

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA,
AND
R.E.Y. ENGINEERS, INC.**

PREAMBLE

This Agreement is entered into between the City of Santa Clara, California, a chartered California municipal corporation (City) and **R.E.Y. ENGINEERS, INC.**, a California corporation (Consultant). City and Consultant may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

RECITALS

- A. Consultant agrees to provide professional consulting services in the area of Land Surveying ("Services") on an on-call basis;
- B. Consultant represents that it, and its subconsultants, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of City; and,
- C. The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

AGREEMENT TERMS AND CONDITIONS

1. AGREEMENT DOCUMENTS

The documents forming the entire Agreement between City and Consultant shall consist of these Terms and Conditions and the following Exhibits, which are hereby incorporated into this Agreement by this reference:

Exhibit A – Scope of Services

Exhibit B – Schedule of Rates and Charges

Exhibit C – Insurance Requirements

Exhibit D – Labor Compliance Addendum

This Agreement, including the Exhibits set forth above, contains all the agreements, representations and understandings of the Parties, and supersedes

and replaces any previous agreements, representations and understandings, whether oral or written. In the event of any inconsistency between the provisions of any of the Exhibits and the Terms and Conditions, the Terms and Conditions shall govern and control.

2. TERM OF AGREEMENT

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on the date of execution by the City and terminate on June 15, 2023.

3. SCOPE OF SERVICES & SERVICE ORDERS

Consultant shall provide professional consulting services described in Exhibit A to the City on an as-needed basis pursuant to individual service orders ("Service Orders") issued in accordance with the Terms and Conditions of this Agreement.

- A. City will initiate each Service Order by specifying and describing the services and deliverables (collectively "Work") requested, which the Consultant must respond to by providing proposals and estimates of the time limit(s) within which the Consultant must complete the Work, and the compensation for the Work. Exhibit A further describes the procedure for Service Orders.
- B. The Consultant shall not perform any Work pursuant to a Service Order, and therefore will not be entitled to any compensation for any Work, until the City has approved and executed the service order for such Work ("Approved Service Order").
- C. Each Approved Service Order incorporates the Terms and Conditions of this Agreement.
- D. The City has no obligation to approve, issue, or execute any Service Orders under this Agreement, nor does it have any obligation to pay Consultant for any Work absent an Approved Service Order. The City may issue any number of Approved Service Orders provided that the sum of the maximum compensation of all Approved Service Orders cannot exceed the Maximum Total Compensation defined in Section 6 below.

To the extent possible, the professional services to be provided under this Agreement shall be performed in the City of Santa Clara

4. WARRANTY

Consultant expressly warrants that all materials and services covered by this Agreement shall be fit for the purpose intended, shall be free from defect and shall conform to the specifications, requirements and instructions upon which this

Agreement is based. Consultant agrees to promptly replace or correct any incomplete, inaccurate or defective Services at no further cost to City when defects are due to the negligence, errors or omissions of Consultant. If Consultant fails to promptly correct or replace materials or services, City may make corrections or replace materials or services and charge Consultant for the cost incurred by City.

5. QUALIFICATIONS OF CONSULTANT - STANDARD OF CARE

Consultant represents and maintains that it has the expertise in the professional calling necessary to perform the Services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Consultant's representations regarding its skills and knowledge. Consultant shall perform such Services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

6. COMPENSATION AND PAYMENT

There is a maximum total compensation for this Agreement and a separate maximum compensation for each Approved Service Order.

- A. Maximum Total Compensation – Agreement: The maximum total, aggregate compensation the City will pay the Consultant for all professional fees for all Approved Service Orders issued under this Agreement shall not exceed One Hundred Fifty Thousand Dollars (\$150,000). All work performed or materials provided in excess of the Total Maximum Compensation shall be at Consultant's expense. Consultant shall not be entitled to any payment above the Total Maximum Compensation under any circumstance.
- B. Maximum Compensation – Service Order: Each Approved Service Order will specify the maximum amount payable to the Consultant for all professional fees related to the Consultant providing the Work ("Maximum Service Order Compensation"). The Consultant shall fully complete all Work required by the Approved Service Order for no more than that Maximum Service Order Compensation. Exhibit B sets forth a schedule of the Consultant's rates and charges ("Schedule of Rates and Charges") that applies to any services provided in an Approved Service Order.

7. TERMINATION

Termination for Convenience. City shall have the right to terminate this Agreement or any Service Order under this Agreement, without cause or penalty, by giving not less than Thirty (30) days' prior written notice to Consultant.

Termination for Default. If Consultant fails to perform any of its material obligations under this Agreement or any Service Order under this Agreement, in

addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice to Consultant.

Upon termination, each Party shall assist the other in arranging an orderly transfer and close-out of services. As soon as possible following the notice of termination, but no later than ten (10) days after the notice of termination, Consultant will deliver to City all City information or material that Consultant has in its possession.

8. ASSIGNMENT AND SUBCONTRACTING

City and Consultant bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Consultant shall not hire subconsultants without express written permission from City.

Consultant shall be as fully responsible to City for the acts and omissions of its subconsultants, and of persons either directly or indirectly employed by them, as Consultant is for the acts and omissions of persons directly employed by it.

9. NO THIRD PARTY BENEFICIARY

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

10. INDEPENDENT CONTRACTOR

Consultant and all person(s) employed by or contracted with Consultant to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Consultant has full rights to manage its employees in their performance of Services under this Agreement.

11. CONFIDENTIALITY OF MATERIAL

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Consultant and all other written information submitted to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Consultant which is otherwise known to Consultant or becomes generally known to the related industry shall be deemed confidential.

12. OWNERSHIP OF MATERIAL

All material, which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports, designs, technology, programming, works of authorship and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Consultant may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Consultant shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

13. RIGHT OF CITY TO INSPECT RECORDS OF CONSULTANT

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for four (4) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Consultant for the purpose of verifying any and all charges made by Consultant in connection with Consultant compensation under this Agreement, including termination of Consultant. Consultant agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City. Consultant shall bear the cost of the audit if the audit determines that there has been a substantial billing deviation in excess of five (5) percent adverse to the City.

Consultant shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Consultant agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Consultant's Services hereunder.

14. HOLD HARMLESS/INDEMNIFICATION

To the extent permitted by law, Consultant agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and attorney's fees in providing a defense to any such claim or other action, and whether sounding in law, contract, tort, or equity, in any manner arising from, or alleged to arise in whole or in part from, or in any way connected with the Services performed by Consultant pursuant to this Agreement – including claims of any kind by Consultant's employees or persons contracting with Consultant to perform any portion of the Scope of Services – and shall expressly include passive or active negligence by City connected with the Services. However, the obligation to indemnify shall not apply if such liability is ultimately adjudicated to have arisen through the sole active negligence or sole willful misconduct of City; the obligation to defend is not similarly limited.

Consultant's obligation to protect, defend, indemnify, and hold harmless in full City and City's employees, shall specifically extend to any and all employment-related claims of any type brought by employees, contractors, subcontractors or other agents of Consultant, against City (either alone, or jointly with Consultant), regardless of venue/jurisdiction in which the claim is brought and the manner of relief sought.

To the extent Consultant is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Consultant warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Consultant's responsibilities under the Act.

15. INSURANCE REQUIREMENTS

During the term of this Agreement, and for any time period set forth in Exhibit C, Consultant shall provide and maintain in full force and effect, at no cost to City, insurance policies as set forth in Exhibit C.

16. WAIVER

Consultant agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement. Neither City's review, acceptance nor payments for any of the Services required under this Agreement shall be constructed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

17. NOTICES

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara
Attention: Department of Public Works
1500 Warburton Avenue
Santa Clara, CA 95050
and by e-mail at ctemple@santaclaraca.gov, and
manager@santaclaraca.gov

And to Consultant addressed as follows:

Mike Shoup, PLS
R.E.Y. Engineers, Inc.
707 N. Shoreline Boulevard
Mountain View, CA 94043
and by e-mail at mshoup@reyengineers.com

The workday the e-mail was sent shall control the date notice was deemed given. An e-mail transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following business day.

18. COMPLIANCE WITH LAWS

Consultant shall comply with all applicable laws and regulations of the federal, state and local government, including but not limited to "The Code of the City of Santa Clara, California" ("SCCC"). In particular, Consultant's attention is called to California Health and Safety Code section 26250, and regulations regarding Campaign Contributions (SCCC Chapter 2.130), Lobbying (SCCC Chapter 2.155), Minimum Wage (SCCC Chapter 3.20), Business Tax Certificate (SCCC section 3.40.060), and Food and Beverage Service Worker Retention (SCCC Chapter 9.60), as such Chapters or Sections may be amended from time to time or renumbered. Additionally Consultant has read and agrees to comply with City's Ethical Standards (<http://santaclaraca.gov/home/showdocument?id=58299>).

19. CONFLICTS OF INTEREST & ECONOMIC DISCLOSURE

Consultant certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Consultant and that no person associated with Consultant has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. Consultant is familiar with the provisions of California Government Code section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Consultant will advise City if a conflict arises. Furthermore, due to the nature of the Services to be performed hereunder, Consultant shall promptly file a Statement of Economic Interests (Form 700) upon commencement of the Agreement in accordance with California Government Code section 87200.

20. FAIR EMPLOYMENT

Consultant shall not discriminate against any employee or applicant for employment because of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background, in violation of federal, state or local law.

21. NO USE OF CITY NAME OR EMBLEM

Consultant shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

22. GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

23. SEVERABILITY CLAUSE

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

24. AMENDMENTS

This Agreement may only be modified by a written amendment duly authorized and executed by the Parties to this Agreement.

25. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument.

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The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives.

CITY OF SANTA CLARA, CALIFORNIA
a chartered California municipal corporation

Approved as to Form:

Dated: _____

BRIAN DOYLE
City Attorney

DEANNA J. SANTANA
City Manager

"CITY"

R.E.Y. ENGINEERS, INC.
a California corporation

Dated: April 21, 2020

By (Signature):  _____

Name: Mike Shoup _____

Title: Principal _____

Principal Place of Business Address: 707 N. Shoreline Blvd., Mountain View, CA
94043 _____

Email Address: mshoup@reyengineers.com _____

Telephone: (408) 219-3236 _____

Fax: (650) 396-4012 _____

"CONSULTANT"

EXHIBIT A
SCOPE OF SERVICES

1. SERVICE AREAS – SCOPE OF SERVICES

1.1 Introduction

- 1.1.1** Annually, the City of Santa Clara constructs various capital projects to provide improvements for the community. The projects are varied and include street pavement reconstruction & rehabilitation; pedestrian and traffic signal improvements; building construction and renovation; storm drain and sanitary sewer pipeline and pump station rehabilitation; parks and recreation facilities construction and rehabilitation; curb ramp improvements; etc.
- 1.1.2** The City's land area continues to develop and re-develop resulting in new and revised right-of-way lines, easements and parcel maps. This development may be due to the City's own capital projects or through private development projects.
- 1.1.3** The City maintains a surveying benchmark system and oversees the maintenance of the survey monumentation system throughout the City right-of-way.
- 1.1.4** In general, the scope of services to be provided by Consultant includes on-call land surveying services to support the delivery of City capital improvement projects, land development activities, and ongoing survey operations.
- 1.1.5** Consultant shall be expected to provide complete, professional, high-quality services and products; to provide consultation and work with City staff and others involved with the work; and to provide the expertise, staffing, and assistance in accomplishing the work.
- 1.1.6** The Consultant shall employ a licensed land surveyor and/or licensed civil engineer registered prior to January 1, 1982.
- 1.1.7** The City maintains various GIS information sets to facilitate management of City infrastructure assets. Information includes records maps, record drawings, right-of-way maps, encroachment permits, storm drainage infrastructure, and survey monumentation. On an on-call basis, the City may request Consultant to provide GIS support services.

- 1.1.8** During the planning, design and/or construction of City capital projects, the City may determine the need for utility locating services. On an on-call basis, the City may request Consultant to provide Subsurface Utility Engineering services.

1.2 Land Surveying Consultant Services

- 1.2.1** Perform field survey work to locate property and easement lines (boundary surveying), gather data for topographic surveys (pre-design or design surveying), and stake construction projects (construction surveying).
- 1.2.2** Perform field marking.
- 1.2.3** Perform office survey work to develop base topographic CAD files from field gathered data.
- 1.2.4** Assist office engineering staff/division staff by providing information on existing field conditions (field investigations).
- 1.2.5** Prepare drawings, corner records, plats, legal descriptions, and records of survey. Stamp and sign documents based on Registered Land Surveyor or Civil Engineering Professional license. Civil Engineering license shall only be used if issued prior to January 1, 1982.
- 1.2.6** Review and provide comments on subdivision maps and/or other survey documents.
- 1.2.7** Research existing records and compile data required for survey projects.
- 1.2.8** Support maintenance of the City's benchmark system.
- 1.2.9** Perform leveling circuits.
- 1.2.10** Identify and perpetuate survey monuments. Research survey monument records and investigate monument locations that may have been hidden or covered.
- 1.2.11** Develop records and prepare reports as required.
- 1.2.12** Review City survey procedures and methods. Make recommendations as requested to improve efficiency and productivity in survey operations.
- 1.2.13** Perform aerial photogrammetry.

- 1.2.14** Perform corner records.
- 1.2.15** Establish new benchmarks.
- 1.2.16** Use Global Positioning System (GPS) equipment to perform survey field work.
- 1.2.17** Perform field data collection work in support of City Public Works GIS asset management needs.
- 1.2.18** Perform field work to identify utilities (above ground and subsurface).
- 1.2.19** Provide all maintenance and control of traffic to perform work.

1.3 GIS Consultant Services

- 1.3.1** Review Public Works GIS information & tools and make recommendations for improvements/enhancements to data collection, use and access.
- 1.3.2** Review Public Works GIS systems and make recommendations for technical improvements (hardware, software, etc).
- 1.3.3** Perform field data collection work in support of City Public Works GIS asset management needs.
- 1.3.4** Provide information on GIS best practices, GIS technology advances, and use of GIS in Public Works environments.
- 1.3.5** Recommend and/or develop GIS standards and quality control/assurance plans appropriate to Public Works' needs.
- 1.3.6** Provide training to City staff on GIS applications.
- 1.3.7** Other tasks as requested by the City in support of an efficient, robust and optimized GIS asset management system.

1.4 Subsurface Utility Engineering Services

- 1.4.1** Locate (indicate) the presence and horizontal location of underground utilities using geophysical prospecting techniques, including electromagnetic, magnetic, sonic or other energy fields.
- 1.4.2** Locate utility lines and obtain precise horizontal and vertical position of utility lines by excavating test holes using vacuum excavation or comparable nondestructive equipment in a manner as to cause no damage to the utility lines.

- 1.4.3** After excavating test hole(s), perform a field survey to determine the exact location and position of utility line(s).
- 1.4.4** Backfill test holes and perform surface restoration in accordance with City standards.
- 1.4.5** Coordinate with utility companies or other entities as required to research locations of existing utilities. Secure all "as-built" plans, plats, and other necessary and/or relevant data. While obtaining information, ascertain the age, the size, the material type, the general condition, etc... of the utility.
- 1.4.6** Obtain all necessary permits required by other (non-City of Santa Clara) agencies/entities as required to perform locating work.
- 1.4.7** Provide all maintenance and control of traffic to perform work. Coordinate with City prior to initiating work to determine if a traffic control plan is required.
- 1.4.8** If required, furnish, install, and color code a permanent above ground marker (i.e. PK nail, peg, steel pin, or hub) directly above the utility/facility or at designated offsets if necessary.
- 1.4.9** Provide the following test hole information to the City: a) elevation of top and bottom of utility; b) elevation of existing grade over utility test hole; c) horizontal location referenced to nearby feature(s); d) outside diameter or width of facility and configuration of facilities if co-located (duct banks, etc.); e) utility structure material composition and condition; and f) identification of benchmarks used to determine elevations (2 required unless approved otherwise by the City).
- 1.4.10** Assemble and present utility information in format as requested by the City (generally AutoCADD format).

2. PROCEDURE FOR SERVICE ORDERS

- 2.1** City will provide a description of the desired Work to be performed by Consultant.
- 2.2** Consultant will prepare a written service order proposal in accordance with the City's request. Consultant shall consider and incorporate into the proposal any City input regarding City staffing availability to participate in the delivery of the Work. The proposal must include, but is not limited to, the following:
 - 2.2.1** The proposed scope of Work;

- 2.2.2** The name and assignment of each of Consultant's professional employees who will be principally responsible for performing the Work;
 - 2.2.3** A time schedule and total cost for providing the Work; and
 - 2.2.4** Any other information requested by the City.
- 2.3** City will review and provide comments to Consultant. Or, City will accept Consultant's written proposal without comments.
- 2.4** If the City provides comments on Consultant's proposal, Consultant shall revise the proposal to address City's comments.
- 2.5** Once the Consultant and the City agree on the terms of the proposed Service Order, the City will prepare the final ("Approved Service Order").
- 2.6** Consultant will be authorized to proceed with the Work under the Approved Service Order upon notification by the City that the Approved Service Order has been executed by the City or at some later date as designated by the City in writing.

EXHIBIT B SCHEDULE OF RATES AND CHARGES

This Exhibit B sets forth Consultant's rates that apply to any services provided in an Approved Service Order. The rates shall remain fixed for the term of the Agreement.

The attached Fee and Rate Schedules contain the Consultant rates to be used and are hereby incorporated into this Exhibit B.

Invoicing:

1. If an Approved Service Order requires invoicing to be generated in a timesheet format, Consultant shall provide information for each Consultant staff person including name and position title (i.e. relevant role with respect to work performed under the service order). Position hourly rates shall comply with the rates included in the table above.

In addition, the itemization on each monthly invoice shall set forth the amount of time (recorded in quarter hours) for each employee, the name of the employee and a description of each task performed. After setting forth the time spent on a daily basis, the itemization will provide a summary, at its end, of the total hours spent by each employee for the month, the hourly rate charged for that employee, and the total value of the service rendered by that employee for the month. The amount billed for Work shall then be determined by adding the value for the Work rendered by each employee for that particular month.

2. If an Approved Service Order requires invoicing to be generated in a progress or percent complete format, Consultant shall provide information describing in detail the services performed and how those services correlate to the percent complete. The detailed descriptions shall be for each category of services as identified in the Approved Service Order.
3. Within thirty (30) days of receipt of an itemized written invoice from the Consultant, City shall pay Consultant the amount billed for Work performed under the Approved Service Order during that billing period.



**R.E.Y. ENGINEERS, INC.
CITY OF SANTA CLARA FEE SCHEDULE**

<u>CLASSIFICATION</u>	<u>MAX HOURLY RATE</u>
Principal Manager – II	\$288
Principal Manager – I	\$268
Senior Engineer/Surveyor – V	\$258
Senior Engineer/Surveyor – IV	\$243
Senior Engineer/Surveyor - III	\$228
Senior Engineer/Surveyor - II	\$213
Senior Engineer/Surveyor - I	\$198
Associate Engineer/Surveyor - V	\$185
Associate Engineer/Surveyor - IV	\$175
Associate Engineer/Surveyor - III	\$165
Associate Engineer/Surveyor - II	\$155
Associate Engineer/Surveyor - I	\$145
Assistant Engineer/Surveyor - V	\$151
Assistant Engineer/Surveyor - IV	\$141
Assistant Engineer/Surveyor - III	\$131
Assistant Engineer/Surveyor - II	\$121
Assistant Engineer/Surveyor - I	\$111
Senior Technical/LiDAR Specialist - II	\$247
Senior Technical/LiDAR Specialist - I	\$205
LiDAR Technician - III	\$179
LiDAR Technician - II	\$164
LiDAR Technician - I	\$149
Senior Technician - III	\$173
Senior Technician - II	\$158
Senior Technician - I	\$143
Technician - III	\$123
Technician - II	\$107
Technician - I	\$ 92
3-Person Survey Crew	\$385
2-Person Survey Crew	\$295
1 Person Survey Crew	\$190
Expert Witness	\$400
Project Coordinator	\$125
Project Administrator	\$ 95
Terrestrial LiDAR Scanning Equipment	\$ 75
Mobile LiDAR Equipment	\$600
UAV LiDAR (<i>per project flight day</i>)	<i>\$450 per day</i>

These rates represent maximum rates to be charged for classifications. All rates are valid for three years from the date of our contract with the City of Santa Clara. Reimbursement for mileage expenses, if applicable, shall not exceed the rate established by the IRS for the current year. Cost of normal survey stakes and other field supplies are included in the above rates. Special monuments, iron stakes, etc., will be charged at cost. Filing fees, checking fees, and other outside charges will be billed at cost. Outside reproductions, services, and consultants will be charged at cost plus 10%. In-house large format reproduction will be charged at \$0.30/ SF for black and white and \$0.75/SF for color. Rates for overtime and double time for field and non-exempt employees will be charged at 135% and 170% of the regular rate.

Don McCormick, PE, President



Hourly Rates and Special Fixed Fee Agreement Provision

Principal	\$ 237.00
Project Manager.....	\$ 225.00
Project Engineer/Supervisor	\$ 202.00
Senior Engineer/Senior Surveyor	\$ 186.00
Associate Engineer/Associate Surveyor.....	\$ 169.00
Staff Engineer/Staff Surveyor	\$ 156.00
Computer Designer/Surveyor/Assistant Engineer	\$ 143.00
Designer/Senior Draftsperson/Senior Assistant	\$ 124.00
Computer Aided Design/Drafting	\$ 106.00
Junior Draftsperson.....	\$ 94.00
One-Person Field Party	\$ 218.00
Two-Person Field Party	\$ 287.00
Three-Person Field Party.....	\$ 363.00
Administrative Assistant.....	\$ 80.00
Delivery (Minimum)	\$ 45.00
Project Assistant	\$ 94.00

Expert Witness Services

Expert Witness	\$ 465.00
Principal Litigation.....	\$ 514.00
Per Court Appearance (Minimum)	\$ 4,542.00

Extra work charged beyond the contract (Fixed Fee Agreement will be adjusted to reflect the increases for the following services):

- 1) Prints, Reproducible, Delivery Service and Express Mail Services will be billed at cost plus 15%.
- 2) Mileage reimbursement for personal vehicle usage will be billed at .60¢ per mile.

Field Survey Crew Mobilizations: The staking fee for lump sum contracts anticipates one mobilization per 8 hours of field work. If Client requests a field crew to complete a staking item in the contract to mobilize more than once per 8 hours of work, the Client will incur an additional cost of \$700.00 per mobilization.

Aliquot Associates, Inc. | Website: www.aliquot.com | Telephone: (925) 476-2300 | Fax:
(925) 476-2350

WALNUT CREEK 1390 S. Main Street, Suite 310 | Walnut Creek, CA 94596
OAKLAND 953 West MacArthur Blvd. Suite 11 | Oakland, CA 94608

Civil Engineers | Traffic Engineers | Surveyors

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall provide and maintain in full force and effect during the period of performance of the Agreement and for twenty-four (24) months following acceptance by the City, at its sole cost and expense, the following insurance policies from insurance companies authorized to do business in the State of California. These policies shall be primary insurance as to the City of Santa Clara so that any other coverage held by the City shall not contribute to any loss under Contractor's insurance. The minimum coverages, provisions and endorsements are as follows:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

1. Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury
2. Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.
3. The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:
 - a. Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;
 - b. There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and
 - c. Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at

least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned (if any), non-owned and hired autos.

In the event that the Work being performed under this Agreement involves transporting of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Contractor and/or its subcontractors involved in such activities shall provide coverage with a limit of one million dollars (\$1,000,000) per accident covering transportation of such materials by the addition to the Business Auto Coverage Policy of Environmental Impairment Endorsement MCS90 or Insurance Services Office endorsement form CA 99 48, which amends the pollution exclusion in the standard Business Automobile Policy to cover pollutants that are in or upon, being transported or towed by, being loaded onto, or being unloaded from a covered auto.

C. WORKERS' COMPENSATION

1. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
2. The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).
3. This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

D. PROFESSIONAL LIABILITY

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against negligent acts, errors or omissions of the Contractor. Covered services as designated in the policy must specifically include work performed under this agreement. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim or two million dollars (\$2,000,000) aggregate. Any coverage containing a deductible or self-retention must first be approved in writing by the City Attorney's Office.

E. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

1. Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85, or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.
2. Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.
3. Cancellation.
 - a. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.
 - b. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.
4. Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through E of this Exhibit C, above.

F. ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

1. Contractor agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to

limits. Contractor 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 Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.

2. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional 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.
3. The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

G. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

H. EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.

City of Santa Clara – Department of Public Works

P.O. Box 100085 – S2

or 1 Ebix Way

Duluth, GA 30096

John's Creek, GA 30097

Telephone number: 951-766-2280
Fax number: 770-325-0409
Email address: ctsantaclara@ebix.com

I. QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

EXHIBIT D LABOR COMPLIANCE ADDENDUM

This Agreement is subject to the requirements of California Labor Code section 1720 *et seq.* requiring the payment of prevailing wages, the training of apprentices, and compliance with other applicable requirements.

A. Prevailing Wage Requirements

1. Consultant shall be obligated to pay not less than the General Prevailing Wage Rate, which can be found at www.dir.ca.gov and are on file with the City Clerk's office, which shall be available to any interested party upon request. Consultant is also required to have a copy of the applicable wage determination posted and/or available at each job site.
2. Specifically, consultants are reminded of the need for compliance with Labor Code Section 1774-1775 (the payment of prevailing wages and documentation of such), Section 1776 (the keeping and submission of accurate certified payrolls) and 1777.5 in the employment of apprentices on public works projects. Further, overtime must be paid for work in excess of 8 hours per day or 40 hours per week pursuant to Labor Code Section 1811-1813.
3. Special prevailing wage rates generally apply to work performed on weekends, holidays and for certain shift work. Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required. Consultants and subconsultants are on notice that information about such special rates, holidays, premium pay, shift work and travel and subsistence requirements can be found at www.dir.ca.gov.
4. Only bona fide apprentices actively enrolled in a California Division of Apprenticeship Standards approved program may be employed on the project as an apprentice and receive the applicable apprenticeship prevailing wage rates. Apprentices who are not properly supervised and employed in the appropriate ratio shall be paid the full journeyman wages for the classification of work performed.
5. As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, Consultant agrees to present to City, along with its request for payment, all applicable and necessary certified payrolls (for itself and all applicable subconsultants) for the time period covering such payment request. The term "certified payroll" shall include all required documentation to comply with the mandates set forth in Labor Code Section 1720 *et seq.*, as well as any additional documentation

requested by the City or its designee including, but not limited to: certified payroll, fringe benefit statements and backup documentation such as monthly benefit statements, employee timecards, copies of wage statements and cancelled checks, proof of training contributions (CAC2 if applicable), and apprenticeship forms such as DAS-140 and DAS-142.

6. In addition to submitting the certified payrolls and related documentation to City, Consultant and all subconsultants shall be required to submit certified payroll and related documents electronically to the California Department of Industrial Relations. Failure to submit payrolls to the DIR when mandated by the project parameters shall also result in the withholding of progress, retention and/or final payment.
7. No consultant or subconsultant may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
8. No consultant or subconsultant may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Consultants MUST be a registered "public works consultant" with the DIR AT THE TIME OF BID. Where the prime contract is less than \$15,000 for maintenance work or less than \$25,000 for construction alternation, demolition or repair work, registration is not required.
9. All consultants/subconsultants and related construction services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a "public works contractor". Those who fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.
10. Should any consultant or subconsultants not be a registered public works contractor and perform work on the project, Consultant agrees to fully indemnify the City for any fines assessed by the California Department of Industrial Relations against the City for such violation, including all staff costs and attorney's fee relating to such fine.
11. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

B. Audit Rights

All records or documents required to be kept pursuant to this Agreement to verify compliance with this Addendum shall be made available for audit at no cost to City, 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 records or documents shall be provided to City for audit at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be made available at Consultant's address indicated for receipt of notices in this Agreement.

C. Enforcement

1. City shall withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., City may continue to hold sufficient funds to cover estimated wages and penalties under the Agreement.
2. Based on State funding sources, this project may be subject to special labor compliance requirements of Proposition 84.
3. The City is not obligated to make any payment due to Consultant until Consultant has performed all of its obligations under these provisions. This provision means that City can withhold all or part of a payment to Consultant until all required documentation is submitted. Any payment by the City despite Consultant's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of this Addendum.

City or the California Department of Industrial Relations may impose penalties upon consultants and subconsultants for failure to comply with prevailing wage requirements. These penalties are up to \$200 per day per worker for each wage violation identified; \$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and \$25 per day per worker for any overtime violation.