contract Dollar Amount: TBD per task order

Requirements of Contract: Large Transportation

What portion of work will be assigned to this subcontractor: Estimated 5% of overall contract

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES ☒ NO ☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

Company Name:

Contact Name and Phone Number:

Contact Email:

Address:

Contract Date

Sub-Contract Dollar Amount:

Requirements of Contract:

What portion of work will be assigned to this subcontractor:

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Circle One) YES ☐ NO ☐

If YES, Contractor must provide valid proof of certification with the response to the bid or proposal.

K. STATEMENT OF AVAILABLE EQUIPMENT:

List all necessary equipment to complete the work specified. Use *Pledge of Compliance Attachment "A"* if additional pages are necessary. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San Diego reserves the right to reject any response when, in its opinion, the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period.

If no equipment is necessary to complete the work specified, please write "Not Applicable."

Equipment Description: Not Applicable

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

L. 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 ____/____/____.

EXHIBIT I

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will 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) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar 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).

(e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

Robert Weber, PE/President	Robert Weber	July 15, 2015
Name and Title	Signature	Date

EXHIBIT I

City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments there to and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Rob Weber, PE - President	Robert Weber	July 15, 2015
Print Name, Title	Signature	Date

EXHIBIT J

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: Infrastructure Engineering Corporation
Contact Name: Anders Egense
Company Address: 14271 Danielson Street
Contact Phone: 858.842.6992
Contact Email: aegense@iecorporation.com

CONTRACT INFORMATION

Contract Title: As-Needed Civil Agreement
Start Date:
Contract Number (if no number, state location): H156359
End Date:

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 San Diego Municipal Code §22.4302 for the duration of the contract. To comply:

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

NOTE: This summary is provided for convenience. Full text of the EBO and its Rules are posted at *www.sandiego.gov/administration*.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

☒ I affirm **compliance** with the EBO because my firm *(contractor must select one reason):*

- ☒ Provides equal benefits to spouses and domestic partners.
- ☐ Provides no benefits to spouses or domestic partners.
- ☐ Has no employees.
- ☐ Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.

☐ I request the City's approval to pay affected employees a **cash equivalent** in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

Robert Weber, PE/President	Robert Weber	July 15, 2015
Name/Title of Signatory	Signature	Date

FOR OFFICIAL CITY USE ONLY

Receipt Date: EBO Analyst: ☐ Approved ☐ Not Approved – Reason:

rev 02/15/2011

EXHIBIT K

REGARDING INFORMATION REQUESTED UNDER THE CALIFORNIA PUBLIC RECORDS ACT

The undersigned duly authorized representative, on behalf of the named Contractor declares and acknowledges the following:

The contents of this contract and any documents pertaining to the performance of the contract requirements/Scope of Services resulting from this contract are public records, and therefore subject to disclosure unless a specific exemption in the California Public Records Act applies.

If a Contractor submits information **clearly marked** confidential or proprietary, the City of San Diego (City) may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the **responsibility of the Contractor** to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the California Public Records Act, should the City choose to withhold such information.

General references to sections of the California Public Records Act will not suffice. Rather, the Contractor must provide a **specific and detailed legal basis, including applicable case law** that **clearly establishes** the requested information is exempt from the disclosure requirements of the California Public Records Act.

If the Contractor does not provide a specific and detailed legal basis for withholding the requested information within a time specified by the City, the City will release the information as required by the California Public Records Act and the **Contractor will hold the City harmless** for release of this information.

It will be the **Contractor's obligation to defend,** at Contractor's expense, any legal actions or challenges seeking to obtain from the City any information requested under the California Public Records Act withheld by the City at the Contractor's request. Furthermore, the Contractor shall **indemnify** the City and **hold it harmless** for any claim or liability, and **defend any action** brought against the City, resulting from the City's refusal to release information requested under the Public Records Act withheld at Contractor's request.

Nothing in this Agreement creates any obligation for the City to notify the Contractor or obtain the Contractor's approval or consent before releasing information subject to disclosure under the California Public Records Act.

Infrastructure Engineering Corporation

Name of Firm

Robert Weber

Signature of Authorized Representative

Robert Weber, PE

Printed/Typed Name

July 15, 2015

Date

EXHIBIT L

CONSULTANT CERTIFICATION

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE CERTIFICATION

PROJECT TITLE: As-Needed City of San Diego Civil Engineering Agreement - H156359

I hereby certify that I am familiar with the requirements of San Diego City Council Policy No. 100-4 regarding the Americans With Disabilities Act (ADA) outlined in Article IV, "ADA Certification", of the Agreement, and that;

Infrastructure Engineering Corporation

(Name under which business is conducted)

has in place workplace program that complies with said policy. I further certify that each subcontract agreement for this project contains language which indicates the subcontractor's agreement to abide by the provisions of the policy as outlined.

Signed Robert Weber

Printed Name Robert Weber, PE

Title President