



# City of San Leandro

Meeting Date: September 18, 2017

## Staff Report

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**File Number:** 17-471

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.C.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for a Resolution Authorizing Amendment No. 1 to an Existing Consulting Services Agreement with Media Support Associates for the Preparation of Construction-Ready Plans, Specifications and Estimates for the Main Library AV Equipment Project; Project No. 2016.0210 and Marina Community Center (MCC) AV Equipment Project; Project No. 2016.0500; Authorizing the City Manager to Negotiate and Approve Individual Change Orders Up to 10% of the Original Contract Amount; and Authorizing the City Manager to Negotiate and Approve Cumulative Change Orders up to 25% of the Original Contract Amount

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### SUMMARY AND RECOMMENDATIONS

This contract provides for the design of audio-visual (AV) equipment upgrades for the Main Library and the Marina Community Center (MCC).

Staff recommends the following actions:

- Approval of Amendment No.1 to an existing consulting services agreement totaling \$48,257 with Media Support Associates for an additional amount of \$12,628 such that the amended contract amount is \$60,885 ; and
- Authorization for the City Manager to Negotiate and Approve Individual Change Orders Up to 10% (\$6,089) of the Amended Contract Amount; and
- Authorization for the City Manager to Negotiate and Approve Cumulative Change Orders up to 25% (\$15,221) of the Amended Contract Amount.

### BACKGROUND

The existing audio-visual (AV) systems in the Karp/Estudillo Room at the Main Library and in the Thunderbolt Auditorium at the Marina Community Center (MCC) are past their useful life spans.

This project will replace the outdated equipment in both rooms with up-to-date systems that will allow both City staff and the public the ability to use these facilities for AV presentations using current media devices. These improvements will bring these systems to par with similar facilities in nearby cities and will also allow for the integration of current technology.

The completed project is envisioned to incorporate provisions at both sites for the following:

- Wall or ceiling-mounted overhead projectors and screens
- Support for a wide variety of current media inputs, including both high and low resolution data streams
- New speakers and audio system with ADA compliant assisted listening devices
- Multiple wireless microphones with mixing capability for up to eight speakers
- Wall-mounted touch panel control displays with customizable menus
- Ability to play AV content from cable, internet, computer or DVD inputs
- Ancillary lighting and electrical work required to accommodate the above improvements
- Operation of each half of the Karp/Estudillo meeting room separately or as once space.

In addition, the following items will be designed as bid alternates and constructed if bids fall within the project budget.

- Installation of acoustical panels in the Titan Auditorium to dampen echoes
- Installation of window blackout shades in the Karp/Estudillo rooms for better visibility

Because of the similar nature of both projects, staff recommends merging the design and construction of both projects into one design services contract. In addition, staff believes that the City will derive construction costs savings from combining the projects.

### **Analysis**

On November 17, 2016, the City entered into a consultant services agreement with Media Support Associates in the amount of \$48,257 to provide design services for both sites. This contract was not awarded by the City Council since the value was below the \$50,000 threshold for City Manager approval.

During the design phase of this project, staff identified that Public, Educational, and Government access (PEG) funds could be used to fund an expansion of the project to allow for the broadcast of public meetings. Specifically, equipment can be added to record stage presentations using several fixed camera and sound streams for broadcast on cable television using the existing facilities at City Hall Council Chambers. Audio and video streams will be saved digitally for future mixing, editing, and broadcast without the need for a real-time operator during the event. Cameras are proposed for both the Estudillo / Karp room and the Carnegie Lecture Hall.

In order to accommodate the new camera, other existing AV equipment in the Carnegie Lecture Hall will also be replaced with units that meet current standards. This equipment upgrade is also

a valid use of PEG funds since it is required to achieve the desired functionality. Further, originally planned upgrades to the equipment in Estudillo / Karp room are also required for the camera in those rooms to function and are thus a valid use of PEG funds.

The design of these additional features requires an amendment to the existing design contract that increases the fee by \$12,628 such that the amended contract amount is \$60,885.

The proposed contract and amendment represent staff's current understanding of the work required. Occasionally, changes to the scope of contracts are necessary to respond to new information and/or to include additional items of work necessary for a complete product. In order to resolve these issues in a timely fashion and avoid delaying work, staff additionally requests authorization to issue individual change orders to the consultant up to 10% each, and cumulative change orders up to 25% of the amended contract.

### **Current Agency Policies**

- Maintain and enhance San Leandro's infrastructure
- Support and implement programs, activities and strengthen communication that enhances the quality of life and wellness, celebrates the arts and diversity and promotes civic pride

### **Committee Review and Actions**

Staff provided the Facilities and Transportation Committee with information on this project on February 1, 2017 and April 16, 2016.

### **Applicable General Plan Policies**

- **Policy CSF-3.1 Library Expansion and Upgrades** Support the expansion and upgrading of public library facilities and services to keep pace with changing in information technology and community needs.
- **Policy CSF-4.2 Information Technology** Encourage the use of the Internet, cable TV, and other forms of information and communication technology as a way to widely disburse information about City and community services, events, and resources.

### **Permits and/or Variances Granted**

A building permit from the City's Community Development department will be obtained for this work.

### **Environmental Review**

A CEQA Notice of Exemption was filed with Alameda County on October 2, 2015. The project is covered under a Categorical Exemption under Section 15301(a) for existing facilities.

### **Code Compliance Review**

Project will obtain a building permit from the City Community Development Department.

These improvements would also comply with current accessibility requirements, including microphones and assisted listening devices.

**Fiscal Impacts**

The total cost of this project, when expanded to include features eligible for PEG funding is \$620,000. This cost includes design, construction, construction management, and contingency. Consultant Services Agreement cost for design services, including Amendment No.1 is \$60,882, of the total project cost.

**Budget Authority**

This project is funded as follows:

<u>Account No.</u>	<u>Resolution. Appropriation Date</u>	<u>Amount</u>
<i>Marina Community Center (MCC) AV</i>		
210-38-370	Res. 2015-100, FY 2016-16	\$220,000
<i>Main Library Audio-Visual (AV) Equipment</i>		
210-38-374	Res. 2015-100, FY 2016-16	\$270,000
<i>PEG available funding (180-11-035)</i>		\$400,000
<b>Total Available Funding:</b>		<b>\$890,000</b>

An appropriation of PEG funds will be requested with the award of a construction contract to make up any difference in needed funding.

**Attachments to the Resolution**

- Amendment 1 and Contract Services Agreement with Media Support Associates

**PREPARED BY:** Mark Goralka, Associate Engineer, Engineering and Transportation Department.



# City of San Leandro

Meeting Date: September 18, 2017

## Resolution - Council

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**File Number:** 17-472 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION Authorizing Amendment No. 1 to an Existing Consulting Services Agreement with Media Support Associates for the Preparation of Construction-Ready Plans, Specifications, and Estimates for the Main Library AV Equipment Project; Project No. 2016.0210 and Marina Community (MCC) AV Equipment Project; Project No. 2016.0500; Authorizing the City Manager to Negotiate and Approve Individual Change Orders up to 10% of the Amended Contract Amount; and Authorizing the City Manager to Negotiate and Approve Cumulative Change Orders up to 25% of the Amended Contract Amount

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WHEREAS, an agreement dated November 17, 2016, exists between the City of San Leandro and Media Support Associates; and

WHEREAS, Amendment No. 1 is necessary to provide for an increase in the scope of work; and

WHEREAS, Amendment No.1 to the agreement, a copy of which is attached, was presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said amendment.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That said amendment substantially in the form presented is hereby approved and execution by the City Manager is hereby authorized; and

2. That the City Manager is authorized to make non-substantial revisions to said amendment, subject to the approval of the City Attorney; and

3. That an original executed agreement shall be attached to and made a part of this resolution; and

4. That the City Manager or his designee is authorized to negotiate and approve individual change orders up to a maximum of 10% (or \$6,089) of the amended contract amount each; and

5. That the City Manager or his designee is authorized to negotiate and approve cumulative change orders up to a maximum of 25% (\$15,221) of the amended contract amount.



**CITY OF SAN LEANDRO**

835 E. 14TH STREET  
 SAN LEANDRO, CA 94577  
 (510) 577-3376

DATE
11/29/2016

PO NUMBER
55397

**VENDOR: 39594**  
 MEDIA SUPPORT ASSOCIATES  
 3075 BONIFACIO STREET  
 CONCORD, CA 94519

**BILL TO: ACCOUNTS PAYABLE**  
 FINANCE DEPARTMENT  
 835 E. 14TH ST  
 SAN LEANDRO, CA 94577

**FOB Point:**  
 Terms: Net 30 days

**Req. No.:**  
**Dept.:**  
**Contact:** Mark Goralka  
**Confirming?** Yes

**Req. Del. Date:**

**Special Inst:** PLEASE REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES

Quantity	Unit	Description	Unit Price	Ext. Price
		DEVELOPMENT OF THE PROJECT SCOPE AND THE PREPARATION OF CONSTRUCTION DOCUMENTS FOR THE MAIN LIBRARY AND MARINA COMMUNITY CENTER AUDIO VISUAL UPGRADE IN ACCORDANCE WITH CONSULTING SERVICES AGREEMENT NO. 3099 EFFECTIVE NOVEMBER 17, 2016 AND ENDING ON DECEMBER 31, 2017		21,715.00
		TOTAL COMPENSATION NOT TO EXCEED \$48,257.00		
		PROJECT NAME: MAIN LIBRARY AND MCC AUDIO VISUAL EQUIPMENT DESIGN PROJECT NO.: 2016-0210/2016.0500 PROJECT MANAGER: MARK GORALKA		26,542.00

**SHIP TO: CITY OF SAN LEANDRO**  
 835 E 14TH ST  
 SAN LEANDRO, CA 94577

<b>SUBTOTAL</b>	48,257.00
<b>TAX</b>	0.00
<b>FREIGHT</b>	0.00
<b>TOTAL</b>	48,257.00

Account Number	Amount	Account Number	Amount
E 210-38-370-5120	21,715.00		
E 210-38-374-5120	26,542.00		

*Julie A. Jenkins*

## IMPORTANT NOTICE TO VENDOR

- 1) This purchase order shall constitute the agreement. Changes or additional terms proposed by the seller in accepting or acknowledging this order shall not be binding unless accepted by a change order in writing by the buyer and neither buyer's lack of objections to said terms nor the acceptance of goods shipped pursuant hereto shall constitute or be deemed an agreement by the buyer to any of said terms.
- 2) Invoices shall not combine charges for material from more than one purchase order.
- 3) The seller shall hold the City of San Leandro, its officers, agents and employees, harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliance furnished or used under this order.
- 4) No charges for transportation, containers or packing will be allowed unless so specified in this order.
- 5) Prepaid, freight charges shall be added to invoice on shipments sold F.O.B. point or origin. Do not ship freight collect.
- 6) Billing terms/cash discount, if any will be computed from date of complete delivery of order or date of receipt of invoice, whichever is later.
- 7) All material delivered and services rendered shall comply with City of San Leandro codes, the State of California Occupational Safety and Health Act of 1973, all applicable amendments thereof, occupational safety and health standards and safety orders of the Occupational Safety and Health Standards Board. To the fullest extent legally required and applicable, Contractor shall have an Injury and Illness Prevention Program (IIPP) that conforms to all applicable federal, state and local laws, and shall provide a copy of its current version to the City upon request.
- 8) For supplies and materials which require installation or other labor or services and not under formal contract, the seller hereby acknowledges and agrees with the City that in performing any labor or services required to conform to this purchase order, the seller acts as an independent contractor and not an employee or agent of the City; and that, further, as such seller and independent contractor he indemnifies against and saves harmless the City from any and all claims for damages arising out of the performance of such labor and services and the performance of the requirements hereof.
- 9) This order is not assignable without consent of the Purchasing Agent.
- 10) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, physical handicap, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, physical handicap, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including, apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 11) The contractor will, in all solicitations and advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color religion, physical handicap, sex, or national origin.

Accepted by Vendor \_\_\_\_\_





**CITY OF SAN LEANDRO**

835 E. 14TH STREET  
 SAN LEANDRO, CA 94577  
 (510) 577-3376

DATE
11/29/2016

PO NUMBER
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**FOB Point:**  
**Terms:** Net 30 days

**Req. No.:**  
**Dept.:**  
**Contact:** Mark Goralka  
**Confirming?** Yes

**Req. Del. Date:**

**Special Inst:** PLEASE REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES

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		TOTAL COMPENSATION NOT TO EXCEED \$48,257.00		
		PROJECT NAME: MAIN LIBRARY AND MCC AUDIO VISUAL EQUIPMENT DESIGN PROJECT NO.: 2016-0210/2016.0500 PROJECT MANAGER: MARK GORALKA		26,542.00

**SHIP TO:** CITY OF SAN LEANDRO  
 835 E 14TH ST  
 SAN LEANDRO, CA 94577

<b>SUBTOTAL</b>	48,257.00
<b>TAX</b>	0.00
<b>FREIGHT</b>	0.00
<b>TOTAL</b>	48,257.00

Account Number	Amount	Account Number	Amount
E 210-38-370-5120	21,715.00		
E 210-38-374-5120	26,542.00		

RECEIVING COPY

*Julie A. Jenkins*

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- 2) Invoices shall not combine charges for material from more than one purchase order.
- 3) The seller shall hold the City of San Leandro, its officers, agents and employees, harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliance furnished or used under this order.
- 4) No charges for transportation, containers or packing will be allowed unless so specified in this order.
- 5) Prepaid, freight charges shall be added to invoice on shipments sold F.O.B. point or origin. Do not ship freight collect.
- 6) Billing terms/cash discount, if any will be computed from date of complete delivery of order or date of receipt of invoice, whichever is later.
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- 8) For supplies and materials which require installation or other labor or services and not under formal contract, the seller hereby acknowledges and agrees with the City that in performing any labor or services required to conform to this purchase order, the seller acts as an independent contractor and not an employee or agent of the City; and that, further, as such seller and independent contractor he indemnifies against and saves harmless the City from any and all claims for damages arising out of the performance of such labor and services and the performance of the requirements hereof.
- 9) This order is not assignable without consent of the Purchasing Agent.
- 10) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, physical handicap, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, physical handicap, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including, apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 11) The contractor will, in all solicitations and advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color religion, physical handicap, sex, or national origin.

Accepted by Vendor \_\_\_\_\_



REQUEST FOR: \_\_\_\_\_

DELIVER CHECK TO: \_\_\_\_\_

CHECK

P.O.

CHANGE ORDER

**CITY OF SAN LEANDRO  
REQUISITION**

RETURN TO DEPT.

MAIL TO VENDOR

DATE OF REQ.	DEPARTMENT	DATE OF DELIVERY NEEDED	DEPARTMENTAL REQUISITION NUMBER
17-Nov-16	ENGR & TRANSP	23-Nov-16	

**DELIVER GOODS TO:**

- CITY HALL 835 E. 14TH STREET
- PUBLIC WORKS SERVICE CENTER,
- WATER POLLUTION CONTROL PLANT, 3000 DAVIS STREET
- COMMUNITY LIBRARY CENTER, 300 ESTUDILLO AVENUE
- MARINA OFFICE
- MARINA COMMUNITY CENTER
- OTHER \_\_\_\_\_

- WILL PICK UP
- HAVE PICKED UP
- GOODS ALREADY DELIVERED
- CONFIRMS PHONE REQUEST

P.O. NUMBER \_\_\_\_\_


QTY/UNIT	DESCRIPTION OF SERVICES OR ITEMS	CHARGE TO ACCOUNT CODE		
		FUND	ACTIVITY ITEM	UNIT PRICE EXTENSION
1 LS	<p>Please issue a <b>PURCHASE ORDER</b> for the following:</p> <p>PROJECT NAME: Main Library and MCC Audiovisual Equipment Design PROJECT NO.: 2016.0210 / 2016.0500</p> <p>DESCRIPTION OF WORK: Develop the project scope and prepare construction documents for public bidding in accordance with Consulting Services Agreement No. 3099, effective November 17, 2016 and expiring on December 31, 2017.</p> <p>Project Manager: Mark Goralka</p>			
		210-38-370-5120		\$ 21,715.00
		210-38-374-5120		\$ 26,542.00
<b>TOTAL</b>				<b>\$ 48,257.00</b>

- An approved budget item.
- Not an approved item, appropriation transfer within budget.
- Not an approved item, requires additional appropriation.

\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
City Manager Approval

**Accounting Approval**

ATTACH QUOTES TO REQUISITION	F.O.B.	APPROVAL
<p>VENDOR NO. 1 <input type="checkbox"/> Media Support Associates 3075 Bonifacio Street Concord, CA 94519 Contact: Daniel Koepke</p> <p>VENDOR NO. 2 <input type="checkbox"/> _____</p> <p>QUOTED PRICE \$ _____</p> <p>VENDOR NO. 3 <input type="checkbox"/> _____</p> <p>QUOTED PRICE \$ _____</p>	<p><input type="checkbox"/> DESTINATION</p> <p><input type="checkbox"/> FACTORY</p> <p><input type="checkbox"/> SAME, FRT ALL'D</p> <p><input type="checkbox"/> OTHER</p> <p>DELIVERY</p>	<p>I hereby certify that the items requested are necessary for the operation of this department.</p> <p> AUTHORIZED SIGNATURE</p> <p>18 Nov 2016 DATE</p>

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
MEDIA SUPPORT ASSOCIATES  
FOR  
MAIN LIBRARY AND MCC AUDIOVISUAL EQUIPMENT DESIGN  
COSL Project No. 2016.0210 / 2016.0500**

THIS AGREEMENT for consulting services is made by and between the City of San Leandro ("City") and Media Support Associates ("Consultant") (together sometimes referred to as the "Parties") as of November 17, 2016 (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2017, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.
- 1.5 **Public Works Requirements.** Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute a public works within the definition of Section 1720(a)(1) of the California Labor Code. As a result, Consultant is required to comply with the provisions of the California Labor Code applicable to public works, to the extent set forth in Exhibit D.

- 1.6 **City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Bidder's attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Successful Bidder must submit completed self-certification form and comply with the LWO if covered.
- 1.7 **Public Works Contractor Registration.** Consultant agrees, in accordance with Section 1771.1 of the California Labor Code, that Consultant or any subconsultant shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to California Labor Code Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to California Labor Code Section 1725.5. Consultant agrees, in accordance with Section 1771.4 of the California Labor Code, that if the work under this Agreement qualifies as public work, it is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed **\$48,257.00**, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
  - The beginning and ending dates of the billing period;

- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
  - The Consultant's signature;
- 
- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

**2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

**2.3 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

**2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

**2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.

- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 **Workers' Compensation.**

**4.1.1 General Requirements.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agendas, and subcontractors.

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**4.1.2 Submittal Requirements.** To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

**4.2 Commercial General and Automobile Liability Insurance.**

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

**4.2.2 Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.



**4.2.3 Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**4.2.4 Submittal Requirements.** To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

**4.3 Professional Liability Insurance.**

**4.3.1 General Requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$500,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

**4.3.2 Claims-Made Limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

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**4.3.3 Additional Requirements.** A certified endorsement to include contractual liability shall be included in the policy.

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**4.3.4 Submittal Requirements.** To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

**4.4 All Policies Requirements.**

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

**4.4.2 Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

**4.4.3 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 **Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

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

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

**Section 6. STATUS OF CONSULTANT.**

6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 6.2 **Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

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

**Section 8. TERMINATION AND MODIFICATION.**

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

Consultant may cancel this Agreement upon thirty (30) days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 **Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

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

8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

- 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

**Section 10. MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

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

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

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

**10.10 Notices.** Any written notice to Consultant shall be sent to:  
Dan Koepke  
4737 Imhoff Place, Suite 4  
Martinez, CA 94553

Any written notice to City shall be sent to:  
Mark Goralka, PE  
Associate Engineer  
City of San Leandro, Engineering and Transportation Department  
San Leandro, CA 94577

With a copy to:  
City of San Leandro  
Department of Finance  
c/o Purchasing Technician  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

**10.11 Professional Seal.** For electrical and acoustical sub-consultant design for this project, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.

Seal and Signature of Registered Professional with  
report/design responsibility.

**10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, and C and D represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	Indemnification
<u>Exhibit D</u>	California Labor Code Section 1720 Information



**10.13 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**10.14 Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

**SIGNATURES ON FOLLOWING PAGE**

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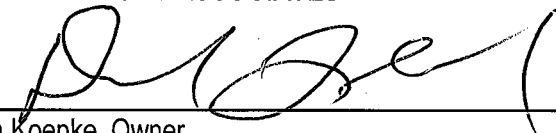
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The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.


**CITY OF SAN LEANDRO**

  
\_\_\_\_\_  
Chris Zapata, City Manager

**MEDIA SUPPORT ASSOCIATES**

  
\_\_\_\_\_  
Dan Koepke, Owner

Attest:


  
\_\_\_\_\_  
Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

  
\_\_\_\_\_  
David Baum, Finance Director


210-38-370-5120 / 210-38-374-5120  
Account Number

Approved as to Form:

  
\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

Per Section 10.7:

- Form 700 Not Required
- Form 700 Required

  
\_\_\_\_\_  
Keith R. Cooke  
Director, Engineering and Transportation

1969630.2 (2015)

## EXHIBIT A

### SCOPE OF SERVICES

This project involves the replacement and upgrade of aging audio visual equipment within the meeting spaces at two City facilities: The Marina Community Center's Thunderbolt Auditorium and the Karp and Estudillo Rooms in the Main Library. The Marina Community Center is located at 15301 Wicks Boulevard in San Leandro, and the San Leandro Main Library is located at 300 Estudillo Avenue in San Leandro.

The goal of this project is to install an effective and professional audio-visual system capable of handling a wide range of public events and meetings in these meeting rooms. Simplicity and ease of use are a high priority, as well as flexibility and the ability to easily incorporate future technological advances

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This contract is for the development of the project scope as well as the preparation of construction documents suitable for public bidding. At a minimum, work elements for this contact shall include:

- Six (6) on-site meetings with City Staff to establish the scope of work and review each phase of the deliverable documents
- Review existing building information, investigate existing conditions, and confirm capabilities of existing wiring, power, and lighting connections.
- Develop project scope of work based on observed deficiencies and feedback from City staff and vested constituents
- Complete progress submittals and final bid documents as described below
- Revise scope of work at each submittal phase as necessary to meet to following budgets: The Karp / Estudillo meeting rooms construction budget is \$125,000, and the construction budget for the Titan Auditorium is \$170,000. (These budgets do not include an construction contingency allowance of \$65,000)

At a minimum, the completed design shall incorporate provisions for the following:

#### Titan Auditorium

- Wall or ceiling-mounted overhead projectors and screens
- Support a wide variety of current media inputs, including both high and low resolution data streams.
- New speakers / audio system with ADA compliant assisted listening devices.
- Multiple wireless microphones with mixing capability for up to eight speakers.
- Wall-mounted touch panel control displays with customized / programmed menus
- Ability to play movies / shows from cable, internet, computer or DVD inputs.
- Ability to record stage presentations using several fixed camera and sound streams. Audio / video streams will be saved digitally for future mixing and editing without the need for a real time operator during the event.
- Install acoustical panels in the Titan Auditorium to dampen echoes.

- Detail ancillary lighting and electrical work required to accommodate the above improvements

#### Karp / Estudillo Meeting Rooms

- Ceiling-mounted overhead projectors and screens
- Support a wide variety of current media inputs, including both high and low resolution data streams.
- Ceiling mounted monitors for better audience viewing of stage areas.
- New speakers / audio system with ADA compliant assisted listening devices.
- Multiple wireless microphones with mixing capability for up to eight speakers.
- Wall-mounted touch panel control displays with customized / programmed menus
- Ability to play movies / shows from cable, internet, computer or DVD inputs.
- Support two way video conferencing and phone calls over internet connection
- Ability to record stage presentations using several fixed camera and sound streams. Audio / video streams will be saved digitally for future mixing and editing without the need for a real time operator during the event.
- Install blackout shades for windows in the Karp / Estudillo rooms
- Detail ancillary lighting and electrical work required to accommodate the above improvements

The project design and bid documents will be organized for a Base Bid with Additive Alternates, categorized approximately as follows:

- Base Bid -Audio Improvements: Microphone and loudspeaker system for each room with mixing ability to combine multiple speakers.
- Additive Bid 1 - Visual Improvements: Projector and screen system for each room with computer input from either a wall or floor jack within the room. Ability to connect to loudspeaker system.
- Additive Bid 2 - Other Miscellaneous Improvements: Other items such as touch screen wall control, cameras for video conference, live recording of activities, wall mounted monitors, window screens, sound dampers, and any other improvements

The exact scope of the Additive Alternates will be determined after completion of the 70% design.

The following tasks will be completed by the City:

- City will coordinate site meetings.
- City to prepare front end documents for the bid specifications.
- City will publish and bid construction documents

Project Deliverables:

- Initial written scope definition and priorities based on input from City staff.
- 30% Plans, specifications, and cost estimate (PSE)
- 70% PS&E
- Touch screen panel layout
- 100% PS&E
- Bid Support, including responding to bid questions and preparation of Addenda as needed during the bid phase of this project.

Deliverables shall be provided in an Adobe PDF electronic format. In addition, technical specifications shall be provided in a Word file format. Construction drawings shall be provided in an Autocad 2013 compatible format.

Project Schedule:

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Initial Scope Definition and priorities:	2 weeks after Notice to Proceed
30% PS&E:	6 weeks after Initial Scope Definition.
70% PSE / Panel Layouts:	4 Weeks after 30% PS&E
100% PSE / Bid Documents:	4 Weeks after 70% PS&E

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Project Management Team (PMT) meetings 1-6 will be scheduled accordingly as needed to meet above schedule.

**EXHIBIT B**

**COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES**

**Compensation Schedule:**

Establish scope / existing conditions:	\$29,200
30% PS&E:	\$ 7,100
70% PS&E:	\$ 5,800
100% PS&E:	\$ 4,960
Bidding Phase:	\$ 1,200
Total:	\$48,257

**Reimbursable Expenses:**

Reimbursable project expenses, such as printing, binding, shipping and handling costs, special exhibits and other expenses directly attributable to the project will be charged in addition to our fees. Project expenses will be billed to the City at cost plus 10%. Cost for anticipated reimbursable expenses is included in the compensation Schedule above.

**Hourly Rate Schedule:**

Extra services, when completed at the request of the City, shall be billed on an hourly basis in accordance with the following schedule:

Consulting, including research and design:	\$145/hour
Consulting (travel time)	\$100/hour
Technical Assistance	\$75/hour
Drafting Services	\$65/hour
Administrative Services	\$62/hour

## EXHIBIT C

### INDEMNIFICATION

- A. Consultant shall, to the extent permitted by law, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the City, its employees, agents, volunteers, and elective and appointive boards, from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, Consultant, during and after completion of Consultant's work under this Agreement.
- B. With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless the City (including its elected officials, officers, employees, and volunteers) from all claims, losses, and damages arising from the professionally negligent acts, errors or omissions of Consultant.
- C. Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the active negligence or willful misconduct of the City.
- D. Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement.

## EXHIBIT D

### PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 ET SEQ.

#### HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.
- B. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to 8 hours during any one calendar day, and 40 hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of 8 hours during any one calendar day and 40 hours during any one calendar week is permitted upon compensation for all hours worked in excess of 8 hours during any one calendar day and 40 hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to the City \$25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

#### WAGES:

- A. In accordance with California Labor Code Section 1773.2, the City has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the City Public Works Office and shall be made available on request. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.
- B. In accordance with California Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply with California Labor Code Section 1775, which establishes a penalty for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of



prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

1. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
  2. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.
  3. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.
  4. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.
- C. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
1. The information contained in the payroll record is true and correct.
  2. The employer has complied with the requirements of California Labor Code Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.

The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be submitted directly to the Labor Commission, and available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the

Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

- D. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- E. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Consultant or subcontractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

**AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
MEDIA SUPPORT ASSOCIATES  
FOR  
MAIN LIBRARY AV EQUIPMENT PROJECT NO. 2016.0210  
MCC AV EQUIPMENT, PROJECT NO. 2016.0500**

This **Amendment No. 1** ("Amendment") is made by and between the City of San Leandro ("City") and Media Support Associates ("Consultant") (together sometimes referred to as the "Parties") as of September 5, 2017, and amends that certain Consulting Services Agreement ("Agreement") dated July 19, 2017, between the Parties.

**WHEREAS**, City and Consultant have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to design of audio-visual equipment; and

**WHEREAS**, the Parties desire to amend the Agreement to included design services to include audio-visual improvements in the Carnegie Lecture Hall in the Main Library.

**NOW THEREFORE**, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.1 of the Agreement entitled "Term of Services" is hereby amended to extend the term from December 31, 2017, to December 31, 2018; and
2. Section 2 of the Agreement entitled "Compensation" is hereby amended to pay Consultant a sum not to exceed \$60,885.00; and
3. Exhibit A of the Agreement entitled "Scope of Services" is hereby amended to add the following:  
**"New projector, camera, and media rack in the Main Library Carnegie Lecture Hall"**
4. Exhibit B of the Agreement entitled "Compensation Schedule & Reimbursable Expenses" is hereby amended to add the following:  
**"Carnegie Lecture Hall 100% PS&E \$12, 628"**
5. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**SIGNATURES ON FOLLOWING PAGE**

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

MEDIA SUPPORT ASSOCIATES

\_\_\_\_\_  
Chris Zapata, City Manager

\_\_\_\_\_  
Dan Koepke

Attest:

\_\_\_\_\_  
Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

\_\_\_\_\_  
David Baum, Finance Director

210-38-374-5120

\_\_\_\_\_  
Account Number

Approved as to Form:

\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

(2015)