



# City of San Leandro

Meeting Date: December 7, 2020

## Staff Report

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**File Number:** 20-497

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.K.

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

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

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for a Resolution of the City of San Leandro City Council to Approve a Consulting Services Agreement with Kimley-Horn and Associates, Inc. for the Design Work of the Wicks Boulevard and Manor Boulevard Signal Upgrade Project in the Amount of \$83,859, to Appropriate \$42,359 from the Development Fees for Street Improvements Fund Balance and to Authorize the City Manager to Negotiate and Execute Individual Contract Amendments up to 10% (\$8,386) and Cumulative Amendments up to a Maximum of 25% (\$20,965)

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the City Manager to execute a Consulting Services Agreement (CSA) with Kimley-Horn and Associates, Inc. in the amount of \$83,859 and appropriate \$42,359 from the Development Fees for Street Improvements fund balance (Fund 120) to operating account 120-38-349-5240. The consultant will provide design services for traffic signal improvements at the Wicks Boulevard and Manor Boulevard intersection.

Staff recommends that the City Council authorize the City Manager to negotiate and approve individual contract amendments up to 10% (\$8,386) and cumulative amendments to the CSA up to 25% (\$20,965) of the agreement amount.

### BACKGROUND

The City was awarded \$323,910 in the 2018 Highway Safety Improvement Program (HSIP) Grant Cycle 9 to upgrade the traffic signal and improve the traffic safety at the Wicks Boulevard and Manor Boulevard intersection. Adding the City's required local match in the amount of \$35,990 brings the total project budget to \$359,900.

On March 16, 2020, the City Council authorized the City Manager to execute the Program Supplement Agreement No. F029 with the State that provided HSIP design phase funding for the

Wicks Boulevard and Manor Boulevard Signal Upgrade Project. This design phase was estimated to cost \$41,500. The HSIP grant will fund \$37,350, while the City's required local match for this phase is \$4,150.

The contract with Kimley-Horn and Associates, Inc. will cost \$83,859, which is \$42,359 higher than the estimated cost of \$41,500. The cost increase can be attributed to the increase scope that included pedestrian crossing improvements and potholing to identify underground conflict in an effort to minimize unforeseen circumstances during construction. The City's required local match will increase \$42,359 to complete the design phase. The total project budget will be \$402,259. After completion of the design phase, the City must execute a second Program Supplement Agreement for the construction phase of the work.

### **Analysis**

City staff released a request for proposals for designing the Wicks Boulevard and Manor Boulevard signal upgrade project on April 23, 2020. Staff received three proposals from Advanced Mobility Group (AMG), Kimley-Horn and Associates, Inc., and TJKM Transportation Consultants.

Kimley-Horn and Associates, Inc. was selected to assist in the signal design project based on responsiveness, approaches, capacity, ability, experience and references.

The contract with Kimley-Horn and Associates, Inc. will cost \$83,859 for designing the traffic signal upgrade and associated intersection safety improvements. Staff estimates contract amendments for the CSA can be up to 25% (\$20,965) of the contract amount.

### **Current Agency Policies**

- 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
- Maintain and enhance San Leandro's infrastructure

### **Previous Actions**

- On March 16, 2020, by Resolution No. 2020-025, the City Council approved authorizing the City Manager to execute program supplement agreement No. F029 with the State of California to provide \$37,350 in grant funds for the design phase of the Wicks Boulevard and Manor Boulevard signal upgrade project.

### **Applicable General Plan Policies**

- Policy T-2.1: Complete Streets Serving All Users and Modes. Create and maintain "complete" streets that provide safe, comfortable, and convenient travel through a comprehensive, integrated transportation network that serves all users.
- Policy T-3.6: Pedestrian Environment. Improve the walkability of all streets in San Leandro through the planning, implementing, and maintaining of pedestrian supportive infrastructure.

- Policy T-7.2: Capital Improvements. Identify capital improvements and other measures which improves the safety of bicyclists, pedestrians, and motor vehicles on San Leandro Streets.
- Policy T-7.7: Funding. Pursue grants for the improvement of pedestrian, bicycle, and motor vehicle safety, including a greater focus on traffic law and speed enforcement.

**Environmental Review**

Caltrans performs environmental review on behalf of local agencies for federal-aid projects. Caltrans has completed the following reviews:

- On December 4, 2019, the Categorical Exemption/Categorical Exclusion Determination Form was signed by Project Manager/District Local Assistance Engineer.
- On November 13, 2019, the Preliminary Environmental Study (PES) form was signed by Cultural Resources Professionally Qualified Staff, the District Local Assistance Engineer, and the Environmental Planner Designee.
- On April 25, 2019, the Air Quality Conformity Task Force reviewed and concurred that the project is exempt from PM2.5 project level conformity requirements.

**Fiscal Impacts**

The original total budgeted project cost for the Wicks Boulevard and Manor Boulevard signal upgrade is \$359,900. Federal grant funds amount to \$323,910 and the City planned to provide matching funds from its Development Fees for Street Improvements (DFSI) fund balance reserves in the amount of \$35,990.

The updated total for the design phase of this project is \$83,859. Grant funds of \$37,350 plus the City’s required local match of \$4,150 and an additional \$42,359 are required to be appropriated. This will increase the total project cost to \$402,259 and the City’s total project local matching funds to \$78,349 or an approximately 19% matching rate.

**Budget Authority**

The Wicks Boulevard and Manor Boulevard Signal Upgrade project is funded in 2019-20 as follows:

<u>Account No.</u>	<u>Resolution. Appropriation Date</u>	<u>Amount</u>
150-38-349	Res. 2020-025, March 16, 2020	\$323,910.00
120-38-349	Res. 2020-025, March 16, 2020	\$ 35,990.00
<u>120-38-349</u>	<u>Request to be appropriated</u>	<u>\$ 42,359.00</u>
	Total	\$402,259.00

**Attachment to Legislative File**

- CSA - Kimley-Horn and Associates, Inc. for the Design Work of the Wicks Boulevard and Manor Boulevard Signal Upgrade Project

**PREPARED BY:** Dean Hsiao, Traffic Operations Engineer, Engineering and Transportation Department



# City of San Leandro

Meeting Date: December 7, 2020

## Resolution - Council

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**File Number:** 20-498

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

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

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Approve a Consulting Services Agreement with Kimley-Horn and Associates, Inc. for the Design Work of the Wicks Boulevard and Manor Boulevard Signal Upgrade Project in the Amount of \$83,859, to Appropriate \$42,359 from the Development Fees for Street Improvements Fund Balance and to Authorize the City Manager to Negotiate and Execute Individual Contract Amendments up to 10% (\$8,386) and Cumulative Amendments up to a Maximum of 25% (\$20,965)

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WHEREAS, the City was awarded 2018 Highway Safety Improvement Program (HSIP) grant funds to upgrade the traffic signal at the Wicks Boulevard and Manor Boulevard intersection; and

WHEREAS, proposals were sought from consultants who specialize in design of traffic signals; and

WHEREAS, after reviewing proposals from three consultants, staff recommends that Kimley-Horn and Associates, Inc. should be retained for design services for the traffic signal in the amount of \$83,859; and

WHEREAS, staff recommends the City Council authorize the City Manager to negotiate and approve Individual Contract Amendments up to 10% (\$8,386) and Cumulative Amendments up to a maximum of 25% (\$20,965); and

WHEREAS, a Consulting Services Agreement for Kimley-Horn and Associates, Inc., a copy of which is attached, is presented to this City Council; and

WHEREAS, the City Council is familiar with the contents of the agreement; and

WHEREAS, the City Manager recommends approval of said agreement.

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

That said agreement is hereby approved and execution by the City Manager is hereby authorized; and

That \$42,359 in local matching funds from Development Fees for Street Improvements (DFSI) fund balance reserves (Fund 120) shall be used to appropriate funds in to account 120-38-349-5240\_for Fiscal Year 2020-21; and

That the City Manager or his designee is authorized to negotiate and approve individual contract amendments up to 10% (\$8,386) and cumulative amendments up to a maximum of 25% (\$20,965).

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
KIMLEY-HORN AND ASSOCIATES, INC.  
FOR  
WICKS BOULEVARD AND MANOR BOULEVARD SIGNAL UPGRADE PROJECT  
PROJECT NO. 2020.5620**

THIS AGREEMENT for consulting services is made by and between the City of San Leandro (“City”) and Kimley-Horn and Associates, Inc. (“Consultant”) (together sometimes referred to as the “Parties”) as of \_\_\_\_\_ (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 June 30, 2023, 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 E.

- 1.6 **City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Consultant's attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Consultant 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 Eighty-three thousand eight hundred fifty eight dollars and thirty-four cents (\$83,858.34), 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. 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 or proposal. 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 to City that such insurance is in effect. 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 these 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, agents, and subcontractors.

**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 **\$2,000,000** 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 effect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant’s insurance coverage 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 **\$1,000,000** 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.

**4.3.3 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, except Professional Liability, 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 Submittal of Proof of Insurance Coverage.** All certificates of insurance and original endorsements effecting coverage required in this Section 4 must be electronically submitted through the City’s online insurance document management program, PINS Advantage. Contractor shall comply with all requirements provided by City related to the PINS Advantage program.

**4.6 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 14 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.

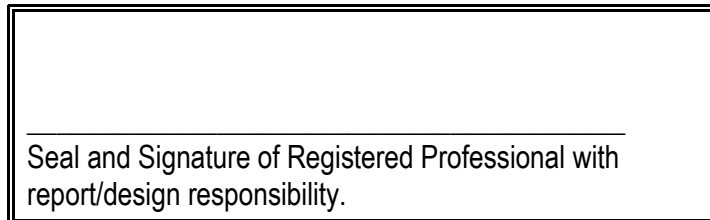
At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the San Leandro City Clerk for the Form 700 and directions on how to prepare it.

- 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 Dean Hsiao ("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:  
Kwasi Akwabi  
Kimley-Horn and Associates, Inc.  
1300 Clay Street, Suite 325  
Oakland, CA 94612  
[Kwasi.akwabi@kimley-horn.com](mailto:Kwasi.akwabi@kimley-horn.com)

Any written notice to City shall be sent to:  
Dean Hsiao, Traffic Operations Engineer  
Engineering & Transportation Department  
City of San Leandro  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577  
[dhsiao@sanleandro.org](mailto:dhsiao@sanleandro.org)

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

- 10.11 Professional Seal.** Where applicable in the determination of the contract administrator, 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.



- 10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C, D, and E 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>	COVID-19 Compliance Requirements
<u>Exhibit E</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**

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

Kimley-Horn and Associates, Inc.

\_\_\_\_\_  
Jeff Kay, City Manager

\_\_\_\_\_  
Kwasi Akwabi, Associate/Assistant Secretary

Attest:

\_\_\_\_\_  
Consultant's DIR Registration Number  
(if applicable)

\_\_\_\_\_  
Leticia I. Miguel, City Clerk

Budget Approved:

Approved as to Fiscal Authority:

\_\_\_\_\_  
Susan Hsieh, Finance Director

\_\_\_\_\_  
120-38-349-5120, 150-38-349-5120  
Account Number

Approved as to Form:

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

Per Section 10.7: Form 700 Not Required

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

## EXHIBIT A

### SCOPE OF SERVICES

This project will provide for traffic safety improvements at the intersection of Wicks Boulevard and Manor Boulevard. The project is funded with a federal aid grant. Hence, the project is required to comply with the requirements of the Highway Safety Improvement Program (HSIP) Federal grant.

The proposed improvements will include southbound and northbound flashing yellow arrow protected/permissive left-turn phases, upgrade signal heads and signal equipment, upgrade controller cabinet and power service cabinet, install video detections for cars and bikes, and advance detection system, install Accessible Pedestrian Signal (APS) system, install battery backup system, install a new crosswalk on the north leg, upgrade wheelchair Ramps, and improve signing and striping.

This contract is for design and permitting of the improvements, construction will be done by an outside contractor selected via public bid process.

#### **Task 1.0 Project Management**

Immediately following the receipt of the notice-to-proceed, Consultant will schedule a project kick-off meeting with the City to discuss project goals, objectives, tasks, roles, and responsibilities. Consultant will prepare meeting materials and a meeting agenda. Discussions will include coordination with Caltrans Local Assistance and assistance with obtaining the E-76 Authorization.

Other elements of this task include general project management, including management of project staff, quality control, and project accounting. Monthly project invoices will be prepared and submitted.

#### **Task 1.0 Deliverables:**

- Kick-off meeting agenda, materials, and notes
- Monthly invoices and progress reports
- Detailed meeting minutes

#### **Task 2.0 Preliminary Design**

Consultant will perform background research, including review of readily available relevant project documents and design standards, public utility system maps, as-built plans, and details for use in the project design and submission of utility information request letters to privately-owned utility companies with facilities in the public right-of-way that may be affected as a result of this project.

Consultant will conduct a field review of the existing signal during the background research phase of the project and review any available as-built information. Consultant will walk the project area to document existing conditions, lane configurations, posted speed limits, signing and striping, curb ramps, parking, and visible utilities (above and below ground).

Consultant will conduct a topographic survey to obtain data necessary for the installation of standard ADA ramps. Survey control will tie into existing survey monuments and will provide right-of-way and easement information based on County records and tied to the City of San Leandro Horizontal and Vertical system.

Consultant will conduct the utility coordination task using contact information furnished by the City. Consultant will request and gather information from utility companies with facilities in the project area. These utilities will likely include PG&E, telephone, cable television, water, storm drain, and sanitary sewer facilities.

Prior to the development of the 70% PS&E documents, Consultant will develop the base plans for the project intersection. This includes developing the base maps and utility information based on information received from the City and utility companies, and the existing topographic survey of the intersection.

Once the Base Plan is complete, Consultant will begin the preparation of a technical memorandum. The technical memorandum will serve to document not only the design assumptions but will also include a 30% preliminary design and estimate of construction costs. The preliminary design will show all existing improvements and the basic signal, curb ramp, and striping elements. The purpose of the memorandum is to inform and seek approval of the initial design elements prior to preparation of the 70% design plans.

Consultant will conduct an LED safety lighting photometric analysis of the intersection based on current standards and guidelines. The purpose of this analysis will be to determine the appropriate level of lighting at the intersections and identify ideal placement for LED luminaires at the intersection. Consultant will complete the analysis using AGI 32 software tool. Upon completion, Consultant will provide the City with the analysis results, and discuss lighting design implications.

Consultant will attend a design review meeting to discuss design direction and next steps.

**Task 2.0 Deliverables:**

- PDF of Preliminary Design Technical Memorandum
- Initial Photometric Analysis

**Task 3.0 Design Development**

**Task 3.1 Develop 70% Plans, Specifications, and Estimate (PS&E)**

Based on feedback from City staff on the Preliminary Design Technical Memorandum, Consultant will begin the preparation of the 70% design level plans, specifications, and opinions of probable cost (PS&E) for the project improvements. The plans will be prepared in AutoCAD format and submitted to the City in PDF at half scale. Consultant will utilize the City standard plan sheet borders with title block and general construction notes and CAD standards.

The anticipated breakdown of sheets for the 70% plans is as follows:

- Cover Sheet - General Notes, Project Location Map, Sheet Index, Benchmark, and Legend [1 sheet]
- Civil Improvements Plan [2 sheets]
- Utility Plan [1 sheet]
- Signal Modification Plan [1 sheet]
- Signing and Striping Plan [1 sheet]
- Lighting Plan [1 sheet]
- Detail Sheets [2 sheet]



The civil improvement plan and utility plan will be at a scale of 1"=10' and will show the new ADA curb ramps. Consultant will show the curb ramp improvements including conform points, sawcut limits, and flowline slopes. The new crosswalk across Wicks Boulevard requires the design of a new curb ramp.

The addition of this curb ramp will conflict with an existing fire hydrant and require relocation. The utility plan will be at a scale of 1"=10' and will show the fire hydrant relocation and details. Coordination will begin with EBMUD regarding the fire hydrant relocation. This coordination will include assisting the City in completing an application for relocation.

The signal plan will be drawn at a scale of 1"=20' and will include all signal poles and equipment, signal controllers and cabinets, service cabinets, conduit routing, pull boxes, and wiring. In addition, the signal plan will show the upgraded controller cabinet, service cabinet, and any modifications to PG&E service necessitated by the service cabinet upgrade.

Based on the layout of the signal equipment developed in the preliminary design, Kimley-Horn will perform potholing at up to ten (10) proposed pole locations at the project intersection to positively locate existing utilities and aid in the placement of the proposed signal poles locations. Prior to performing the potholing, the consultant shall provide associated traffic control plans (TCP) to the City for review and approval. In addition, consultant shall contact the Engineering and Transportation Department inspection group at [ETinspection@sanleandro.org](mailto:ETinspection@sanleandro.org), or (510) 577-3308 every day that they will perform work that will interfere with traffic.

The signing and striping plan will be drawn at a scale of 1"=20' and will include all removal information for existing striping, pavement markings, signs, and sign posts, as well as, all installation information for proposed striping, pavement marking, signs, and sign posts. The signing and striping plan will also show the new crosswalk across Wicks Boulevard on the North leg of the project intersection.

The lighting plan will be drawn at a scale of 1"=20' and will include all removal information for existing lighting elements, as well as all installation information for proposed lighting elements.

For the 70% technical specifications submittal, Consultant will prepare the specifications based on the City boilerplate front end specifications. in Greenbook format. The specifications will be prepared in Microsoft Word and will reference the latest City and Caltrans Standard Specifications.

Construction cost estimate will be based on recent construction cost estimates received on signal projects. Construction cost estimates will be prepared in Microsoft Excel format.

Upon completion of the 70% plans, coordination with PG&E on modifications regarding the new service cabinet will begin. Since this intersection already has power, new power will not be needed but a service disconnect/reconnect will be required. At this stage, a service disconnect/reconnect application will be filed to PG&E.

**Task 3.1 Deliverables:**

- Half size 70% Plans in PDF format
- PDF of the 70% Technical Specifications and Construction Cost Estimate

### **Task 3.2 Prepare 100% Plans, Specifications, and Estimates**

Upon completion of the 70% design review by the City, Consultant will organize a design review meeting to discuss comments on the design. A comment resolution matrix will be prepared summarizing comments received on the 70% PS&E documents, along with the resolution for each comment. This matrix will be submitted with the returned 100% PS&E documents original red-lined mark-ups of the 70% PS&E documents.

The additional design details to be prepared at the 100% design level include the following:

- Signal Equipment and Conductor Schedules [1 sheet]

The 100% technical specifications will be developed to include specific provisions regarding construction requirements, materials, and compensation. The applicable City and Caltrans standard details will be provided in an appendix to the special provisions.

At this stage, updated plans will be provided to PG&E to assist in the service disconnect/reconnect application efforts.

In addition coordination efforts will continue with EBMUD to get approval for the fire hydrant relocation.

### **Task 3.2 Deliverables:**

- Half-size 100% plans in PDF format and six (6) 11"x17" hard copies
- PDF of the 100% Technical Specifications and Construction Cost Estimate
- Comment Resolution Matrix

### **Task 4.0 Final Design**

Upon completion of the 100% design review by the City, Consultant will organize a design review meeting to receive and discuss comments on the design. A comment resolution matrix will be prepared which will summarize the comments received on the 100% PS&E documents and the resolutions for each comment. This matrix will be submitted with the returned Final PS&E documents original red-lined mark-ups of the 100% PS&E documents.

Based on the review comments on 100% PS&E, the approved version of the 100% PS&E will be advanced to the Final Design completion level.

Consultant will submit a pre-final PS&E to the City for a final plan check review. It is anticipated that any comments resulting from the plan check will be editorial in nature and will be communicated via email or discussed on a conference call. Any significant revisions to the design after submittal of the 100% PS&E will be considered as additional services to be completed for an additional fee upon receipt of written authorization from the City. A total of one additional design meeting is included after the submittal of the pre-final PS&E documents.

Consultant will also support the City with preparing the draft RFA package at this stage to obtain E-76 authorization for construction from Caltrans local assistance.

It is anticipated the City will furnish any applications and requirements to be used by the contractor to obtain permits for construction within city limits. Permit requirements will be included in an appendix to the technical specifications.

Final plans, specifications, and estimates will be prepared following completion of the City's plan check review. The final plans will be sealed by the professional engineer in responsible charge and will include the registration number and expiration date. The Final PS&E will be submitted to the City for use in advertising and constructing the improvements. Final plans will be provided on Mylar and electronically in AutoCAD format on CD. Final specifications will be provided electronically in Microsoft Word format for the City's use in finalizing the bid documents for advertisement.

Final approval from PG&E is anticipated to be received during this task.

***Task 4.0 Deliverables:***

- Comment Resolution Matrix
- Half-size pre-final plans in PDF format and six (6) 11"x17" hard copies
- One set of 24"x36" Final Plans on Mylar
- Final PS&E documents delivered to the City on CD
- Plans in AutoCAD format
- Specifications in Microsoft Word format
- Estimate in Microsoft Excel format

**Task 5.0 Services Prior to Construction**

Prior to construction, during the bidding phase, Consultant will prepare any necessary addenda to the project plans. A total of 14 hours has been included for this task. Any additional effort will be considered as additional services to be completed for an additional fee upon receipt of written authorization from the City.

***Task 5.0 Deliverables:***

- Revised plan addendums

**Task 6.0 Services During Construction**

During construction, Consultant will review contractor submittals to check that they comply with the project plans and specifications. Consultant will conduct up to two (2) site visits during construction.

In addition, Consultant will prepare the elements of the award package to Caltrans local assistance that are pertinent to the technical design.

Consultant will prepare record drawings upon completion of construction.

A total of 30 hours has been included for this task. Any additional effort will be considered as additional services to be completed for an additional fee upon receipt of written authorization from the City.

***Task 6.0 Deliverables:***

- Technical elements of award package for Caltrans local assistance

- Record drawings in AutoCAD format



## EXHIBIT C

### INDEMNIFICATION

- A. Consultant shall, to the extent permitted by law, including without limitation California Civil Code 2782 and 2782.8, 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, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.
- C. Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the sole 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, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

## EXHIBIT D

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. The City of San Leandro is currently in a local emergency and state of emergency due to the COVID-19 pandemic.

COVID-19 is extremely contagious, and is believed to spread mainly from person-to-person contact, through touched surfaces, and in airborne particles. As a result, federal, state, and local governments, including the City of San Leandro, and federal, state, county, and local health agencies recommend social distancing and additional cleaning protocols to limit the spread of the disease. The City has taken steps and put in place preventative measures recommended by federal, state, and local health agencies to reduce the spread of COVID-19. These measures include steps each person must take to prevent the spread of COVID-19 and include, but are not limited to, requiring face coverings, frequent hand washing and/or use of hand sanitizer, social distancing where possible, limiting of person-to-person contact, frequent cleanings of high-touch surfaces, and avoiding entering any building if they have COVID-19 symptoms.

Consultant shall obey all local orders and abide by all applicable preventative measures recommended by federal, state, county, and local health agencies and any preventative measures specifically implemented by the City. Consultant agrees that when entering any City buildings, Consultant will follow all COVID-19 related signage, wear a face covering, follow all social distancing protocols, and abide by any other COVID-19 preventative measure that are in place when performing the services described in this Agreement. Consultant shall also adhere to any subsequently communicated COVID-19 preventative measures as directed by City staff. The COVID-19 preventative measures are subject to change over time, and Consultant shall maintain knowledge of and adhere to the current COVID-19 preventative measures when interacting with City employees, officials, volunteers, agents, and representatives, and when entering City buildings.

## EXHIBIT E

### 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.

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