

## RESOLUTION NO. 2014-009

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A DESIGN PROFESSIONAL SERVICES AGREEMENT FOR THE ROHNERT PARK INTERCEPTOR OUTFALL GRAVITY SECTION REHABILITATION PROJECT NO. 2011-04 WITH GHD, INC., FOR DESIGN ENGINEERING SERVICES

**WHEREAS**, on November 6, 2013, staff issued a Request for Proposals ("RFP") for the Interceptor Outfall Gravity Section Rehabilitation Project No. 2011-04 ("Project") to identify a qualified consultant that can assist the City with the design of the Project;

**WHEREAS**, the City of Rohnert Park Municipal Code Title 3 Chapter 3.04 provides that the city's purchasing functions shall be governed by the city's purchasing policy; and

**WHEREAS**, consistent with City of Rohnert Park Purchasing Policy Section 3.6.6(D), the City prepared a Request For Proposals and received three proposals on December 3, 2013; and

**WHEREAS**, the City project team chose GHD, Inc., for an award of contract due to their (1) quality of team and ability to staff the Project, (2) experience and expertise in this particular type of work, and (3) understanding of the Project as demonstrated in the selection process.


**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Rohnert Park authorizes and approves a design professional services agreement by and between GHD, Inc., a California corporation, and the City of Rohnert Park, a municipal corporation, for design related services for the Interceptor Outfall Gravity Section Rehabilitation Project No. 2011-04, for a not-to-exceed cost of \$79,825.

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized and directed to execute this agreement for and on behalf of the City of Rohnert Park in substantially similar form as shown in Exhibit A, subject to minor modification by the City Manager or City Attorney.


**DULY AND REGULARLY ADOPTED** this 11<sup>th</sup> day of July, 2014.



**ATTEST:**

  
JoAnne Buergler, City Clerk

**CITY OF ROHNERT PARK**

  
Joseph T. Callinan, Mayor

Attachment – Exhibit A

BELFORTE: AYE MACKENZIE: AYE STAFFORD: AYE AHANOTU: AYE CALLINAN: AYE  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## Exhibit A

**City of Rohnert Park**  
130 Avram Ave.  
Rohnert Park, CA 94928

### **DESIGN PROFESSIONAL SERVICES AGREEMENT RE: SEWER INTERCEPTOR OUTFALL GRAVITY SECTION REHABILITATION**

THIS AGREEMENT is entered into as of the 11<sup>th</sup> day of February, 2014, by and between the CITY OF ROHNERT PARK ("City"), a California municipal corporation, and GHD, Inc., ("Design Professional"), a California corporation.

#### Recitals

WHEREAS, City desires to obtain engineering design services in connection with Sewer Interceptor Outfall Gravity Section Rehabilitation; and

WHEREAS, Design Professional hereby represents to the City that Design Professional is skilled and able to provide such services described in Section 1 of this Agreement; and

WHEREAS, City desires to retain Design Professional pursuant to this Agreement to provide the services described in Section 1 of this Agreement.

#### Agreement

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Scope of Services. Subject to such policy direction and approvals as the City may determine from time to time, Design Professional shall perform the services set out in the "Scope of Work and Schedule of Performance" attached hereto as Exhibit A.

2. Time of Performance. The services of Design Professional are to commence upon receipt of a written notice to proceed from City, but in no event prior to receiving a fully executed agreement from City and obtaining and delivering the required insurance coverage, and satisfactory evidence thereof, to City. The services of Design Professional are to be completed not later than December 31, 2014. Design Professional shall perform its services in accordance with the schedule set out in the "Scope of Work and Schedule of Performance" attached hereto as Exhibit A. Any changes to the dates in this Section or Exhibit A must be approved in writing by the City.

3. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Design Professional, including both payment for professional services and reimbursable expenses, shall be at the rate and schedules attached hereto as Exhibit B. However, in no event shall the amount City pays Design Professional exceed Seventy-nine Thousand Eight Hundred Twenty-five Dollars

(\$79,825.00). Payment by City under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to the City at the time of payment.

B. Timing of Payment.

- (1) Design Professional shall submit itemized monthly invoices for work performed. City shall make payment, in full, within thirty (30) days after approval of the invoice by City.
- (2) Payments due and payable to Design Professional for current services must be within the current budget and within an available, unexhausted and unencumbered appropriation of the City. In the event the City has not appropriated sufficient funds for payment of Design Professional services beyond the current fiscal year, this Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year; payment for additional work is conditional upon future City appropriation.

C. Changes in Compensation. Design Professional will not undertake any work that will incur costs in excess of the amount set forth in Section 3(A) without prior written amendment to this Agreement.

D. Standard of Quality. City relies upon the professional ability of Design Professional as a material inducement to entering into this Agreement. All work performed by Design Professional under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Design Professional's field of expertise.

E. Taxes. Design Professional shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments now or hereafter in effect and payable by reason of or in connection with the services to be performed by Design Professional.

F. No Overtime or Premium Pay. Design Professional shall receive no premium or enhanced pay for work normally understood as overtime, i.e., hours that exceed forty (40) hours per work week, or work performed during non-standard business hours, such as in the evenings or on weekends, unless specifically required by the applicable task order and authorized by City in writing. Design Professional shall not receive a premium or enhanced pay for work performed on a recognized holiday. Design Professional shall not receive paid time off for days not worked, whether it be in the form of sick leave, administrative leave, or for any other form of absence.

G. Litigation Support. Design Professional agrees to testify at City's request if litigation is brought against City in connection with Design Professional's report. Unless the action is brought by Design Professional or is based upon Design Professional's negligence, City will compensate Design Professional for the preparation and the testimony at Design

Professional's standard hourly rates, if requested by City and not part of the litigation brought by City against Design Professional.

4. Amendment to Scope of Work. City shall have the right to amend the Scope of Work within the Agreement by written notification to the Design Professional. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the Design Professional to secure City's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum meruit, etc. for work done without the appropriate City authorization.

5. Duties of City. City shall provide all information requested by Design Professional that is reasonably necessary to performing the Scope of Work. City retains all rights of approval and discretion with respect to the projects and undertakings contemplated by this Agreement.

6. Ownership of Documents.

A. The plans, specifications, estimates, programs, reports, models, and other material prepared by or on behalf of Design Professional under this Agreement including all drafts and working documents, and including electronic and paper forms (collectively the "Documents"), shall be and remain the property of the City, whether the Services are completed or not. Design Professional shall deliver all Documents to City, upon request at (1) the completion of the Services, (2) the date of termination of this Agreement for any reason, or (3) request by City in writing, or (4) payment of all monies due to Design Professional.

B. The Documents may be used by City and its officers, elected officials, employees, agents, and volunteers, and assigns, in whole or in part, or in modified form, for all purposes City may deem advisable without further employment of or payment of any compensation to Design Professional. If City desires to modify Documents before using them, City shall obtain written consent from Design Professional for any such modification, and such consent shall not unreasonably be withheld. If City modifies Documents without obtaining written consent from Design Professional, Design Professional shall not be liable to City for any damages resulting from use of such modified Documents, provided that the Design Professional was not a proximate cause of such damages.

C. Design Professional retains the copyright in and to the intellectual property depicted in the Documents subject to Design Professional's limitations and City's rights and licenses set forth in this Agreement. City's ownership interest in the Documents includes the following single, exclusive license from Design Professional: Design Professional, for itself, its employees, heirs, successors and assigns, hereby grants (and if any subsequent grant is necessary, agrees to grant) to City an irrevocable, perpetual, royalty-free, fully paid, sole and exclusive license and right to use and exercise any and all of the copyrights or other intellectual property rights that Design Professional may author or create, alone or jointly with others, in or with respect to the Documents, including without limitation all analysis, reports, designs and graphic representations. City's license shall include the right to sublicense, shall be for all purposes with respect to each right of copyright, and shall be without restriction.

D. Design Professional shall include in all subcontracts and agreements with respect to the Services that Design Professional negotiates, language which is consistent with this Section 6.

E. All reports, information, data, and exhibits prepared or assembled by Design Professional in connection with the performance of its Services pursuant to this Agreement are confidential until released by the City to the public, and the Design Professional shall not make any of these documents or information available to any individual or organization not employed by the Design Professional or the City without the written consent of the City before any such release. This provision shall not apply to information that (1) is already in the public domain, (2) was previously known by Design Professional, (3) Design Professional is required to provide by law, or (4) reasonably required by Design Professional to conduct its defense in a legal or similar proceeding, so long as Design Professional notifies City in writing before use of such information.

7. Employment of Other Design Professionals, Specialists or Experts.

A. Design Professional will not employ or otherwise incur an obligation to pay other consultants, specialists or experts for services in connection with this Agreement without the prior written approval of the City. Any consultants, specialists or experts approved by City are listed in Exhibit D.

B. Design Professional represents that it has, or will secure at its own expense, all personnel required in performing the Services. All of the Services required hereunder will be performed by the Design Professional or under Design Professional's supervision, and all personnel engaged in the work shall be qualified to perform such services.

C. Design Professional shall make every reasonable effort to maintain stability and continuity of Design Professional's Key Personnel assigned to perform the Services. Key Personnel for this contract are listed in Exhibit D.

D. Design Professional shall provide City with a minimum twenty (20) days prior written notice of any changes in Design Professional's Key Personnel, provided that Design Professional receives such notice, and shall not replace any Key Personnel with anyone to whom the City has a reasonable objection.

E. Design Professional plans to retain the subconsultants listed in Exhibit D, who will provide services as indicated in Exhibit D.

F. Design Professional will not utilize subconsultants other than those listed in Exhibit D without advance written notice to the City. Design Professional will not utilize a subconsultant to whom the City has a reasonable objection. Subconsultants providing professional services will provide professional liability insurance as required in Exhibit C unless the City waives this requirement, in writing.

8. Conflict of Interest.

A. Design Professional understands that its professional responsibility is solely to City. Design Professional warrants that it presently has no interest, and will not acquire any direct or indirect interest, that would conflict with its performance of this Agreement. Design Professional shall not knowingly, and shall take reasonable steps to ensure that it does not, employ a person having such an interest in the performance of this Agreement. If Design Professional discovers that it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Design Professional shall promptly disclose the relationship to the City and take such action as the City may direct to remedy the conflict.

B. Design Professional (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this contract or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Design Professional's Services hereunder. Design Professional further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

C. Design Professional is not a designated employee within the meaning of the Political Reform Act because Design Professional:

(1) Will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official other than normal contract monitoring; and

(2) Possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation or counsel (FPPC Reg. 18700(a)(2)).

9. Interest of Members and Employees of City. No member of the City and no other officer, elected official, employee, agent or volunteer of the City who exercises any functions or responsibilities in connection with the carrying out of any project to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement, nor shall any such person participate in any decision relating to this Agreement which affects its personal interests or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested.

10. Liability of Members and Employees of City. No member of the City and no other officer, elected official, employee, agent or volunteer of the City shall be personally liable to Design Professional or otherwise in the event of any default or breach of the City, or for any amount which may become due to Design Professional or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

11. Indemnity.

A. To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.8), Design Professional shall defend (with legal counsel reasonably acceptable to City), indemnify, and hold harmless City and its officers, elected officials, employees, agents, and volunteers (collectively "Indemnitees") from and

against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Design Professional or its subconsultants), expense and liability of every kind, nature and description (including, without limitation, fines, penalties, reasonable court costs and reasonable attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith, and costs of investigation), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Design Professional, any subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such negligence, recklessness, or willful misconduct includes without limitation the failure of Design Professional to disclose information known by Design Professional to be material to performing the Services. Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused by the negligence, active negligence, or willful misconduct of such Indemnitee. Notwithstanding any provision of this Agreement to the contrary, the extent of Design Professional's obligation to defend, indemnify, and hold harmless shall be governed by the provisions of California Civil Code Section 2782.8.

B. Neither termination of this Agreement nor completion of the Services shall release Design Professional from its obligations under this Section 11, as long as the event giving rise to the claim, loss, cost, damage, injury, expense or liability occurred prior to the effective date of any such termination or completion.

C. Design Professional agrees to obtain executed indemnity agreements with provisions identical to those set forth in this section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Design Professional in the performance of this Agreement. If Design Professional fails to obtain such indemnity obligations from others as required, Design Professional shall be fully responsible for all obligations under this Section. City's failure to monitor compliance with this requirement imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. The obligation to indemnify and defend City as set forth herein is binding on the successors, assigns or heirs of Design Professional and shall survive the termination of this Agreement or this section.

D. Design Professional's compliance with the insurance requirements does not relieve Design Professional from the obligations described in this Section 11, which shall apply whether or not such insurance policies are applicable to a claim or damages.

12. Design Professional Not an Agent of City. Design Professional, its officers, employees and agents shall not have any power to bind or commit the City to any decision.

13. Independent Contractor. It is understood that Design Professional, in the performance of the work and services agreed to be performed by Design Professional, shall act as and be an independent contractor as defined in Labor Code 3353 and not an agent or employee of City; and as an independent contractor, Design Professional shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Design Professional hereby expressly waives any claim it may have to any such rights. Design Professional, its officers, employees and agents shall not have any power to bind or commit City to any decision.

14. Compliance with Laws.

A. General. Design Professional shall (and shall cause its agents and subcontractors), at its sole cost and expense, comply with all applicable federal, state and local laws, codes, ordinances and regulations now in force or which may hereafter be in force during the term of this agreement. Except as otherwise allowed by City in its sole discretion, Design Professional and all subconsultants shall have acquired, at their expense, a business license from City in accordance with Chapter 5.04 of the Rohnert Park Municipal Code prior to City's issuance of an authorization to proceed with the Services. Such license(s) must be kept valid throughout the term of this Agreement. Any corrections to Design Professional's reports or other Documents (as defined in Section 6) that become necessary as a result of Design Professional's failure to comply with these requirements shall be made at the Design Professional's expense.

B. Updates. Should Design Professional become aware that the requirements referenced in subparagraph A above change after the date of a report or other Document is prepared, Design Professional shall be responsible for notifying City of such change in requirements. Design Professional will bring the Documents into conformance with the newly issued requirements at the written direction of City. Design Professional's costs for providing services pursuant to this paragraph shall be submitted to City as Additional Services.

C. Licenses and Permits. Design Professional represents that it has the skills, expertise, licenses and permits necessary to perform the Services. Design Professional shall perform all such Services in the manner and according to the standards observed by a competent practitioner of the same profession in which Design Professional is engaged. All products of whatsoever nature which Design Professional delivers to City pursuant to this Agreement shall conform to the standards of quality normally observed by a person practicing in Design Professional's profession. Permits and/or licenses shall be obtained and maintained by Design Professional without additional compensation throughout the term of this Agreement.

D. Documents Stamped. Design Professional shall have documents created as part of the Services to be performed under this Agreement stamped by registered professionals for the disciplines covered by Design Professional's Documents as required by Section 6735 of the Business and Professions Code or any other applicable law or regulation. Design Professional shall not be required to stamp any documents not prepared under its direct supervision. The City will not be charged an additional fee to have such documents stamped.

E. Workers' Compensation. Design Professional certifies that it is aware of the provisions of the California Labor Code which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Design Professional certifies that it will comply with such provisions before commencing performance of this Agreement.

F. Prevailing Wage. Design Professional and Design Professional's subconsultants, shall, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates to workers and professionals as determined by the Director of Industrial Relations of the State of California pursuant to California Labor Code, Part 7, Chapter 1, Article



2. Copies of the applicable wage determination are on file at City Clerk's office. This provision to comply with prevailing wage laws takes precedence over the provisions of paragraph 3.F.

G. Injury and Illness Prevention Program. Design Professional certifies that it is aware of and has complied with the provisions of California Labor Code Section 6401.7, which requires every employer to adopt a written injury and illness prevention program.

H. City Not Responsible. City is not responsible or liable for Design Professional's failure to comply with any and all of the requirements set forth in this Agreement.

15. Nonexclusive Agreement. Design Professional understands that this is not an exclusive Agreement and that City shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by Design Professional as the City desires.

16. Confidential Information. All data, documents, discussions or other information developed or received by or for Design Professional in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by City, as required by law, or as otherwise allowed by this Agreement.

17. Insurance. Design Professional shall provide insurance in accordance with the requirements of Exhibit C.

18. Assignment Prohibited. Design Professional shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of City and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. Termination.

A. If Design Professional at any time refuses or neglects to prosecute its Services in a timely fashion or in accordance with the schedule, or is adjudicated a bankrupt, or commits any act of insolvency, or makes an assignment for the benefit of creditors without City's consent, or fails to make prompt payment to persons furnishing labor, equipment, materials or services, or fails in any respect to properly and diligently prosecute its Services, or otherwise fails to perform fully any and all of the agreements herein contained, Design Professional shall be in default.

B. If Design Professional fails to cure the default within seven (7) days after written notice thereof, City may, at its sole option, take possession of any Documents or other materials (in paper and electronic form) prepared or used by Design Professional and (1) provide any such work, labor, materials or services as may be necessary to overcome the default and deduct the cost thereof from any money then due or thereafter to become due to Design Professional under this Agreement; and/or (2) terminate Design Professional's right to proceed with this Agreement.

C. In the event City elects to terminate, City shall have the right to immediate possession of all Documents and work in progress prepared by Design Professional, whether

located at Design Professional's place of business, or at the offices of a subconsultant, and may employ any other person or persons to finish the Services and provide the materials therefor. In case of such default termination, Design Professional shall not be entitled to receive any further payment under this Agreement until the Services are completely finished.

D. In addition to the foregoing right to terminate for default, City reserves the absolute right to terminate this Agreement without cause, upon 72-hours' written notice to Design Professional. In the event of termination without cause, Design Professional shall be entitled to payment in an amount not to exceed the Not-To-Exceed Amount which shall be calculated as follows: (1) Payment for Services then satisfactorily completed and accepted by City, plus (2) Payment for Additional Services satisfactorily completed and accepted by City, plus (3) Reimbursable Expenses actually incurred by Design Professional, as approved by City. The amount of any payment made to Design Professional prior to the date of termination of this Agreement shall be deducted from the amounts described in (1), (2) and (3) above. Design Professional shall not be entitled to any claim or lien against City for any additional compensation or damages in the event of such termination and payment. In addition, the City's right to withhold funds under Section 19.C. shall be applicable in the event of a termination for convenience.

E. If this Agreement is terminated by City for default and it is later determined that the default termination was wrongful, such termination automatically shall be converted to and treated as a Termination for Convenience under this Section 19 and Design Professional shall be entitled to receive only the amounts payable under Section 19.D.

20. Suspension. The City shall have the authority to suspend this Agreement and the services contemplated herein, wholly or in part, for such period as he/she deems necessary due to unfavorable conditions or to the failure on the part of the Design Professional to perform any provision of this Agreement. Design Professional will be paid for satisfactory Services performed through the date of temporary suspension. In the event that Design Professional's services hereunder are delayed for a period in excess of six (6) months due to causes beyond Design Professional's reasonable control, Design Professional's compensation shall be subject to renegotiation.

21. Entire Agreement and Amendment. This Agreement constitutes the complete and exclusive statement of the agreement between City and Design Professional and supersedes any previous agreements, whether verbal or written, concerning the same subject matter. This Agreement may only be amended or extended from time to time by written agreement of the parties hereto.

22. Interpretation. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

23. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party. In awarding attorneys' fees, the

court will not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' fees paid or incurred in good faith.

24. Time of the Essence. Time is of the essence of this Agreement.

25. Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth hereinbelow. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City Manager  
City of Rohnert Park -City Hall  
130 Avram Avenue  
Rohnert Park, CA 94928

If to Design Professional: Alex Culick  
GHD, Inc.  
2235 Mercury Way, Suite 150  
Santa Rosa, CA 95407

26. Design Professional's Books and Records.

A. Design Professional 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 City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Design Professional.

B. Design Professional shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Design Professional's address indicated for receipt of notices in this Agreement.

D. City may, by written request by any of the above-named officers, require that custody of the records be given to City and that the records and documents be maintained in the City Manager's office. Access to such records and documents shall be granted to any party

authorized by Design Professional, Design Professional's representatives, or Design Professional's successor-in-interest.

E. Pursuant to California Government Code Section 10527, the parties to this Agreement shall be subject to the examination and audit of representative of the Auditor General of the State of California for a period of three (3) years after final payment under the Agreement. The examination and audit shall be confined to those matters connected with the performance of this Agreement including, but not limited to, the cost of administering the Agreement.

27. Equal Employment Opportunity. Design Professional is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Design Professional will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Design Professional will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Design Professional further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

28. Unauthorized Aliens. Design Professional hereby promises and agrees to comply with all the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. § 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Design Professional so employ such unauthorized aliens for performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Design Professional hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

29. Section Headings. The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

30. City Not Obligated to Third Parties. City shall not be obligated or liable for payment hereunder to any party other than the Design Professional.

31. Remedies Not Exclusive. No remedy herein conferred upon or reserved to City is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

32. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity,

illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

33. No Waiver Of Default. No delay or omission of City to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to City shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of City.

34. Successors And Assigns. All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

35. Exhibits. The following exhibits are attached to this Agreement and incorporated herein by this reference:

- A. Exhibit A: Scope of Work and Schedule of Performance
- B. Exhibit B: Compensation
- C. Exhibit C: Insurance Requirements to Design Professional Services Agreement
- D. Exhibit D: Key Personnel and Other Consultants, Specialists or Experts Employed by Design Professional
- E. Exhibit E: Design Consultant Requirements

36. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

37. News Releases/Interviews. All Design Professional and subconsultant news releases, media interviews, testimony at hearings and public comment shall be prohibited unless expressly authorized by the City.

38. Venue. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Sonoma, California.

39. Authority. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Design Professional hereby warrants that it shall

not have breached the terms or conditions of any other contract or agreement to which Design Professional is obligated, which breach would have a material effect hereon.

IN WITNESS WHEREOF, the City and Design Professional have executed this Agreement as of the date first above written.

CITY OF ROHNERT PARK

GHD, Inc.

By: \_\_\_\_\_  
Darrin Jenkins, City Manager  
Date: \_\_\_\_\_  
Per Resolution No. 2014-\_\_\_\_\_ adopted by the Rohnert  
Park City Council at its meeting of February 11, 2014.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

.  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Attorney

ATTEST:

By: \_\_\_\_\_  
City Clerk

## EXHIBIT A

### Scope of Work and Schedule of Performance

## Cost

The construction cost is anticipated to be similar for both options.

### **Cost Control: Provide a high level of cost benefit for the project**

The first critical step in accomplishing this goal is to successfully kick-off the project, wherein the City and GHD meet to discuss the important project drivers, goals, and design and construction details. With a firm understanding of these project features, GHD will be set to prepare contract documents that represent the City's project interests.

Second, we will review available project CCTV records and pre-design reports with a trenchless construction contractor to validate design alternatives. It is our understanding that cured-in-place pipe (CIPP) lining and sliplining are possible alternatives, each with pros and cons. We will evaluate these alternatives to define the best project value for the City's budget. Cost estimating during design development will be coordinated with material suppliers and compared to recent, similar construction bids.

Third, to aid in the development of the contract documents, GHD will conduct a thorough quality assurance / quality control (QA/QC) review of the documents prior to submittal to the City. QA/QC will include a constructability review by a senior member of our construction management team. Through a thoughtful review of the project's challenges, key elements, and finite details, the potential for change orders during construction will be reduced.

## **Scope of Work**

Our proposed scope of work is presented below. If selected, we will work with you to refine the scope of work to meet your specific needs and expectations for this project.



### **Task 1.0 – Project Management**

#### **1.1 Prepare Work Plan**

Prepare a work plan identifying all major tasks and milestones. Staff assignments, contact information, scope of services, and detailed schedule breakdown will be developed under this task. The work plan communicates to all project team members the goals and objectives of the project, who is responsible, and when tasks start and stop.

#### **1.2 Project Kickoff Meeting**

Schedule a kickoff meeting with City staff. The meeting will be used to communicate project work plan, proposed design schedule, establish goals, provide coordination, set field visit times/dates and obtain input from staff.

#### **1.3 Monthly Progress Reports/Meetings**

Prepare and submit progress reports each month summarizing the work accomplished during the billing period, the work to be accomplished in the upcoming billing period, critical issues requiring resolution, and budget status. Progress reports provide the City with a summary of the work progress and overall project status. Meet with City staff at completion of the options evaluation, 90% and 100% (final) design submittal reviews to review City comments. The review will cover design recommendations, plans, engineer's opinion of probable costs, project constraints, key technical specifications, and division zero specifications including measurement and payment.



#### **1.4 Utility Coordination**

Coordinate with utility companies to obtain utility records for the project site. Conduct a site visit following utility locates to assess the horizontal location of existing utilities. Send information request letters to various utility providers to submit as-built drawings delineating location of utilities. Utility providers are SCWA (storm drainage), PG&E (electricity and natural gas), AT&T (telephone) and Comcast (CATV). Request utility owners to field locate their facilities. It is understood that information on existing utilities provided by utility owners may not be complete (for example, vertical location of certain utilities may not be available) and cannot be verified during design. Utility information provided by the owners of the utilities will be compared against information obtained during the field visits to approximate the location of the existing utilities on the plans. Potholing by the Contractor during construction may be required to verify locations and adjustments or relocation of existing utilities may be required; however, pipeline rehabilitation is anticipated to utilize "no-dig" technology, and it is our understanding that CCTV inspection of the pipeline found no existing utilities that would conflict with pipeline rehabilitation.

#### **Task 2.0 – Environmental and Permit Documentation**

##### **2.1 Environmental Assistance and Permit Documentation**

Because project improvements will extend below subgrade, albeit trenchless rehabilitation, potential hazardous soils/water may be encountered. GHD will coordinate with the Regional Water Quality Control Board regarding permit conditions, if any.

GHD will coordinate with the Sonoma County Water Agency (SCWA) to obtain a Revocable License for work within SCWA right-of-way adjacent to the Laguna. GHD will prepare the Revocable License application and submit it to SCWA at 60% submittal. A copy of the



approved license agreement will be included in the contract document, with requirement that the selected contractor provide schedule information and insurance back to SCWA for the work.

GHD will prepare a CEQA environmental checklist and CEQA Notice of Exemption (NOE) for the project. This scope includes filing the NOE with the County, with \$50 filing fee.

No trench dewatering is anticipated for this trenchless construction project, therefore, permitting for construction dewatering is not included. Bypass pumping is also not anticipated for the majority of construction work, such that the City can utilize the other Interceptor/Outfall pipeline during the work. A minor amount of flow bypass is anticipated for the CIPP connection to the City's connection to the Llano WWTP junction structure. No bypass permits are anticipated.

Construction water used for cleaning of the pipeline would be discharged within the pipeline and be handled by the Llano WWTP. This scope assumes that the City will coordinate with the City of Santa Rosa during construction for permitting of that water and any associated costs to direct bill the City.

### ***Deliverables***

- CEQA Environmental Checklist and NOE (electronic copy)
- SCWA Revocable License Application (at 60% submittal)

### ***Task 3.0 – Preliminary Design – Evaluation of Rehabilitation Options***

#### ***3.1 Site Visit / Meet with City***

Conduct detailed field visit to the project site. The purpose of the field visit is to refine mapping, verify existing conditions, and identify constructability issues and locations requiring specific repairs. The project team will take additional detailed notes and photos as needed for later use during project design.

#### ***3.2 Prepare Pre-Design Technical Memorandum***

Review past geotechnical reports and past reports for the Interceptor/Outfall pipeline provided by the City. Develop a matrix to compare selection criteria such as hydraulics, schedule, environment, and cost for CIPP lining and slip lining options for the project. The matrix will be incorporated into a brief Technical Memorandum that describes the various key aspects of the project, including the following:

- Stakeholder agency coordination
- Trenchless rehabilitation technologies
- Limits of work
- Cost



The goal of this task is to set the direction for the design scope and cost of the project. Two submittals are included for this task to capture initial recommendations from the City and a final recommendation that will be completed after consultation with the City and the Design Review Consultant. GHD's Project Manager will meet with City to discuss comments on draft Technical Memorandum and will revise and finalize the technical memorandum incorporating City comments and final recommendations. The City will consolidate its comments together with the Design Review Consultant's comments into one review document.

### ***Deliverables***

- Draft and Final Preliminary Design Technical Memorandum summarizing rehabilitation options (electronic copy)

### ***Task 4.0 – 60% Design***

#### ***4.1 60% Submittal***

After obtaining City concurrence on the design direction and completing utility coordination, GHD will prepare the 60% submittal. Design drawings will illustrate limits and type of rehabilitation. Plans will be based on surveyed information provided by the City and available aerial background mapping.

Comments and recommendations provided by the City will be incorporated into the 90% submittal. It is assumed that the City will distribute 60% documents and return one consolidated comment review package. Drawings will be prepared using AutoCAD 2010.

Plans will be prepared at a scale of 1"=20' (unless otherwise approved by the City). It is anticipated that the following plan sheets (estimated 8 total sheets) will be included in the 60% and subsequent submittals:

#### Sheet Description

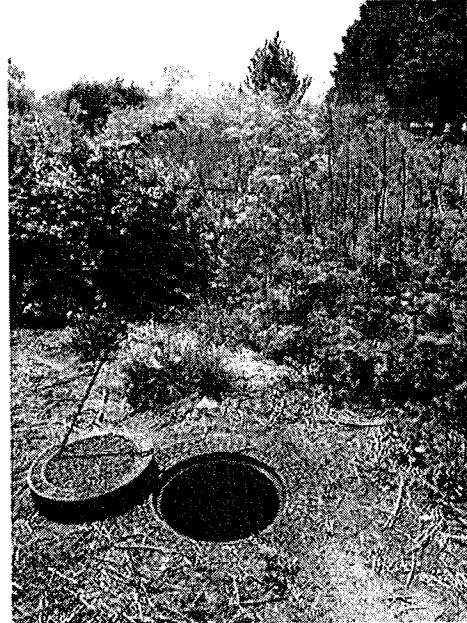
- General Sheets – (2)
- Pipe Rehabilitation Plans (plan over plan view) – (3)
- Civil Details – (3)

Outline specifications will use the latest version of the City of Rohnert Park boilerplate Contract Document and Specifications for the project. The specifications will include a project description, description of bid items, and a consolidated list of submittals for the project. Written documents will be produced using Microsoft Word.

Prepare estimate of probable cost (Excel spreadsheet) at the 60% design level. Construction contingency will be included.

#### ***Deliverables***

- Check Set of 60% full-size (22"x34") Plans (3 paper copies)
- Outline Specifications and 60% Estimate of Probable Cost (3 paper copies)



#### ***Task 5.0 – 90% Design***

##### ***5.1 90% Submittal***

Provide 90% plans. The 90% plans shall be substantially complete and sufficiently detailed to serve as the basis of the Final submittal. Comments and recommendations provided by the City shall be incorporated into the 90% plans. It is assumed that the City will distribute 90% documents and return one comment review package.

Preparation of a SWPPP is not anticipated for this project, as the area of project disturbance is represented to be less than 1 acre. SWPPP work is not included in this scope of services.

Provide updated 90% specifications including City comments from the 60% review.

Prepare estimate of probable cost at the 90% design level. Construction contingency will be included.

#### ***Deliverables***

- Check Set of 90% full-size (22"x34") Plans (3 paper copies)
- 90% Specifications (2 paper copies)
- 90% Estimate of Probable Cost (2 paper copies)

#### ***Task 6.0 – Final Design***

##### ***6.1 Final Plans, Specifications and Estimate of Probable Cost (PS&E)***

Provide complete set of biddable contract documents and final estimate of probable construction cost. Final documents will be based on the City's 90% comments and comments received at the 90% review meeting.

## **6.2 Prepare Draft Staff Report**

Prepare draft staff report (at least 45 days prior to bid opening) for presentation to City Council requesting to authorize advertisement of bids.

### ***Deliverables***

- Final Stamped/Signed full-size (22"x34") Plans (1 paper copy)
- Final Stamped/Signed, camera ready Specifications (2 paper copies)
- Final Estimate of Probable Cost (2 paper copies)
- CD electronic copy of final Plans and Specifications (pdf format)
- Draft Staff Report (pdf format)

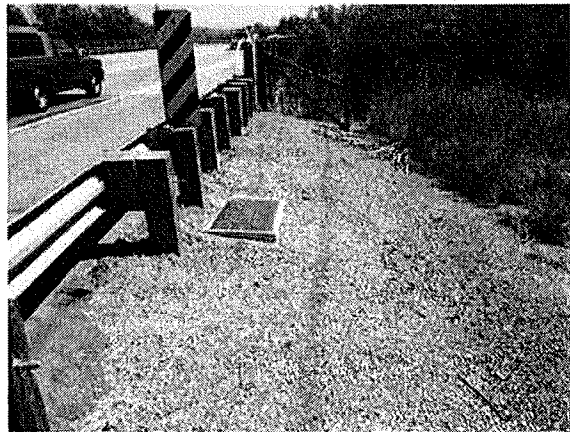
## **Task 7 – Bid Assistance**

### **7.1 Project Addenda**

Prepare addenda (up to 2) using the City's addendum form and distribute to all known plan holders.

### **7.2 Prepare Notice to Bid**

Prepare advertisement for bids and submit to the local newspaper (Press Democrat) and the City's five local Trade Journals/Plan Check Houses 30 calendar days prior to the bid opening. Any costs charged by the Press Democrat and/or the Trade Journals/Plan Check Houses will be covered directly by the City (direct bill to the City; not included in GHD project fee estimate).



### **7.3 Bid Document Duplication and Distribution**

Duplicate and distribute bid packages to local building exchanges and Contractors/sub-Contractors. Maintain list of plan holders. Collect payment for bid packages to offset duplication costs.

The fee estimate associated with this scope of services includes an initial purchase of twelve (12) bid packages (one spiral or screw bound bid document accompanied by one full-size (22x34) paper plan set) to use for distribution from GHD's office and/or distribution to builder's exchanges. Additional bid package requests from plan holders will be handled on an on-demand basis (additional copy(ies) to be made following request).

### **7.4 Attend Pre-Bid Meeting (Optional)**

Attend one pre-bid meeting at the City office to field questions from interested parties. GHD will prepare a written record of attendance and items discussed.

### **7.5 Respond to Plan Holder Questions and RFI's**

Respond to up to eight (8) questions from plan holders and document the responses. Depending on the nature of the questions received, responses may be verbal over the phone or incorporated into an addendum.

### **7.6 Prepare Conformed Construction Documents**

Incorporate addenda into conformed set of plans and specifications. This scope of services only includes CAD revision for noting "Conformed", or similar, on the plans.

The fee estimate for this task includes reproduction of two (2) complete conformed PS&E sets to be retained by GHD for use during the construction phase.

***Deliverables***

- Stamped/Signed full-size Conformed Plans (12 paper copies)
- Stamped/Signed, Conformed Specifications with addenda (12 paper copies)
- CD electronic copy of Conformed Plans and Specifications



***7.7 Bid Result Tabulation***

Attend public bid opening at the City office. Verify completeness of bid packages. Tabulate bid results and provide letter of Recommendation of Award (staff report) to the City.

***Deliverables***

- Bid Notice and advertisement
- Addenda
- Bid Tab
- Letter of Recommendation of Award (staff report)

***Task 8.0 – Construction Assistance***

***8.1 Review Contractor Submittals/Construction Schedule***

Review submittals of shop drawings, materials, test reports, and manufacturer cut-sheets. Evaluate construction schedule and work with Contractor to manage critical deadlines. Maintain log of all submittals. This scope of services includes the review of up to eight (8) submittals and assumes that half (50%) of the submittals will require re-submittal for a second review.

Actual requirements, including the time required for each submittal review, could vary. If the budgeted effort may be exceeded, GHD will notify the City and provide a proposal for the revised estimated effort.

***8.2 Respond to RFI's and Construction Phase Consultation***

Review up to eight (8) Contractor RFI's (or RFC's) and provide written responses. Maintain log of all RFI's and document responses.

Provide consultation to the City and City's representative during the Project. Work is anticipated to include the following:

- Response to informal RFIs that do not necessitate formal RFI process; and
- Consultation for the implementation of mitigation and permit-related construction issues.

***8.3 Construction Changes***

GHD will review proposed construction change orders involving design intent and provide design services to implement the change orders at the request of the City. It is assumed that proposed change orders will be issued by the City's representative using a standard written format, and that GHD will respond directly to the City's representative. The budgeted amount of labor is based on an average of 12 hours per

construction change order, plus administrative and clerical time, and a total of 1 change order and is an estimate only.

Actual requirements could vary, including the time required for each construction change. If the budgeted effort may be exceeded, GHD will notify the City and provide a proposal for the revised estimated effort.

GHD will maintain a status log for change order requests on a daily basis as necessary.

#### **8.4 Construction Meetings**

GHD's Project Manager will attend the following project meetings:

- Preconstruction Meeting
- Startup for trenchless construction work
- Two additional project meetings at the City's request

Attendance at a punchlist walkthrough is not included in this scope of services.

#### **8.5 Record Drawings**

Incorporate as-built markups from Contractor and provide City with one set of Record Drawings meeting the Section E requirements for as-builts.



#### **Contingency**

A 5% contingency is provided for this scope of services for additional services that may be required for the project (i.e., additional revisions to the submittals and RFIs during construction). Use of the project contingency will be based on written authorization by the City to proceed.

#### **Assumptions**

- GHD will not be responsible for site safety at any construction site;
- GHD and its subconsultants should be named as additional insured under the contractor's liability insurance; and
- Mylars will be prepared for record drawings at project completion. As with recent projects, bid set and conformed set documents will be paper copy.

#### **Services Not Included**

The following services are not included in the scope of work:

- Preparation of additional Bid Documents or Contract Documents for alternate bids or prices requested by the City for the project or a portion thereof;
- Public outreach;
- Construction staking, surveying, and testing;
- Construction observation and inspection services, including specialty inspections, other than those services specifically included in the Scope of Services;
- Preparation of record drawings (optional task); and
- Other services performed or furnished by GHD not otherwise provided herein for the Scope of Services.

#### **City Responsibilities**

In addition to other responsibilities of the City as set forth in the Scope of Services, the City shall at its expense:

- Provide third-party construction management;
- Provide labor compliance as required by project funding, permit requirements, or other project requirements not provided in GHD's Scope of Services;
- Provide certified appraiser and negotiate easements with various property owners if/as necessary;
- Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Bid Documents, or to evaluate the performance of materials, equipment, and facilities of the District, prior to their incorporation into the work with appropriate professional interpretation thereof; and
- Provide GHD with the findings and reports generated by the entities providing services to the City, including, but not limited to: CCTV inspection, geotechnical reporting, and pre-design reporting.



EXHIBIT B  
Compensation



## Section 8 | Fee Information

Below is our detailed fee proposal by Scope of Work task described in a not-to-exceed cost estimate, along with our standard hourly fee schedule. Optional services will be provided upon your authorization based on the attached fee schedule and rates used in our cost estimate.

The fee estimate for design phase services is \$44,975. The fee estimate for bid and construction phase services are \$8,778 and \$22,272, respectively.

We will work with you at the start of the project to refine the schedule, scope of work and budget so it is aligned with your expectations and goals for the project.

### GHD - PROJECT FEE ESTIMATING SHEET

Project Name: I/O Gravity Section Rehab Project Client: City of Rohnert Park  
 Prepared by: M. Winkelman Date: January 9, 2014  
 Reviewed by: T. Whiton  
 Job Number: 840900455

		LABOR COSTS							FEE COMPUTATION		
Task / Item	LABOR CATEGORY >	PIC	Proj.	Proj.	Agency	CAD	PA	TOTAL HOURS	*OTHER DIRECT COSTS	Sub-con-sultant(s)	TOTAL FEE
	RATE >	QA/QC	Mgr.	Eng.	Coord	Designer					
		\$220 /Hr	\$185 /Hr	\$140 /Hr	\$125 /Hr	\$125 /Hr	\$95 /Hr				
Task 1 - Project Management											
1.1 Prepare Work Plan/Project Set Up		1	4				2	7	\$42		\$1,192
1.2 Project Kick-off Meeting		3	3	3			1	10	\$60		\$1,790
1.3 Monthly Progress Reports / Meetings		3	16					19	\$147		\$3,767
1.4 Utility Coordination				4				4	\$24		\$584
SUBTOTAL TASK 1		7	23	7	0	0	3	40	\$273	\$0	\$7,333
Task 2 - Environmental and Permit Documentation											
2.1 Environmental Assistance and Permit Documentation			2		18			20	\$170		\$2,790
SUBTOTAL TASK 2		0	2	0	18	0	0	20	\$170	\$0	\$2,790
Task 3 - Preliminary Design											
3.1 Site Visits / Meet with City			8	8				16	\$96		\$2,696
3.2 Prepare Pre-Design Technical Memorandum		2	16	16	2	4	3	43	\$258		\$6,933
SUBTOTAL TASK 3		2	24	24	2	4	3	59	\$354	\$0	\$9,629
Task 4 - 60% Design											
4.1 60% Submittal		3	6	24		32	2	67	\$402		\$9,722
SUBTOTAL TASK 4		3	6	24	0	32	2	67	\$402	\$0	\$9,722
Task 5 - 90% Design											
5.1 90% Submittal		3	4	32		24	2	65	\$390		\$9,460
SUBTOTAL TASK 5		3	4	32	0	24	2	65	\$390	\$0	\$9,460
Task 6 - Final Design											
6.1 Final Plans, Specifications & Estimate (PS&E)		2	6	16		8	6	38	\$228		\$5,588
6.2 Prepare Draft Staff Report			1		2			3	\$18		\$453
SUBTOTAL TASK 6		2	7	16	2	8	6	41	\$246	\$0	\$6,041
Task 7 - Bid Assistance											
7.1 Project Addenda			2	8		2	2	14	\$84		\$2,014
7.2 Prepare Notice to Bid					2		2	4	\$24		\$464
7.3 Bid Document Duplication and Distribution			1	2	2		10	15	\$590		\$2,255
7.4 Attend Pre-bid meeting (Optional)								0	\$0		\$0
7.5 Respond to Plan Holder Questions and RFIs			2	6				8	\$48		\$1,258
7.6 Prepare Conformed Construction Documents			1	4		4	4	13	\$578		\$2,203
7.7 Bid Results Tabulation			2				2	4	\$24		\$584
SUBTOTAL TASK 7		0	8	20	4	6	20	58	\$1,348	\$0	\$8,778
Task 8 - Construction Assistance											
8.1 Review Contractor Submittals/Construction Schedule			12	36			4	52	\$312		\$7,952
8.2 Respond to RFIs and Construction Phase Consultation		3	12	20			2	37	\$222		\$6,092
8.3 Construction Changes		2	2	8		2	2	16	\$96		\$2,466
8.4 Construction Meetings			16					16	\$96		\$3,056
8.5 Record Drawings			2	6		8		16	\$496		\$2,706
SUBTOTAL TASK 8		5	44	70	0	10	8	137	\$1,222	\$0	\$22,272
Contingency											
Contingency (~5%)											\$3,800
CONTINGENCY											\$3,800
PROJECT TOTALS		22	116	193	8	84	44	467	4,405	\$0	\$79,825

\*OTHER DIRECT COSTS include telephone, mileage, printing, photocopies and other miscellaneous direct expenses.

## EXHIBIT C

### Insurance Requirements to Agreement For Design Professional Services Re: Sewer Interceptor Outfall Gravity Section Rehabilitation

Design Professional shall, at all times it is performing services under this Agreement, provide and maintain insurance in the following types and with limits in conformance with the requirements set forth below. Design Professional will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Design Professional agrees to amend, supplement or endorse the existing coverage to do so. Design Professional acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Design Professional in excess of the limits and coverage required in this agreement and that is applicable to a given loss will be available to City.

1. Commercial General Liability Insurance, occurrence form, using Insurance Services Office ("ISO") "Commercial General Liability" policy form CG 00 01 or an approved equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review, but in no event shall be less than \$2,000,000 (Two Million Dollars) each occurrence;

2. Business Auto Coverage on ISO Business Automobile Coverage form CA 00 01 including symbol 1 (Any Auto) or an approved equivalent. Limits are subject to review, but in no event shall be less than \$2,000,000 (Two Million Dollars) each occurrence. If Design Professional or its employees will use personal autos in any way in connection with performance of the Services, Design Professional shall provide evidence of personal auto liability coverage for each such person.

3. Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employers liability insurance, with minimum limits of \$1,000,000 (One Million Dollars) per occurrence.

4. Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf of" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by insured first. There shall be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Design Professional, subconsultants or others involved in performance of the Services. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$2,000,000 (Two Million Dollars) per occurrence.

5. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Design Professional and "Covered Professional Services" as designated in the policy must include the type of work performed under this Agreement. The policy limit shall be no less than \$2,000,000 (Two Million Dollars) per claim and in the aggregate.

6. Insurance procured pursuant to these requirements shall be written by insurers that are authorized to transact the relevant type of insurance business in the State of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

7. General conditions pertaining to provision of insurance coverage by Design Professional. Design Professional and City agree to the following with respect to insurance provided by Design Professional:

A. Design Professional agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds the City, its officers, elected officials, employees, agents, and volunteers, using standard ISO endorsement No. CG 2010 with an edition prior to 1992, or an equivalent. Design Professional also agrees to require all contractors, and subcontractors to do likewise.

B. No liability insurance coverage provided to comply with this Agreement, except the Business Auto Coverage policy, shall prohibit Design Professional, or Design Professional's employees, or agents, from waiving the right of subrogation prior to a loss. Design Professional agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.

C. All insurance coverage and limits provided by Design Professional and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations limits the application of such insurance coverage.

D. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

E. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.

F. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises, and City shall be responsible for the cost of any additional insurance required. Design Professional shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.

G. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Design Professional's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City may terminate this agreement in accordance with Section 19 of the Agreement.

H. Certificate(s) are to reflect that the insurer will provide 30 days notice to City of any cancellation of coverage. Design Professional agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

I. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Design Professional or any subcontractor, is intended to apply first and on a primary, noncontributing basis in relation to any other insurance or self insurance available to City.

J. Design Professional agrees to ensure that subconsultants, and any other party involved with the Services who is brought onto or involved in the Services by Design Professional, provide the same minimum insurance coverage required of Design Professional; provided, however that only subconsultants performing professional services will be required to provide professional liability insurance. Design Professional agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Design Professional agrees that upon request, all agreements with subcontractors and others engaged in the Services will be submitted to City for review.

K. Design Professional agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, architect, consultant or other entity or person in any way involved in the performance of work on the Services contemplated by this agreement to self-insure its obligations to City. If Design Professional's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time the City shall review options with the Design Professional, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

L. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Design Professional ninety (90) days advance written notice of such change. If such change results in additional cost to the Design Professional, and the City requires Design Professional to obtain the additional coverage, the City will pay Design Professional the additional cost of the insurance.

M. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

N. Design Professional acknowledges and agrees that any actual or alleged failure on the part of City to inform Design Professional of non-compliance with any insurance requirement in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.

O. Design Professional will endeavor to renew the required coverages for a minimum of three years following completion of the Services or termination of this agreement and, if Design Professional is unable to do so, Design Professional will notify City at least thirty days prior to the cancellation or expiration of the policy or policies.

P. Design Professional shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Design Professional's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.

Q. The provisions of any workers' compensation or similar act will not limit the obligations of Design Professional under this agreement. Design Professional expressly agrees that any statutory immunity defenses under such laws do not apply with respect to City, its officers, elected officials, employees, agents, and volunteers.

R. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

S. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.

T. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

U. Design Professional agrees to be responsible for ensuring that no contract entered into by Design Professional in connection with the Services authorizes, or purports to authorize, any third party to charge City an amount in excess of the fee set forth in the agreement on account of insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost

of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

V. Design Professional agrees to provide immediate notice to City of any claim or loss against Design Professional arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

## EXHIBIT D

Key Personnel and Other Consultants, Specialists or Experts Employed by Design Professional

## Section 4 | Key Personnel

### Project Management

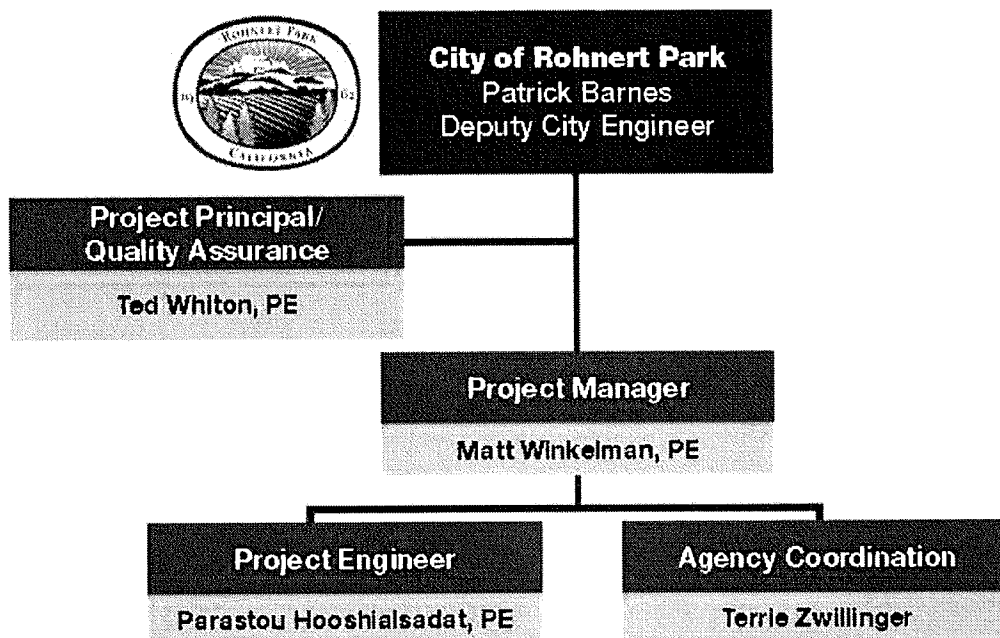
As stated in Section 3, Consultant Qualifications, Matt Winkelman will manage the design team and will be solely responsible for the team's schedule and delivery. Ted Whiton will provide project oversight as our Project Director and Quality Assurance engineer. Matt Winkelman will be supported by Parastou Hooshalsadat as the Project Engineer and Terrie Zwillinger will provide agency coordination and support.

Parastou will be responsible for preparing engineering opinions of probable construction costs during design development, where review and oversight will be provided by Ted Whiton.

GHD, as the prime consultant, will provide the overall design plans, specifications & estimates, contract documents, schedules, drawings, specifications, cost estimates, perform utility coordination, and quality control. No teaming partners or subconsultants are proposed for our team.





Our proposed team's organization chart is shown below. Following, please find brief bios of key personnel. Expanded resumes of our team members are included as Appendix A.

### Organizational Chart





## Team Profiles

Team Member	Role	Recent, Relevant Qualifications
 <p><b>Ted Whiton, PE</b></p>	Project Director/ Quality Assurance Engineer	<ul style="list-style-type: none"> <li>• Sewer Interceptor/Outfall, City of Rohnert Park, CA</li> <li>• Technical Memorandum regarding Force Main ARVs, City of Rohnert Park, CA</li> <li>• Trancas Street Sewer Rehabilitation Project, Napa Sanitation District, CA</li> <li>• Boyce Road Lift Station Project, Union Sanitary District, CA</li> </ul>
 <p><b>Matt Winkelman, PE</b></p>	Project Manager	<ul style="list-style-type: none"> <li>• Trancas Street Sewer Rehabilitation Project, Napa Sanitation District, CA</li> <li>• Eastside Trunk Sewer Phase 2, City of Rohnert Park</li> <li>• Boyce Road Lift Station Project, Union Sanitary District, CA</li> </ul>
 <p><b>Parastou Hooshalsadat, PE</b></p>	Project Engineer Construction Cost Estimator	<ul style="list-style-type: none"> <li>• Trancas Street Sewer Rehabilitation Project, Napa Sanitation District, CA</li> <li>• Boyce Road Lift Station Project, Union Sanitary District, CA</li> <li>• Todd Road Trunk Sewer, City of Santa Rosa, CA</li> </ul>
 <p><b>Terrie Zwillinger</b></p>	Agency Coordination	<ul style="list-style-type: none"> <li>• Sewer Interceptor/Outfall, City of Rohnert Park, CA</li> <li>• Eastside Trunk Sewer Project, City of Rohnert Park</li> <li>• Coleman Creek Storm Drain Improvements Project, City of Rohnert Park</li> <li>• Incremental Recycled Water Program, Discharge Compliance Project, City of Santa Rosa</li> </ul>

## EXHIBIT E

### Design Consultant Requirements

## **Exhibit E**

### **Design Consultant Requirements**

The Consultant agrees to the following standards and practices in performance of engineering design duties.

1. The consultant shall assign one project manager who is responsible for the overall completion of the project and fulfillment of these requirements.
2. Reimbursable expenses shall be considered to be included in the not to exceed price. Consultant project managers are expected to stay within the not-to-exceed price. It is the responsibility of the consultant to document any work outside the agreed upon scope of work including the cost of such work. Work outside the scope of work completed without prior authorization by the City is done at risk by the consultant.
3. All plan check design drawings shall be submitted full size (34" x 22" or equivalent) for review, unless otherwise requested by the City.
4. A minimum of two copies of the plans and specifications will be submitted for each plan check.
5. The specification will use the latest version of the City of Rohnert Park boilerplate Contract Document and Specifications for the project. The consultant will receive the most current version of the specification from the Engineering Administrative Assistant for each design project via email. This shall be modified by the City for insurance requirements, contract time, liquidated damages and environmental mitigation measures.
6. The Division 1 technical specifications shall include a project description. The project description will generally describe the location, and the extents of the project and what work is included in the project. This description shall be suitable for insertion into legal documents and council summary packages. It shall provide a quick overview of the project that a lay person can understand.
7. Technical specifications shall include a description of bid items. If the technical specifications are in CSI format, a list of bid descriptions shall be included in the Division 1 sections. The bid descriptions shall match the bid line items.
8. Division 1 shall include a complete consolidated list of submittals for the project.
9. Electronic documents sent to the City for review shall be in Word format.
10. Plans and specifications shall, as much as possible and within good engineering practice, refer to the City of Rohnert Park Manual of Standards, Details and Specifications which can be downloaded from the City's website at [www.rpcity.org](http://www.rpcity.org) . When Standard Details are incorporated they shall be by reference rather than shown on the plans.
11. The consultant shall note the need for any permitting through the State or other entities including Caltrans, Corps of Engineers, RWQCB, BAAQMD, SCWA, and the County of Sonoma. Consultant is responsible for initiating contact with the permitting agency, meeting with the permitting agency as needed and completing all permit applications as completely as possible prior to sending to the City for signature.

12. The consultant shall note the need for any easements or rights of way required for the project including private landowners, Caltrans, SCWA, and the County of Sonoma. Consultant is responsible for initiating contact with the other entity and completing all easement or right of way forms, including property descriptions as needed, as possible prior to sending to the City for review.
13. The consultant shall develop a project checklist which includes all project paperwork requirements resulting from permitting, easements and funding agreements.
14. At least 45 days prior to bid opening, the consultant shall provide a draft staff report for presentation to City Council requesting to authorize advertisement for bids.
15. The consultant shall complete all noticing and bidding of the project. This includes mailing notices to the City's five required Trade Journals/Plan Check Houses. Notice shall be mailed at least 30 days prior to the bid opening.
16. The consultant shall make bid copies of the bidding documents, plans and specifications, distribute these and collect payment for the plans and specifications to offset their cost.
17. The consultant shall arrange for and conduct the pre-bid meeting, if such a meeting is deemed necessary.
18. The consultant shall provide all addenda for the bid package as needed, using the City's addendum form available on the City's website.
19. After issuance of final addenda and prior to issuance of the Notice to Proceed, the consultant will produce ten (10) conformed sets of plans and drawings that incorporate all the addenda. This shall be done by making the changes on the full size drawings adding the addenda to the front of the specifications books. Consultant shall note the changes on the drawings and in the appropriate place in the Specifications by using the Delta symbol ( $\Delta$ ). All addenda shall also be bound into the front of the specifications book, behind the front cover and before the cover page, with most recently issued addendum on top. Addenda pages shall be printed on different color paper than the specifications.
20. Before bid date, consultant shall provide all electronic files to the City. The project plans shall be in pdf format in one file folder with a separate document for each page. Specifications shall be in Word format; the Engineer's Estimate shall be in Excel format.
21. After bidding the consultant will check the bids for conformance with the contract and bid requirements and determine the responsiveness of each bidder. This includes checking any applicable licenses and qualifications. This shall include checking as required, references to determine required experience. The consultant shall analyze the bids to determine the lowest responsive bidder and comment on any large discrepancies between the engineer's estimate and the low bid. The consultant shall create the bid table in Excel format, recommend selection of the lowest responsive bid, and justify the rejection of any bids as needed. The consultant shall create a staff report for submission to the City Council providing recommendations for award and or rejection of bids.
22. The consultant shall review submittals pertaining to the project and provide comments, rejection, or stamp "No Exceptions Taken" as appropriate.

23. The consultant shall review submittals and RFIs pertaining to the project and provide responses and guidance as required.
24. After construction is complete, the consultant will create Record Drawings (as-built drawings) based on the contractors marked up set of plans, in electronic format and scan the as-built drawings into pdf format and deliver one copy on bond paper and electronic as-built drawings to the City.

The requirements for as-built plans are as follows:

- a. The As-Built shall include the contractor's name, address, phone number and approximate date of project completion.
- b. Archived Plans shall be of the **originally approved plans** (Conformed Plans), including signatures of approval, with all contract change order(s), field directives and as-built information added over the originally approved information.
- c. Archived Plans shall be provided in an electronic format such as Adobe PDF or Tiff file formats, a minimum of 200 Dot per Inch resolution, optimized to a file size not to over burden the typical computer workstation or take more than 5 seconds to open on said workstation.
- d. The entire set of plans may be in one file or one file for each sheet but not both, in order to comply with number 3 above.
- e. The Archived Plans shall not be made directly from the electronic drawing files, because this introduces a chance for error or something changed, deleted or otherwise different from the originally approved plans. As a secondary option, the Archived Plans made be provided in duplicate; one set of the originally approved plans (conformed plans) and a second set of the electronic drawings revised to include contract change order, field directives and as-built information added (no deletions) to the plans, then provided in one of the file formats described in number 3 above.