



**REQUEST FOR QUALIFICATIONS FOR
ON-CALL LANDSCAPE ARCHITECTURAL AND
IRRIGATION DESIGN SERVICES**

Qualifications Due: Wednesday, March 19, 2025, at 2:00 p.m.

Public Works Department 1201 W. Fourth Street Antioch, CA 94509
(925) 779-4129

INTRODUCTION

The City of Antioch (City) is requesting qualifications from Landscaping Architectural consulting/design firms to provide on-call landscape architectural and irrigation design services for various City landscape projects. The City intends to develop a "Shortlist" of Consultant/Design teams that will be called upon to provide services for any needed project or consulting service within the scope of landscape architectural and irrigation design services. Selected firms are expected to enter a three (3) year agreement with the City with an optional two (2) year extension at the sole discretion of the City for a possible five (5) year consulting services agreement.

Project size will vary depending on City need. Assignments are anticipated to be mainly design; however, community outreach and project management assistance may be requested. Consultant teams are expected to include a **California licensed landscape architect** when designing Landscape projects. A surveyor and civil engineer may be needed as well for some projects. Although the team will be selected as a whole, individual projects may not need the services of the entire team. Appropriate team members would be selected based on the scope of each project.

A Consultant team selected from the Shortlist will be provided with a detailed scope of services and specific tasks for each project, which will be used to negotiate a not-to-exceed project fee based on pre-approved Consultant billing rates. The Consultant will then give a description of the approach to the proposed project, specific members of the project team, proposed fees and a schedule for its completion for City approval. The City's Project Manager will determine if the proposal, schedule, and negotiated fees are acceptable. Fees submitted for each project shall be based upon those fees listed in your response to this proposal.

OVERVIEW

The City anticipates that a variety of landscape architectural and irrigation design services may be needed during the next three (3) years. The need to balance City staff resources, re-prioritize project needs, or emergency/urgent situations may drive the need for these on-call Consultant services.

Examples of landscape design requests will be for public areas, such as median and right of way landscape areas, and park enhancements and renovations. The expectation is that the Consultant will design projects per current City of Antioch Design Standards and Construction Specifications, State of California Model Water Efficient Landscape Ordinance (MWELO), and the Americans with Disabilities Act (ADA). Thorough understanding of these Standards, Specifications and Guidelines are expected. Accurate construction cost estimates for projects will be required as well.

Occasional, unanticipated requests might also need immediate attention such as requests for information (RFI) from contractors. Each Consultant shall address their capacity for immediate response in their Proposal.

OBJECTIVES

The purpose of this Request for Qualifications is to develop a list containing more than one Consultant that can provide the City with on-call landscape and irrigation design services on an as-needed basis. The Landscape Architect firm shall be the prime consultant of the project team.

The goal of this RFQ is to create a "shortlist" of qualified Consultants that will be available for use by City staff on projects within the City's Capital Improvement Program or as part of on-going Public Works Operations renovation/enhancement projects.

SCOPE OF SERVICES

Selected qualified firms shall provide on-call general landscape architectural and irrigation design services that may be requested by the City during the term of this agreement in a prompt, professional, and competent manner in accordance with the standards of the landscape architectural profession. All work, unless otherwise specified, shall be performed on a time and materials basis, and completed to the satisfaction of the Public Works Director/ City Engineer or designee within the time periods allocated, or as mutually agreed to at the beginning of the assignment. The following list provides examples of the type services that may be requested. Not all services may be needed on a specific project. Actual services will be project based according to need.

Landscape Design Services

1. Prepare site, landscape and/or irrigation plans;
2. Provide topographic site surveys for design purposes;
3. Provide property line survey to confirm existing boundaries;
4. Coordinate with Local Services to determine surface and underground utilities including identification/resolution of potential conflicts;
5. Prepare Storm Water Management Plans and include temporary and permanent BMP's to meet NPDES storm water quality requirements;
6. Review geotechnical and engineering reports;
7. Conduct community outreach and build consensus for final concept design;
8. Prepare preliminary and final design plans, specifications, details, quantity calculations and accurate estimates of costs;
9. Assist in bidding and award phase;
10. Provide construction administration services.

Project Management Assistance

In addition, the City may decide to retain on-call services as necessary to assist with project management. It is not anticipated that all Consultants will have staff available to provide these additional services, however the City would like any firm that has this capability to identify staff members that may be able to perform the following duties:

1. Assist the City in managing small to medium-sized capital projects including the preparation of staff reports, project planning and coordination with other agencies and utilities.
2. Assist the City in managing consultant work including signing, landscaping, utility undergrounding, irrigation and lighting.
3. Assist the City in managing the construction of small to medium-sized projects including advertisement of projects, response to request for information, review of bids, award of contract, project accounting, and closeout.
4. Perform Utility Research and coordination with Utility companies.
5. Perform Base Mapping of capital projects.
6. Prepare baseline project design schedule using critical path method and update schedule

as necessary.

7. Prepare application for and assist the City to obtain the necessary permits and approvals from appropriate agencies.
8. Perform or manage sub-consultants in the preparation of geotechnical services required on the project including pavement structural section and other required soil characteristics for design of structures.

Irrigation Design Services

The City of Antioch takes water conservation seriously. All irrigation designs will adhere to State of California MWELO Regulations. The planting and irrigation design of every site is considered an opportunity to enhance our environment, while conserving the resources which will maintain the landscape sustainably. The following points outline some of the ways the City implements such design principles.

- Utilize the latest water conserving technology and products.
- All systems contain automatic controllers that are equipped with water monitoring capabilities by seasonal program percentages based on Evapotranspiration (ET).
- Master control systems have backflow and pressure reducing devices.
- Rain, wind and moisture sensing override devices or weather stations are installed as appropriate.
- Gallonage, matched precipitation, pressure compensating rotors, rotators, spray heads and bubblers nozzles on bodies that are equipped with internal or in line check valves.
- Zone rotor, rotator spray heads and bubblers based on their GPM, PSI, arc pattern, radius, precipitation rates and plant material types being irrigated.
- Bubbler nozzles and underground irrigation tubing is used when appropriate.
- Zone the irrigation system into hydro-zones based on solar exposure, soil structure, topography, plant material types and their water requirements.
- Turf and shrub areas are watered separately through separate valve zones.
- Schedule repeat cycles (cycle/soak) and appropriate equipment as necessary to avoid runoff and overspray.
- Systems shall maintain or exceed a level of 0.71 efficiency and use of reclaimed water as possible.

SCOPE OF WORK - Irrigation Design Services

All irrigation designs will adhere to State of California MWELO Regulations.

The scope of work for potential projects may include, but not be limited to:

1. Initial site investigation and assessment of work based on project goals.
2. Review of planting zones for hydro-zone efficiency.
3. Review of City standard irrigation details, material list, and recommend appropriate upgrades. Develop or update City standard irrigation details in CAD as required in project scope.
4. Provide peer review of work prepared by City staff, and make recommendations and

- revisions as directed by the City.
5. Comply with State (AB 1881) and local requirements.
 6. Pre-Design - Assessment and Development of Existing Irrigation As-builts:
 - a) Review site conditions and existing above ground irrigation components with City staff, and other agencies as required by project scope.
 - b) Utilize existing survey to produce CAD documents with all above ground irrigation components. Add any missing irrigation components with GPS or field measurements.
 - c) Coordinate with City staff in obtaining field piping notes or field knowledge to complete pipe routing of the various components.
 - d) Provide final CAD and PDF documents with all irrigation components to be provided as deliverables.
 - e) Coordination with the City's consultants and contractors as required.
 7. Design - Conceptual Design and Design Development Phase:
 - a) Prepare conceptual design, including plans, details and draft specifications for City review and approval.
 - b) Provide product and material cut sheets.
 - c) Prepare budgetary cost estimates.
 - d) Review proposed planting zones and calculate the estimated amount of water required for the project site.
 - e) Coordinate with City and other consultants in determining joint trench and clearance requirements.
 - f) Landscape Documentation Package:
 - i. Project Information
 - ii. Water Efficiency Landscape Worksheets
 8. Site Inspection Worksheet – Point of Connection (POC) Information
 9. Site Inspection Worksheet – Controller Information
 10. Site Inspection Worksheet – Station Information
 11. System Capacity Calculations
 12. Water Efficient Landscape Worksheet
 - a) Hydrozone Information Table
 - b) Water Budget Calculations
 - c) Maximum Applied Water Allowance (MAWA)
 - d) Estimated Total Water Allowance (ETWU)
 13. Part 1. Certificate of Completion
 14. Part 2. Certification of Installation According to the Landscape Documentation Package
 15. Part 3. Irrigation Schedule
 16. Part 4. Schedule of Landscape and Irrigation Maintenance.
 17. Part 5. Landscape Irrigation Audit Report

18. Part 6. Soil Management Report

19. Soils Analysis Report

20. Verification of Implementation

- a) Soil Management Report
- b) Irrigation Plan
- c) Irrigation Schedule
- d) Landscape and Irrigation Maintenance Schedule
- e) Irrigation Audit, Irrigation Survey and Irrigation Water Use Analysis
- f) Irrigation Efficiency
- g) Recycled Water
- h) Booster Pump Design
- i) Irrigation Well Design if needed

21. Post Design - Construction Documents Phase:

- a) Prepare construction documents, including plans, details and specifications complete and ready for City review, permitting and bidding. Final bid construction documents set shall be stamped and signed by licensed design professional in charge.
- b) Construction documents shall conform to graphic standards, including title blocks, scale, established by the City.
- c) Prepare cost estimate to correspond with line items and unit costs on project Bid Spreadsheet and Measurement and Payment Clause in the project specifications.
- d) Prepare technical specifications in City Standard, CSI or Caltrans format, as required or directed.
- e) Provide all plans to the City in AutoCAD format (most recent version).
- f) Project administration as required.
- g) Project Construction Phase:
 - i. Provide evaluation on material substitution request.
 - ii. Review submittals and shop drawings.
 - iii. Review and respond to contractor Request for Information (RFI).
 - iv. Change order evaluation as necessary.
 - v. Attend construction punch walk and generate project punch list.
 - vi. Project Conformed Set of Project Documents in CAD and PDF format at project completion for City records.
- h) Referenced City Standard Irrigation Details:
 - i. Tree Staking L-03
 - ii. Pedestal Irrigation Controller L-04
 - iii. Sprinkler Irrigation lateral L-05
 - iv. Quick Coupler Main Line (Potable) L-06

- v. Quick Coupler Main Line (NON-POTABLE) L-07
- vi. Light Energized Irrigation Controller L-08
- vii. Shrub and Tree Planting on Slope L-10
- viii. Irrigation Master Control Valve L-11
- ix. Irrigation Remote Control Valve L-12
- x. Isolation Gate Valve 2" and Under L-13e
- xi. Isolation Gate Valve 2-1/2" & Over L-14
- xii. Trench Section for Irrigation Pipe L-15
- xiii. Irrigation Typical Thrust Blocks L-16
- xiv. Reduced Pressure Backflow Preventer Assembly W-11

PERIOD OF AWARD

The anticipated effective date for providing the required product and services shall be for an initial three (3) year period with an optional two (2) year extension at the sole discretion of the City for a possible total five (5) year agreement, starting approximately April 2025.

If the City desires to extend the contract, not later than thirty (30) days prior to expiration, the City shall send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm's pricing proposal from the consultant, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term of extension thereof. All decisions to extend the contract are at the option of the City.

SUBMITTAL REQUIREMENTS

Please prepare and organize your Qualifications based on the requirements provided below. Any other information you would like to include should be placed in a separated section at the back of your Submittal. Please note however that the RFQ submittal is limited to **20 pages maximum** (excluding resumes) and should be submitted on 8 ½ x 11" paper, in 12-point font.

1. Interested firms are requested to submit three (3) sealed copies of their Qualifications and one electronic copy in PDF format as follows: Enclose a cover letter not to exceed one page describing the firm's interest and commitment to perform on-call landscape architectural and irrigation design services. The person authorized by the firm to negotiate a contract with the City of Antioch shall sign the cover letter.
2. State the qualifications and experience of the firm/individual(s). Please emphasize the specific qualifications and experience with engagements of similar scope and complexity.
3. Provide at least three references (names and current phone numbers) from recent work (previous five years) similar to the service categories your firm is interested in providing. Include a brief description of the role associated with the reference, and the role of the respective team member.
4. List key staff members, including identification of the Principal-in-Charge and Project Manager/primary point-of-contact.
5. Include an organization chart, including those who may take a role in as a consultant to the City.

6. Present proposed compensation rates.
7. Provide confirmation of your firm's ability to meet the City's Consultant Service Agreement and insurance requirements (See Attachment A). Exceptions to the Agreement and insurance requirements shall be specifically noted in the Proposal.

SELECTION CRITERIA

All qualifications will be evaluated based on the criteria below.

- Qualifications and experience of key project team members, particularly the Project Manager, qualified technical and support personnel - 25 points
- Experience with local municipalities and agencies - 25 points
- Ability to respond in a timely manner – 15 points
- Quality and completeness of the proposal – 10 points
- Ability to meet contract and insurance requirements – 10 points
- Fees – 15 points

CONTRACT TERMS AND CONDITIONS

It is anticipated that any selected Consultant firm will work under a three (3) year Consultant Services Agreement with the City. Payment for services provided under the service agreement will be on a "time and materials" basis with a not-to-exceed limit of \$125,000 per contract year. At the end of the three-year term, the City may renew the consultant's Service Agreement for two (2) one-year period extensions with a not-to-exceed limit of \$125,000 per extension contract year. Services will be requested on an as needed basis and there is no guarantee of work or that any funds will be used.

CONTRACT TERMS AND CONDITIONS

Enclosed is a copy of the City of Antioch's Consultant Service Agreement. By submitting a proposal for this work, a firm agrees to comply with all terms and conditions and insurance requirements outlined in the agreement.

It is anticipated that the selected consultant(s) will work under a three-year Agreement with the City. At the end of the three-year term, the City may renew the Agreement for up to two additional years.

It is anticipated that from the proposals submitted, City staff will be able to select the firms best suited to meet the City's needs. However, if that is not possible, the City will ask a "short list" of firms to meet with staff to discuss the project and the firm's proposal. The City will negotiate a Consultant Service Agreement for the work after staff has determined the best qualified firms.

No compensation will be due any firm for preparation of a written proposal or for meeting with staff after a "short list" has been determined.

The selected firm will receive a notice to proceed after the City Council has approved their contract.

SUBMISSION INSTRUCTIONS

Three (3) bound, and one (1) electronic copy of the proposal **must be submitted no later than 2:00 p.m. on Wednesday, March 19, 2025** to:

City of Antioch
Derek Traya
Public Works Department
1201 W. 4th Street
Antioch, CA 94509

Interviews will be conducted if there is not an outstanding response and two or three firms are very close in evaluation points. Any questions regarding the above should be directed to Public Works Department at (925) 779-6968 or dtraya@antiochca.gov.

Attachment A

DESIGN CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF ANTIOCH AND [NAME OF CONSULTANT]

THIS AGREEMENT (“**Agreement**”) is made and entered into this ____ day of _____, 202__ (“**Effective Date**”) by and between the City of Antioch, a municipal Corporation with its principle place of business at 200 H Street, Antioch, CA 94509 (“**City**”) and _____ with its principle place of business at _____ (“**Consultant**”) as of _____, 202__. City and Consultant individually are sometimes referred to herein as “**Party**” and collectively as “**Parties.**”

SECTION 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish all technical and professional services including labor, material, equipment, transportation, supervision and expertise to provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the date first noted above and shall end on _____, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City’s right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant represents that it is experienced in providing these services to public clients and is familiar with the plans and needs of City. 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 in the geographical area in which Consultant practices its profession.

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 Section 1.1 above and to satisfy Consultant’s obligations hereunder.

SECTION 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed _____, 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 A, 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 below. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Except as

specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. 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; and,
- The Consultant's signature.

2.2 Payment Schedule.

2.2.1 City shall make incremental payments, based on invoices received, [according to the payment schedule attached as Exhibit B], for services satisfactorily performed in accordance with the requirements of this Agreement, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements of Section 2.1 to pay Consultant.

2.3 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement, unless expressly provided for in Section 2.5.

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.

2.4 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule in Exhibit B.

2.5 Reimbursable Expenses. Reimbursable expenses are specified below, and shall not exceed _____ (\$ _____). Expenses not listed below are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

Reimbursable Expenses are:

2.6 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.7 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 Consultant receives authorization to proceed 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 beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work by the Consultant and its agents, representatives, employees, and subcontractors. Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's 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 thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Insurers shall have an AM Best rating of no less than A:VII unless otherwise accepted by the City in writing:

4.1 Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The required insurance limits may be met if an umbrella insurance provision explicitly supplements both the CGL and general aggregate limits to reach the required threshold. If Consultant's services include work within 50 feet of a railroad right of way, the Consultant shall have removed any exclusion on their liability policy limiting coverage for work near a railroad.

or shall provide a Railroad Protective Liability policy in favor of the City. Limits for such coverage shall be no less than \$5,000,000.

4.2 Automobile Liability Insurance. ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

4.3 Workers' Compensation Insurance. as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

4.4 Professional Liability (Errors and Omissions): Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

4.5 Other Insurance Provisions. Unless otherwise specified below, all insurance policies are to contain, or be endorsed to contain, the following provisions:

4.5.1 Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. Additional insured status under the CGL coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used). This requirement shall only apply to the CGL and Automobile Liability Insurance policies specified above.

4.5.2 Primary Coverage. For any claims related to this contract, 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. This requirement shall only apply to the CGL and Automobile Liability Insurance policies specified above.

4.5.3 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

4.5.4 Waiver of Subrogation. Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. This requirement shall only apply to the CGL, Automobile Liability and Workers' Compensation/Employer's Liability Insurance policies specified above.

4.5.5 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4.5.6 Claims made policies. If any of the required policies provide claims-made coverage:

4.5.6.1 The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

4.5.6.2 Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

4.5.6.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

4.6 Certificate of Insurance and Endorsements. Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

4.7 Subcontractors. Consultant shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming additional insureds.

4.8 Higher Limits. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

4.9 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

4.10 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.

5.1 To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably acceptable to City), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

5.2 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

5.3 Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

5.4 By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration, and that these provisions survive the termination 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 Subparagraph 1.3; however, otherwise City shall not have the right to control the manner or 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 Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant

shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

SECTION 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. 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, sexual orientation or any other legally protected status, 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.

7.6 California Labor Code Requirements. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code

Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the full term of this Agreement and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

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 their 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' remedies shall include, but not be 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; and/or

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant in which case the City may charge Consultant the difference between the cost to have a different consultant 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, drawings, 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.

9.2 Confidentiality. 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 kept confidential by Consultant. Such materials shall not, without the prior written permission of City, be used by Consultant for any purpose other than the performance of this Agreement nor shall such materials be disclosed publicly. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, shall be deemed confidential. Consultant shall not use the City's name or logo or photographs pertaining to the services under this Agreement in any publication without the prior written consent of the City.

9.3 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to

charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.4 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

9.5 Intellectual Property. The City shall have and retain all right, title and interest, including copyright, patent, trade secret or other proprietary rights in all plans, specifications, studies, drawings, estimates, materials, data, computer programs or software and source code, enhancements, documents and any other works of authorship fixed in any tangible medium or expression, including but not limited to physical drawings or other data magnetically or otherwise recorded on computer media (“Intellectual Property”) prepared or developed by or on behalf of Consultant under this Agreement. Consultant further grants to City a non-exclusive and perpetual license to copy, use, modify or sub-license any and all Intellectual Property otherwise owned by Consultant which is the basis or foundation for any derivative, collective, insurrectional or supplemental work created under this Agreement.

SECTION 10. MISCELLANEOUS PROVISIONS.

10.1 Venue. In the event 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 Contra Costa or in the United States District Court for the Northern District of California.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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 official of City 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.*

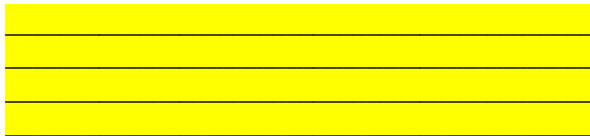
Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of City in the previous twelve months, Consultant warrants that it did not participate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

10.7 Inconsistent Terms. If the terms or provisions of this Agreement conflict with or are inconsistent with any term or provision of any attachment or Exhibit attached hereto, then the terms and provisions of this Agreement shall prevail.

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 Derek Traya ("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:



Any written notice to City shall be sent to:

City Manager
City of Antioch
P. O. Box 5007
Antioch, CA 94531-5007

City of Antioch
P. O. Box 5007
Antioch, CA 94531-5007
Attn: City Attorney

10.11 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and all other attachments, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

CITY:

CITY OF ANTIOCH

Bessie Marie Scott
City Manager

Attest:

Melissa Rhodes
City Clerk

Approved as to Form:

Derek Cole
Interim City Attorney

CONSULTANT:

[NAME OF CONSULTANT]

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

[Two signatures are required for a corporation or one signature with the corporate bylaws indicating that one person can sign on behalf of the corporation]