



REQUEST FOR  
STATEMENT OF QUALIFICATIONS  
For  
ON-CALL  
ARCHITECTURAL, ENGINEERING & OTHER  
PROFESSIONAL SERVICES  
**(Revised February 12, 2020)**

**For the Term**  
July 1, 2020 – June 30, 2023

**DUE DATE: Wednesday, March 11, 2020 at or before 3:00PM**

**DELIVER OR MAIL TO:** Matthew Ruble, P.E., Principal Engineer  
City of South San Francisco - Engineering Division  
315 Maple Avenue, South San Francisco, CA 94080



STATEMENT OF QUALIFICATIONS PACKAGE  
FOR ARCHITECTURAL, ENGINEERING AND OTHER PROFESSIONAL SERVICES

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STATEMENT OF QUALIFICATIONS PACKAGE  
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## **INTRODUCTION**

The City of South San Francisco – Engineering Division, Public Works Department is soliciting Statement of Qualifications (SOQs) from qualified consultants to provide architectural, engineering, planning, environmental, and various other professional services for a three (3) year term, July 1, 2020 through June 30, 2023, to facilitate the implementation of the City’s Capital Improvement Program (CIP). At the discretion of the City, the term may be extended by an optional two (2) year time extension for maximum contract duration of five (5) years.

When CIP projects and other municipal initiatives become funded during this term, SOQs submitted in accordance with this request may be evaluated by committee to short-list and select the best qualified consultant to provide on-call services to the City. The service will depend on the size and/or technical complexity of the project or initiative, funding availability, schedule constraints and the type of services required. Upon selection of the best qualified firm for a given project, the parties will meet to develop a scope of work, schedule and fees to mutual satisfaction. A standard form of Consulting Services Agreement is enclosed as Attachment 1 as reference. Prior to commencement of services, a Task Order / Notice to Proceed will be issued.

The City of South San Francisco reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

This package contains all the instructions and forms necessary for any interested firm to respond to the City’s Request for Statement of Qualifications for architectural, engineering, and various other professional services for a base term of July 1, 2020 through June 30, 2023 with an optional two (2) year extension through June 30, 2025. Firms are advised to carefully review all contents of this package. Only submittals properly completed as instructed in this package will be accepted for evaluation.

Firms interested in providing one or more of the services identified herein must complete a **separate** SOQ Submittal for **each** Service Area using the information and forms contained in this package. Submittals will be **due at or before 3:00pm on Wednesday, March 11, 2020**.

**5 hard copies and 1 electronic copy** of the submittals shall be delivered or mailed to:

Matthew Ruble, P.E., Principal Engineer  
City of South San Francisco  
Engineering Division  
315 Maple Avenue, South San Francisco, CA 94080

Any questions regarding this solicitation shall be directed to Matthew Ruble, P.E., by telephone (650) 829-6652 or via e-mail at [Matthew.Ruble@ssf.net](mailto:Matthew.Ruble@ssf.net).

## SERVICE AREAS, POTENTIAL IMPROVEMENTS AND TASKS

During the term previously identified, the City anticipates seeking qualified consultants to provide expertise in the Service Areas listed below to assist City staff with various municipal services and initiatives, as well as during the planning, engineering, design and construction phases of a wide variety of CIP Projects if they become funded. The City reserves the right to request SOQs for additional Service Areas, and/or project-specific technical proposals (whether or not firms are short-listed via these SOQs), and/or perform interviews with most qualified firms. **Firms interested in providing services in any Service Area must be the prime consultant for that service.**

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
1.	Architecture	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Facility Remodels/Renovations and Tenant Improvements for:</i></li> <li>• <i>City Hall Complex</i></li> <li>• <i>Conference Center</i></li> <li>• <i>Fire Stations</i></li> <li>• <i>Senior Center</i></li> <li>• <i>Park and other Public Restrooms</i></li> <li>• <i>Other Administrative Offices</i></li> <li>• <i>Other City Projects</i></li> </ul>	<ul style="list-style-type: none"> <li>• Building Condition Assessments</li> <li>• Site Selection</li> <li>• Master Planning/Space Planning</li> <li>• Feasibility Studies</li> <li>• Renderings/Models/Displays</li> <li>• Disabled Accessibility Evaluations and Mitigation</li> <li>• Life Cycle Cost Estimates</li> <li>• Peer Review of Building Design by Others</li> <li>• Interior Design/FF&amp;Es</li> <li>• Sustainable Solutions</li> <li>• Public Charrettes/Community Outreach</li> <li>• Technical Studies, Reports and Presentations</li> <li>• Conceptual/Schematic Design</li> <li>• Design Development</li> <li>• Final Design Plans, Specifications and Estimates (PS&amp;E)</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>
2.	Biological Services	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Private Projects submitted for City Approval</i></li> </ul>	<ul style="list-style-type: none"> <li>• Biological Surveys and Analysis</li> <li>• Mitigation</li> <li>• Regulatory Agency Permitting</li> <li>• Federal, Tribal, Regional and State Consultations</li> <li>• Reporting and Presentations</li> <li>• On-Site Monitoring (during Construction)</li> <li>• On-Call Services</li> </ul>
3.	Appraisal Services	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, Municipal Service, or Low-Moderate Income Housing Properties</i></li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal Services</li> <li>• Fair Market Lease Rates</li> <li>• Highest and Best Use Determinations</li> <li>• Revenue Projections</li> <li>• On-Call Services</li> </ul>

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
4.	Civil Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Roadways and Street Improvements</i></li> <li>• <i>Parking Lots</i></li> <li>• <i>Intersection Improvements</i></li> <li>• <i>ADA Compliance Projects</i></li> <li>• <i>Pavement Resurfacing Projects</i></li> <li>• <i>Driveways, Curbs, Gutters, Medians, Sidewalks, Cross Gutters, Walkways</i></li> <li>• <i>Pavement Management System</i></li> <li>• <i>Complete Streets</i></li> <li>• <i>Plan Checking of Private Development Grading, Drainage, and Street Improvement Plans and Technical Reports</i></li> <li>• <i>Standard Plans &amp; Specifications Update</i></li> <li>• <i>Preventative Maintenance Plans</i></li> <li>• <i>Assessment Districts – Engineer’s Reports</i></li> <li>• <i>Staff Augmentation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Plan Checking</li> <li>• Design Survey and Geometrics</li> <li>• Pavement Evaluation and Design</li> <li>• Environmental Permitting</li> <li>• Coordination w/Other Agencies &amp; Utilities</li> <li>• Constructability/Bidability Reviews</li> <li>• Peer Review of PS&amp;Es prepared by Others (Roadways/Traffic/Parks/Drainage/Sewers)</li> <li>• Value Engineering</li> <li>• AutoCAD Services</li> <li>• Preliminary Engineering Studies</li> <li>• Technical Reports</li> <li>• Alternatives Analysis</li> <li>• Final Design PS&amp;Es</li> <li>• Public Outreach</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> <li>• Staff Augmentation is intended to Provide Qualified Engineering Staff on a Temporary, On-Call, As-Needed Basis.</li> </ul>
5.	Construction Management and Inspection Services/ Horizontal Construction	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Roadways and Street Improvements</i></li> <li>• <i>Pavement Resurfacing</i></li> <li>• <i>Traffic Signals</i></li> <li>• <i>Drainage, Culverts, Basins</i></li> <li>• <i>Grading</i></li> <li>• <i>Sewer Pipelines and Lift Stations</i></li> <li>• <i>Parks and Trails</i></li> <li>• <i>Facilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• Constructability/Bidability Reviews</li> <li>• Value Engineering</li> <li>• Public Bidding Phase Support</li> <li>• Submittal Tracking and Reviews</li> <li>• Construction Staking</li> <li>• Construction Management &amp; Controls</li> <li>• Contract Administration</li> <li>• Inter-agency and Third Party Utility Coordination</li> <li>• Construction Inspection</li> <li>• Storm Water Quality Inspections</li> <li>• Materials Testing</li> <li>• Progress Meetings and Reporting</li> <li>• Public Relations/Outreach</li> <li>• Progress Payments and Grant/Fund Tracking</li> <li>• Change Order Management</li> <li>• Permit Monitoring</li> <li>• SWPPP &amp; Erosion/Sediment Control Monitoring <ul style="list-style-type: none"> <li>• Claims &amp; Disputes Prevention/Mitigation</li> </ul> </li> <li>• Project Closeout</li> <li>• On-Call Services</li> </ul>

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
6.	Electrical Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Emergency Generators</i></li> <li>• <i>Facility Lighting</i></li> <li>• <i>Sports Field Lighting</i></li> <li>• <i>Switchgear</i></li> <li>• <i>Communications Systems</i></li> <li>• <i>Fire Alarm and Security Systems</i></li> <li>• <i>Street Lighting</i></li> <li>• <i>HVAC and Building Systems</i></li> <li>• <i>Radio Systems</i></li> </ul>	<ul style="list-style-type: none"> <li>• Electrical/Mechanical Assessments</li> <li>• Feasibility Studies</li> <li>• Energy and Greenhouse Gas Reduction Strategies</li> <li>• Renewable Energy Solutions</li> <li>• Photometric Studies</li> <li>• Recommendations on Lights &amp; Fixtures</li> <li>• Preliminary Engineering</li> <li>• Final Design PS&amp;Es</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>
7.	Geotechnical Engineering and Materials Testing	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Erosion and Stabilization</i></li> </ul>	<ul style="list-style-type: none"> <li>• Site Investigations &amp; Peer Reviews</li> <li>• Geologic Investigations</li> <li>• Soils and Asphalt Pavement Borings</li> <li>• Laboratory Testing</li> <li>• Non-destructive Testing</li> <li>• Geotechnical Reports</li> <li>• Pavement Condition Surveys</li> <li>• Pavement Section Design Alternatives</li> <li>• Retaining Wall Design Parameters</li> <li>• Slope Stabilization</li> <li>• Landslide Monitoring</li> <li>• Grading Observations</li> <li>• Multi-Trades Building Inspections and Materials Testing (asphalt, concrete, masonry, steel)</li> <li>• On-Call Services</li> </ul>
8.	Hazardous Materials Testing and Monitoring Services and/or Construction Material Testing / Monitoring	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous Materials Testing (Asbestos, Molds, and others)</li> <li>• Laboratory Testing</li> <li>• Abatement and Remediation PS&amp;Es</li> <li>• Policies and Procedures</li> <li>• Documentation and Training</li> <li>• Emergency Response</li> <li>• On-Call Services</li> </ul>

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
9.	Landscape Architecture	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Park Renovations</i></li> <li>• <i>Landscaping and Streetscapes</i></li> <li>• <i>Water-Conserving Irrigation Systems</i></li> <li>• <i>Xeriscape</i></li> <li>• <i>Sports Fields</i></li> <li>• <i>Dog Park</i></li> <li>• <i>Playgrounds, Picnic Areas</i></li> <li>• <i>Erosion Control</i></li> </ul>	<ul style="list-style-type: none"> <li>• Parks Condition Assessments</li> <li>• Parks/Trails Master Planning</li> <li>• Playground Equipment Inspections</li> <li>• Feasibility Studies</li> <li>• Cost Estimating</li> <li>• Schematics and Renderings</li> <li>• Reporting and Presentations</li> <li>• Peer Review of PS&amp;Es Prepared by Others</li> <li>• Preliminary Design</li> <li>• Final Design PS&amp;Es</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>
10.	Mechanical Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Fuel Tanks Renovations</i></li> <li>• <i>Grease Traps</i></li> <li>• <i>HVAC Systems</i></li> <li>• <i>Mechanical Building Systems</i></li> <li>• <i>Emergency Generators</i></li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical/Electrical Systems Assessments</li> <li>• Feasibility Studies</li> <li>• Energy and Greenhouse Gas Reduction Strategies</li> <li>• Renewable Energy Solutions</li> <li>• Preliminary Engineering</li> <li>• Final Design PS&amp;Es</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>
11.	Structural Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Parking Garages</i></li> <li>• <i>Retaining Walls</i></li> <li>• <i>Roadway and Pedestrian Bridges</i></li> <li>• <i>Utility Vaults</i></li> <li>• <i>Box Culverts, Headwalls</i></li> <li>• <i>Building Framing Systems</i></li> <li>• <i>Foundation Slabs</i></li> </ul>	<ul style="list-style-type: none"> <li>• Buildings/Facilities Condition Assessments</li> <li>• Structural Analysis and Design</li> <li>• Seismic Evaluations</li> <li>• Structural Modifications</li> <li>• Non-destructive Testing</li> <li>• Rehabilitation Strategies</li> <li>• Preliminary Engineering</li> <li>• Final Design PS&amp;Es</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
12.	Surveying, Mapping, and Right-of-Way Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> </ul>	<ul style="list-style-type: none"> <li>• Ground Control</li> <li>• Aerial Photography/Base Mapping</li> <li>• Ortho-Photogrammetry/Mapping</li> <li>• Design Surveys</li> <li>• Digital Terrain Modeling</li> <li>• Topographic Surveys</li> <li>• Construction Staking</li> <li>• Quality Assurance of Contractor's Staking</li> <li>• Set Monuments</li> <li>• Records and Lands Title Research</li> <li>• Plats and Legal Descriptions for Right-of-Way and Easement Acquisitions</li> <li>• Right-of-Way Certifications (Caltrans)</li> <li>• Acquisition Support</li> <li>• Subdivision or Parcel Map Checking</li> <li>• On-Call Services</li> </ul>
13.	Traffic Engineering & Transportation	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Private Projects submitted for City Approval</i></li> <li>• <i>New and Upgraded Traffic Signals</i></li> <li>• <i>Pedestrian Crossings and Connectivity</i></li> <li>• <i>Bicycle Lane Linkages</i></li> <li>• <i>Signal Timing Assessments</i></li> <li>• <i>Fiber Optics</i></li> <li>• <i>Interconnection &amp; Synchronization</i></li> <li>• <i>Intersection Modifications</i></li> <li>• <i>Transportation Planning</i></li> <li>• <i>Pedestrian and Bicycle Projects</i></li> <li>• <i>Traffic Calming Plans</i></li> <li>• <i>Corridor Evaluations</i></li> <li>• <i>Circulation Studies</i></li> <li>• <i>Radar Speed Signs</i></li> <li>• <i>Electronic Parking Signs</i></li> <li>• <i>Staff Augmentation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Traffic Counts</li> <li>• Traffic Studies &amp; Modeling</li> <li>• Speed Surveys</li> <li>• Parking Studies &amp; Management</li> <li>• Signal Warrants</li> <li>• Signal Design</li> <li>• Signage and Striping Plans</li> <li>• Traffic Control and Barricading Plans</li> <li>• Interagency Coordination</li> <li>• Reporting and Presentations</li> <li>• Preliminary Engineering</li> <li>• Final Design PS&amp;Es</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> <li>• Staff Augmentation is Intended to Provide Qualified Traffic Engineering Staff on a Temporary, On-Call, As-Needed Basis</li> </ul>
14.	Water Resources (Storm Water/Drainage and Waste Water)	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>New and Rehabilitated Pipelines</i></li> <li>• <i>Lift Stations</i></li> <li>• <i>Storm Drainage Retention and Conveyance Facilities</i></li> <li>• <i>Pipe Lining and Pipe Bursting</i></li> <li>• <i>Spot Repairs</i></li> <li>• <i>Wastewater Collection Master Plan</i></li> <li>• <i>Preventative Maintenance Plans</i></li> <li>• <i>Erosion Control</i></li> <li>• <i>Storm Water C.3 requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>• Utility Condition Assessment &amp; Inspections</li> <li>• Utility Master Planning</li> <li>• Alignment Studies</li> <li>• Hydrology/Hydraulic Analyses</li> <li>• Design Surveying</li> <li>• Environmental Permitting</li> <li>• Coordination with Utilities and Federal, Tribal and Regional Agencies</li> <li>• Utility System Modeling</li> <li>• Preliminary Engineering</li> <li>• Technical Studies and Reports</li> <li>• Final Design PS&amp;Es</li> <li>• Reporting and Presentations</li> <li>• Value Engineering</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>



NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
15.	Marine Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Marina Evaluation and Design</i></li> </ul>	<ul style="list-style-type: none"> <li>• Marina Design or Re-Design</li> <li>• Modern Dry Storage</li> <li>• Site Expansion &amp; Upgrades</li> <li>• Efficiency &amp; Movement Engineering</li> <li>• Bathometric Analysis</li> <li>• Load Engineering</li> <li>• Wave Studies</li> <li>• Market Research Preliminary Engineering</li> <li>• Technical Studies and Reports</li> <li>• Final Design PS&amp;Es</li> <li>• Reporting and Presentations</li> <li>• Public Bidding and Construction Phase Services</li> <li>• On-Call Services</li> </ul>
16.	Solid Waste Engineering	<ul style="list-style-type: none"> <li>• <i>Any City Property, Project, Improvements, or Municipal Services</i></li> <li>• <i>Landfill Engineering and Evaluation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Landfill Engineering &amp; Permitting</li> <li>• Construction Management</li> <li>• Landfill Engineering Support</li> <li>• Leachate Collection Systems</li> <li>• Slope Stability Assessments</li> <li>• Landfill Gas Collection Systems</li> <li>• Closures</li> <li>• Land Reclamation</li> </ul>



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## **SUBMITTAL INSTRUCTIONS**

1. Each firm must submit a separate submittal for each Service Area that they wish to provide services for. **Firms interested in providing services in any Service Area must be the prime consultant for that service.**
2. Each firm must provide **five (5)** hard copies of each Service Area submittal plus **one (1)** electronic copy of their SOQ submittal.
3. Every copy must be individually bound.
4. Submittals must follow the organization, order and numbering presented in the Section entitled ***SOQ Order and Page Limits*** found on page 10.
5. All submittals must be typed on the forms provided in this package, or obtained via our website (<https://www.ssf.net/departments/public-works/engineering-division>), except where otherwise instructed in the ***SOQ Order and Page Limits***. Identical forms created with computer word processing programs are acceptable; however, please use the same layout and format as the original. Slight adjustments to the forms, such as margins and paragraph spacing, or removal of the City's logo, are acceptable. These adjustments must not change the wording or numbering of questions, the order of requested information, or increase or decrease the amount of information requested for each page of a form.
6. Typing on forms should be in 10 or 12-point type, using fonts such as Times Roman, Arial or Courier. Tabs or separator sheets, if used, may use larger font sizes.
7. One copy of each form is included in this package.



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**SOQ ORDER AND PAGE LIMITS**

Each Service Area submittal must conform (order, page limits, and contents) to the following:

**Cover** Must identify the Service Area, the name of firm and the submittal date.

**Letter** Provide a one (1) page cover letter identifying the Service Area and name of firm. The letter must also include the following:

- a. Whether or not the firm has an office in the City of South San Francisco;
- b. Whether or not a majority of the work will be performed locally.
- c. The name of a local or regional office representative who is able to legally execute agreements and amendments with the City of South San Francisco; and
- d. A non–electronic signature executed in blue ink by a firm officer.

**Qualifications**

- FORM A** General Firm Information: Limit one (1) page.
- FORM B** Tentative Project Team: Limit one (1) page. In addition, provide an Organizational Chart to illustrate your Tentative Project Team with any Subconsultants based on potential improvements and potential tasks most suitable for your firm: Limit one (1) page.
- FORM C** Resumes of Key Personnel: Limit one (1) page per each person, up to a maximum of ten (10) people. Please include only personnel who would likely be available and would directly work on the assigned project. Up to four (4) of the ten (10) people may be subconsultants.
- FORM D** Example Projects that best illustrate Proposed Team’s Qualifications: Limit one (1) page for each project, up to a maximum of four (4) projects.
- FORM E** Key Personnel Participation in Example Projects: Limit one (1) page.
- FORM F** Applicable Specialized Equipment and Resources: Limit one (1) page.
- FORM G** Hourly Rate Sheet: Limit one (1) page.
- FORM H** Additional Information: Limit one (1) page.



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**FORM A – GENERAL FIRM INFORMATION**

1.	Firm's Name:	
2.	Firm's Local Address:	

3. Is your local office the Head Office?  Yes  No      Branch Office?  Yes  No  
 Only Office?  Yes  No

4. Year your firm was established: \_\_\_\_\_

5. Year your local office was established: \_\_\_\_\_

6. Primary contacts (Principals) in the local office:

Name	Title	Telephone Number	E-Mail Address

7. List locations of no more than three (3) other offices where work may be performed (if applicable):

Address	Telephone Number	# of Personnel

8. Total employees presently employed:

a) In your local office \_\_\_\_\_      b) In your firm \_\_\_\_\_

9. Errors and Omissions Insurance

a) Amount your firm presently carries: \$ \_\_\_\_\_ per \_\_\_\_\_

b) Carrier's name and address: \_\_\_\_\_



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**FORM B – TENTATIVE PROJECT TEAM**

**SERVICE AREA (Select one Service Area from list in SOQ package):**

**A. Consultant’s Key Personnel**

Please identify your tentative, key Project Team members, their titles/roles and primary duties:

Name	Title/Role	Primary Duties

**B. Subconsultant and Support Services**

Please identify up to four (4) key subconsultants or vendors, contact persons, and services they would provide in order to support your Project Team.

Firm Name & Location	Contact Person	Support Services

**C. Organizational Chart**

Please insert a preliminary Organizational Chart of your tentative Project Team on the next page.



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**FORM C – RESUMES OF KEY PERSONNEL**

1. Name: \_\_\_\_\_

2. Role in this Service Area: \_\_\_\_\_

3. Years of experience – Total: \_\_\_\_\_ With current firm: \_\_\_\_\_

4. Education (Degree and Specialization) \_\_\_\_\_

5. Current Registration/Certification (State & Discipline) \_\_\_\_\_

6. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

7. Relevant Project – Title & Location (City & State): \_\_\_\_\_

- Year Completed – Professional Services: \_\_\_\_\_

- Year Completed – Construction (if applicable): \_\_\_\_\_

- Brief Description (Scope, size, cost, etc.) and Specific Role: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Performed Relevant Project with Current Firm: Yes  No

8. Relevant Project – Title & Location (City & State): \_\_\_\_\_

- Year Completed – Professional Services: \_\_\_\_\_

- Year Completed – Construction (if applicable): \_\_\_\_\_

- Brief Description (Scope, size, cost, etc.) and Specific Role: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Performed Relevant Project with Current Firm: Yes  No

9. Relevant Project – Title & Location (City & State): \_\_\_\_\_

- Year Completed – Professional Services: \_\_\_\_\_

- Year Completed – Construction (if applicable): \_\_\_\_\_

- Brief Description (Scope, size, cost, etc.) and Specific Role: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Performed Relevant Project with Current Firm: Yes  No



STATEMENT OF QUALIFICATIONS PACKAGE  
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**FORM D – EXAMPLE PROJECTS THAT BEST ILLUSTRATE  
PROPOSED FIRM’S QUALIFICATIONS**

Project Key Number (1 to 4):    1    2    3    4

1. Title of Example Project: \_\_\_\_\_

2. Project Location (City and State): \_\_\_\_\_

3. Year Completed – Professional Services: \_\_\_\_\_

4. Year Completed – Construction (if applicable): \_\_\_\_\_

5. Project Owner’s Information:

- Project Owner: \_\_\_\_\_

- Point of Contact Name: \_\_\_\_\_

- Point of Contact Telephone Number: \_\_\_\_\_

- Point of Contact E-Mail Address: \_\_\_\_\_

6. Brief Description of Project and Relevance to this Service Area (include scope, size, cost, etc.):

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

7. Subconsultants from FORM B Involved with this Example Project, if any:

Firm Name	Firm Location	Support Service



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**FORM E – KEY PERSONNEL PARTICIPATION**  
**IN EXAMPLE PROJECTS**

No.	Key Personnel From FORM C	Role	Example Projects from FORM D (Fill in “Example Projects Key” section shown below before completing this table. Place “X” under project key number(s) below for key personnel’s participation in Example Project(s).)			
			1	2	3	4
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**Example Projects Key from FORM D**

No.	Title of Example Project	No.	Title of Example Project
1.		3.	
2.		4.	





STATEMENT OF QUALIFICATIONS PACKAGE  
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**FORM F – APPLICABLE SPECIALIZED EQUIPMENT AND RESOURCES**

List specialized and/or unique equipment, vehicles, software, or other resources your firm possesses that is advantageous or necessary to perform this service and which your firm is willing to commit locally. Equipment may include, but is not limited to: heavy equipment, special purpose or specially-equipped vehicles, equipment, specialized computer programs, reference manuals/codes, laboratory testing equipment, audio visual equipment, tools, supplies or other relevant resources.

<b>1.</b>	<b>Applicable Specialized Equipment and Vehicles</b>
<b>2.</b>	<b>Applicable Specialized Software Programs</b>
<b>3.</b>	<b>Applicable Reference Manuals, Codes and Data</b>
<b>4.</b>	<b>Other Applicable Resources</b>



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**FORM G – HOURLY RATE SHEET**

No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
4.			\$	\$	\$
5.			\$	\$	\$
6.			\$	\$	\$
7.			\$	\$	\$
8.			\$	\$	\$
9.			\$	\$	\$
10.			\$	\$	\$
No.	Other Staff (or Classifications)	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
11.			\$	\$	\$
12.			\$	\$	\$
13.			\$	\$	\$
14.			\$	\$	\$

Your firm's fully burdened hourly rates should include:

- |              |                              |                             |                 |                              |                             |
|--------------|------------------------------|-----------------------------|-----------------|------------------------------|-----------------------------|
| Software     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Vehicles        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Phone / Cell | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Printing        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Mileage      | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Postage/Courier | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



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**FORM H – ADDITIONAL INFORMATION**

Provide any additional information that would further clarify your interest, expertise, and/or capabilities relevant to this Service Area.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

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

# ATTACHMENT 1

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## ON CALL CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF SOUTH SAN FRANCISCO AND ON CALL CONSULTANT

THIS AGREEMENT for on-call consulting services is made by and between the City of South San Francisco (“City”) and [REDACTED] (“Consultant”) (together sometimes referred to as the “Parties”) as of July 1<sup>st</sup>, 2020 (the “Effective Date”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide consulting services on an on-call basis to City as described in the Scope of Work attached hereto and incorporated herein as Exhibit A, at the time and place and in the manner specified by the respective executed Task Orders, a sample of is attached hereto and incorporated herein as Exhibit B. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, and/or and any executed Task Orders, the Agreement shall prevail.

- 1.1 **Term of Agreement.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2023, 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 **Task Order.** Prior to execution of a Task Order, the City shall request a Task Order Scope Proposal from the Consultant. Consultant shall provide the City with a Task Order Scope Proposal, and if satisfactory, the City and Consultant shall execute a Task Order. Upon an executed Task Order, Consultant shall perform the services listed in the Task Order and in a manner consistent with this Agreement.
- 1.3 **Standard of Performance.** Consultant shall perform all work required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant’s profession.
- 1.4 **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.
- 1.5 **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 1.3 above and to satisfy Consultant’s obligations hereunder.

- 1.6 **Public Works Requirements.** Because the services described in Exhibit A may include “work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work,” the services may 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 set forth in Exhibit E, which is attached hereto and incorporated herein.

**Section 2. COMPENSATION.** This On-call Services Agreement does not guarantee any amount of work for the Consultant. Task Orders will be developed and executed as needed and provided for in this Agreement. The Consultant shall be paid by the City only for completed services rendered under each approved individual Task Order. Such payment shall be full compensation for payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work stated in the Task Order. Notwithstanding the foregoing, Consultant shall not receive total compensation under this Agreement in an amount over **Three Hundred Thousand Dollars (\$300,000.00) per fiscal year, in which the fiscal year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.** In the event of a conflict between this Agreement and Consultant’s proposal, regarding the amount of compensation, the Agreement shall prevail. The payments for completed work under an executed Task Order 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 per month during the term of this Agreement, based on the cost for all services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain all 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 each employee, agent, and subcontractor of Consultant performing services hereunder;

- 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 eight hundred (800) hours within a twelve (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.
  - The amount and purpose of actual expenditures for which reimbursement is sought;
  - The Consultant's signature.
- 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 thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant. Each invoice shall include all expenses and activities performed during the invoice period for which Consultant expects to receive payment.
- 2.3 Final Payment.** City shall pay the five percent (5%) of the total sum due pursuant to this Agreement within sixty (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 and incorporated herein as Exhibit C.
- 2.6 Reimbursable Expenses.** Reimbursable expenses, as specified in Exhibit D, attached hereto and incorporated herein, shall not exceed **One Thousand Dollars (\$1,000)**. 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.
- 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. Contractor represents and warrants that Contractor is a resident of the State of California in accordance with California Revenue & Taxation Code Section 18662, as it may be

amended, and is exempt from withholding. Contractor accepts sole responsible for verifying the residency status of any subcontractors and withhold taxes from non-California subcontractors.

- 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.
- 2.10 False Claims Act.** Presenting a false or fraudulent claim for payment, including a change order, is a violation of the California False Claims Act and may result in treble damages and a fine of five thousand (\$5,000) to ten thousand dollars (\$10,000) per violation.

**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, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s). Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

- 4.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any

and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than **\$1,000,000** per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator, as defined in Section 10.9. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

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

**4.2.1 General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than **One Million Dollars (\$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 or GL 0002 (most recent editions) covering comprehensive General Liability Insurance and Services Office form number GL 0404 covering Broad Form Comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition). 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. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.



### 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 **One Million Dollars \$1,000,000** covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed one hundred fifty thousand dollars (\$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 five (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 five (5) years after completion of work under this Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- 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 **Additional Requirements.** A certified endorsement to include contractual liability shall be included in the policy

### 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 policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies 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, this 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 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

**4.4.4 Additional insured; primary insurance.** City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the City's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

**4.4.5 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the 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. Further, if the Consultant's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles

or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**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.

**4.4.7 Wasting Policy.** No insurance policy required by Section 4 shall include a “wasting” policy limit.

**4.4.8 Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City’s interests are otherwise fully protected.

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

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- b. 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
- c. Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT’S RESPONSIBILITIES.** Consultant shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance (“Claims”), to the extent caused, directly or indirectly, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the

actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

**[The following replaces Section 5 text above if the consultant is providing architect, landscape architect, professional engineer, or professional land surveyor services under this Agreement.]**

## **Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

**[5.1.] Separate Professional Liability (PL) Indemnity.** As respect to the performance of professional services, Consultant agrees to indemnify and hold harmless City, its officers, employees, authorized agents/volunteers (collectively, the "City Indemnitees"), from and against any damages, losses, liabilities, judgments, settlements, expenses, and costs (including reasonable and necessary attorneys' fees, costs and expenses) to the extent caused by Consultant's negligent acts, errors or omissions or willful misconduct in the performance of services under this Agreement and anyone for whom Consultant is legally liable. Consultant has no obligation to pay for any of City Indemnitees defense related cost prior to a final determination of liability, or to pay any amount that exceeds Consultant's finally determined percentage of liability based upon the comparative fault of Consultant.

**[5.2.] Separate Other than Professional Liability (OPL) Indemnity.** As respect to its operations, other than the performance of professional services, Consultant agrees to indemnify, hold harmless and defend City with counsel approved by City, the City Indemnitees, from and against any damages, liabilities, judgments, settlements, costs, claims, demands, actions, suits, losses, and expenses (including reasonable and necessary attorneys' fees, costs and expenses) arising out of the death or bodily injury to any person or destruction or damage to any property, to the extent caused by Consultant's negligent acts, errors or omissions or willful misconduct in the performance of services under this Agreement and anyone for whom Consultant is legally liable.

**[5.3.] Common PL & OPL Indemnity Provisions.** Consultant's obligations under this Section 5 shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the gross negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless under Section 5.2 includes the duty to defend as set forth in Section 2778 of the California Civil Code. 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. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

**5.1 Insurance Not in Place of Indemnity.** 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. By execution of this Agreement,

Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

5.2 **PERS Liability.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

5.3 **Third Party Claims.** With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type of express or implied indemnity against the Indemnitees.

## **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 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 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 federal, state and local laws and regulations applicable to the performance of the work hereunder. Consultant's failure to comply with such law(s) or regulation(s) 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, including from City, 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.
- 7.6 **Contractor's Residency and Tax Withholding.** Contractor declares that Contractor is a resident of the State of California in accordance with the California Franchise Tax Board form 590 ("Form 590"), as may be amended, attached hereto and incorporated herein as Exhibit F. Unless provided with valid, written evidence of an exemption or waiver from withholding, City may withhold California taxes from payments to Contractor as required by law. Contractor shall obtain, and maintain on file for three (3) years after the termination of the Contract, Form 590s from all subcontractors. Contractor accepts sole responsibility for withholding taxes from any non-California resident subcontractor and shall submit written documentation of compliance with Contractor's withholding duty to City.

**Section 8. TERMINATION AND MODIFICATION.**



- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 9.1.

Consultant may cancel this Agreement for cause 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 notice of termination; City, however, may condition payment of such compensation upon Consultant delivering to City all materials described in Section 9.1.

City may temporarily suspend this Agreement, at no additional cost to City, provided that Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Agreement. A temporary suspension may be issued concurrent with the notice of termination provided for in this section.

- 8.2 Extension.** The City Manager may, in his/her sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1 with a maximum of a two (2) year extension. Any such extension shall require Contractor to execute 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. Any additional compensation beyond the not-to-exceed amount provided for under Section 2 of the Agreement may be paid by the City only based on written approval by the City Manager or City Council, as applicable, and by a written amendment between the Parties. 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 assign or 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.** Notwithstanding any provisions of this Agreement, Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any breach of this Agreement by Consultant, and City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due City from Consultant is determined. If Consultant materially breaches any of the terms of this Agreement, City's 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;
  - 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 except as required by law.
- 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 three (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 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 (\$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 three (3) years after final payment under the Agreement.

**9.4 Records Submitted in Response to an Invitation to Bid or Request for Proposals.** All responses to a Request for Proposals (RFP) or invitation to bid issued by the City become the exclusive property of the City. At such time as the City selects a bid, all proposals received become a matter of public record, and shall be regarded as public records, with the exception of those elements in each proposal that are defined by Consultant and plainly marked as "Confidential," "Business Secret" or "Trade Secret."

The City shall not be liable or in any way responsible for the disclosure of any such proposal or portions thereof, if Consultant has not plainly marked it as a "Trade Secret" or "Business Secret," or if disclosure is required under the Public Records Act.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a prospective bidder submits is a trade secret. If a request is made for information marked "Trade Secret" or "Business Secret," and the requester takes legal action seeking release of the materials it believes does not constitute trade secret information, by submitting a proposal, Consultant agrees to indemnify, defend and hold harmless the City, its agents and employees, from any judgment, fines, penalties, and award of attorneys' fees awarded against the City in favor of the party requesting the information, and any and all costs connected with that defense. This obligation to indemnify survives the City's award of the contract. Consultant agrees that this indemnification survives as long as the trade secret information is in the City's possession, which includes a minimum retention period for such documents.

## **Section 10 MISCELLANEOUS PROVISIONS.**

**10.1 Attorneys' Fees.** If a Party to this Agreement brings any action, including arbitration or 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 San Mateo 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.** During the term of this Agreement, the Consultant shall disclose any financial, business, or other relationship with City that may have an impact upon the outcome of this Agreement or any ensuing City construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this Agreement or any ensuing City construction project which will follow. Consultant certifies that it has disclosed to City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Agreement. Consultant agrees to advise City of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement. Consultant further agrees to complete any statements of economic interest if required by either City ordinance or State law. The Consultant hereby certifies that it does not now have nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement. The Consultant hereby certifies that the Consultant or subconsultant and any firm affiliated with the Consultant or subconsultant that bids on any construction contract or on any Agreement to provide construction inspection for any construction project resulting from this Agreement, has established necessary controls to ensure a conflict of interest does not exist. An affiliated firm is one, which is subject to the control of the same persons, through joint ownership or otherwise.

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 Sections 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 the City in the previous twelve (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 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.

- 10.8 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 Eunejune Kim, City Engineer/Public Works Director ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee. Further, the Contract Administrator has authority to approve Task Orders under this Agreement.
- 10.10 Notices.** All notices and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given (i) when received if personally delivered; (ii) when received if transmitted by telecopy, if received during normal business hours on a business day (or if not, the next business day after delivery) provided that such facsimile is legible and that at the time such facsimile is sent the sending Party receives written confirmation of receipt; (iii) if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and (iv) upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice shall be sent to the respective Parties as follows:

Consultant

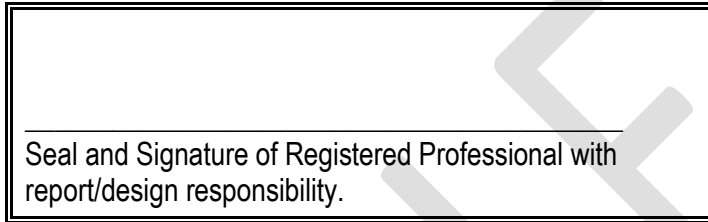
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City

NOTICES  
City Clerk  
City of South San Francisco  
400 Grand Avenue

INVOICES  
Engineering  
City of South San Francisco  
315 Maple Ave

**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, E, and F represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral pertaining to the matters herein.

- Exhibit A      Scope of Services
- Exhibit B      Task Order
- Exhibit C      Compensation Schedule
- Exhibit D      Reimbursable Expenses
- Exhibit E      Public Works Requirements
- Exhibit F      Form 590

**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 Construction.** The headings in this Agreement are for the purpose of reference only and shall not limit or otherwise affect any of the terms of this Agreement. The parties have had an equal opportunity to participate in the drafting of this Agreement; therefore any construction as against the drafting party shall not apply to this Agreement.

**10.15 No Third Party Beneficiaries.** This Agreement is made solely for the benefit of the Parties hereto with no intent to benefit any non-signatory third parties.

The Parties have executed this Agreement as of the Effective Date.

CITY OF SOUTH SAN FRANCISCO

CONSULTANT

\_\_\_\_\_  
Mike Futrell, City Manager

\_\_\_\_\_  
[NAME, TITLE]

Attest:

\_\_\_\_\_  
Rosa Acosta, City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

SAMPLE

**EXHIBIT A**  
**SCOPE OF SERVICES**

EXHIBIT B

**SAMPLE TASK ORDER**

Date

NAME OF FIRM  
FIRM ADDRESS  
FIRM ADDRESS

**Subject: Project# XXXXXX - NAME  
Authorization and Notice-to-Proceed for Services per Agreement per  
Resolution No. YYY-20YY Between the City of South San Francisco and  
NAME OF FIRM.**

Dear Name,

This letter shall serve as written authorization for Task Order No. 20YY-0X and **Notice-to-Proceed** for the work and the cost associated with NAME OF FIRM.

This work shall be done under the Agreement between Consultant and the City of South San Francisco executed on DATE per City Council Resolution No. YYY-20YY. The Not-to-Exceed amount for Task Order. 20YY-0X shall be \$0.00, based on the authorized tasks in the attached proposal dated DATE. A breakdown of this work and the work authorized to date under this Agreement is as follows:

<b>Work Authorized for Agreement (Agreement NTE Amount \$300,000.00)</b>	<b>Date Authorized</b>	<b>Amount Authorized</b>
<b>Task Order No. 20YY-0X</b> NAME OF SERVICES	DATE	\$0.00
<b>Task Order No. 20YY-0X</b> NAME OF SERVICES	DATE	\$0.00
<b>Total Authorized (All Task Orders)</b>		<b>\$0.00</b>
<b>Amount Remaining in Agreement</b>		<b>\$300,000.00</b>

If you have any questions or need additional information, please contact ENGINEER, Project Manager by phone at (650) 829-66XX or via email at NAME@ssf.net.

Sincerely,

Matthew Ruble, PE  
Principal Engineer

Attachment:  
COPY OF PROPOSAL dated DATE

**EXHIBIT C**  
**COMPENSATION SCHEDULE**



## EXHIBIT D

### REIMBURSABLE EXPENSES

**Reimbursable Expenses.** The following constitute reimbursable expenses authorized by this Agreement: mileage, parking, tolls, printing, out of area travel, conference calls, postage, express mail, and delivery. Reimbursable expense shall be attached by the Consultant for approval by the City and shall not exceed **One Thousand Dollars (\$1,000)**. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

## EXHIBIT E

### PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS

#### I. HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, eight (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 eight (8) hours during any one (1) calendar day, and forty (40) hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of eight (8) hours during any one (1) calendar day and forty (40) hours during any one calendar week is permitted upon compensation for all hours worked in excess of eight (8) hours during any one (1) calendar day and forty (40) hours during any one (1) calendar week at not less than one-and-one-half (1.5) times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to the City twenty five dollars (\$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 eight (8) hours in any one (1) calendar day, or more than forty (40) hours in any one (1) calendar week, in violation of the provisions of California Labor Code Section 1810, *et seq.*

#### II. WAGES:

- A. In accordance with California Labor Code Section 1773.2, the Contractor and any subcontractors shall pay not less than the general prevailing wages for each craft or type of work needed for completion of the services described in Exhibit A, as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research. A copy of this publication is on file in the City Public Works Office and shall be made available on request.
- B. Pursuant to Labor Code Section 1775, Contractor may be subject to a penalty of up to two hundred dollars (\$200) per day 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 Consultant or subcontractor shall also 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.
- C. Consultant shall comply with all of the following requirements:
  - 1. contracts 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.
- D. 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 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 available for inspection by the City 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.
- E. 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.

EXHIBIT F  
FORM 590