

**City of South San Francisco  
Request for Proposals**

**General Plan 2040  
Comprehensive Zoning Code Update  
Environmental Impact Report**

**Issue Date: January 10, 2018**

**Optional Pre-submittal Conference:**

**January 25, 2018 at 10:00 a.m.  
Police Department Training Room  
South San Francisco, CA 94080**

**Deadline for Submission:  
February 12, 2018 at 5:00 p.m.**

**City Manager's Office  
400 Grand Avenue  
South San Francisco, CA 94080**

## **Section 1 – Introduction**

The City of South San Francisco invites proposals from qualified firms, consultants or consultant teams (“consultant”) with specific experience in General Plan preparation and updates, associated public engagement, Zoning Code Update, Climate Action Plans and Environmental Impact Reports.

The successful consultant team will have significant experience preparing general plan updates for diverse communities such as South San Francisco, with extensive community outreach, public engagement, and meeting facilitation experience. The consultant team is expected to perform responsible, professional work in the research, compilation of data, analysis, studies, and planning as described in this Request for Proposals (“RFP”).

## **Section 2 - Community Background**

South San Francisco is one of the largest business centers on the San Francisco Peninsula, with more than 45% of all industrial space in San Mateo County, including businesses that range from start-ups to major corporations – such as Genentech and See’s Candies. In particular, South San Francisco is the largest biotechnology cluster in the world, with more than 200 biotech firms and 18,000 life science professionals occupying 12 million square feet of R&D space. Google, Merck, Johnson & Johnson, Astra Zeneca, and many other international firms have established major biotechnology facilities within South City’s Oyster Point life sciences cluster.

South San Francisco has a population of 67,587 – large enough to provide all amenities and services, yet small enough to retain its family-friendly neighborhoods and authentic local culture. The city includes a charming, historic downtown in the midst of renewal, vibrant districts along El Camino Real, and family-oriented neighborhoods that extend from US-101 high up to the hillsides, affording sweeping views of San Francisco Bay. The City is proud of its focus on families, and has many parks, trails, and open space areas, including San Bruno Mountain.

The city has a strategic location that physically connects San Francisco with Silicon Valley; and it is served by San Francisco International Airport, two BART stations, Caltrain, three freeways, and the SF Ferry.

South San Francisco is minutes away from some of the best research universities, recreational areas, banking and venture capital centers, shopping districts, and tourist destinations in the world.

Similar to other cities in the Bay Area, the City of South San Francisco has experienced significant growth in the last several years as well as ongoing interest in new development opportunities. The City is faced with the challenge of managing growth in the right way, balancing economic development with sustainability and quality of life for residents. The City’s biggest challenges that need to be addressed are affordable housing and traffic.

## **Section 3 – Existing General Plan and Related Documents**

### General Plan

The City's current General Plan was adopted in 1999. Since 2002, the City has processed approximately twenty amendments to the General Plan, of which, ten were City-initiated and included updates to the Housing Element, adoption of Specific Plans/Area Plans, Park and Recreation Master Plan, Downtown Station Area Plan and the Chestnut/El Camino Specific Plan. The ten developer-initiated Plan amendments included Centennial Towers, Gateway Business Park Master Plan, Park Station Lofts, Mandalay Place and digital billboards.

The General Plan is available on the City's website at:

<http://www.ssf.net/departments/economic-community-development/planning-division/general-plan>

### Existing and Under Progress Plans

A number of long-range planning relating efforts have recently been completed or are currently underway and need to be taken into consideration with the preparation of the General Plan. Current planning efforts include transportation studies, stormwater and sewer studies and fire facilities study.

See Attachment A for a listing of existing Plans and Projects. The documents are available on the City's website at: <http://www.ssf.net/departments/economic-community-development/planning-division/planning-documents/approved-policy-documents>

### **Section 4- Scope of Work**

The City seeks a Consultant capable of revising and updating the City's General Plan and related Zoning Ordinance Update. The General Plan should address the community's vision and address the unique qualities and challenges facing South San Francisco. General Plan update would include all mandatory elements as required by the State and several additional elements. The Zoning Ordinance Update would implement the updated General Plan.

In addition to experience preparing the State-mandated General Plan elements, the consultant should also have demonstrated experience in: community outreach/public participation; development of sustainability principles and practices; environmental impact report (EIR) preparation; and drafting zoning and development regulations.

The Proposal shall include the following:

1. The preparation of a General Plan with the seven (7) mandated elements: Land Use, Open Space, Conservation, Housing, Circulation, Noise and Safety. Preparation of the General Plan shall also include the following additional components:
  - a. Update to the City's Economic Development element
  - b. Develop a Sustainability/Adaptation Element that is informed by the City's Climate Action Plan to address community resilience, climate change and sea level rise.

- c. Introduce a Social Equity element to address 21<sup>st</sup> century challenges not previously discussed in the 1999 General Plan.
  - d. The Circulation element shall include Vehicle Miles Traveled (VMT) as a metric to measure traffic impacts (per SB 743).
2. Community Outreach and Public Engagement Strategy:
- a. A comprehensive community outreach program
  - b. Extensive consultation with interested agencies, organizations, city staff elected/appointed city officials.
  - c. Preparation of required notices, maps, graphics, presentation and media materials and other related documents.
  - d. Creation, maintenance and hosting of project website for comprehensive project-related materials, timelines and outreach.
  - e. Experience with segmented voting by decision makers that would otherwise have conflicts of interest.
3. Preparation of a Zoning Ordinance update for consistency with 2040 General Plan. The Zoning Code update should include the following:
- a. An organization and format that is easy to read and understand and is consistent in terms of processes and requirements;
  - b. Simplified use classifications;
  - c. Graphics that illustrate regulations and make the code easy to use;
  - d. Urban design standards (text and graphics) as deemed necessary;
  - e. Objective design and development standards for mixed-use and residential developments;
  - f. Provisions that will help the City achieve high-quality infill projects that are compatible with the context of existing development in the area;
  - g. Performance standard updates for existing and newly introduced uses
  - h. Contemporary terms and definitions.

The timing of the comprehensive Zoning Code update shall be included in the proposal, but may be designated as a separate phase following the completion of the General Plan update.

- 4. Preparation of an Environmental Impact Report (EIR). The EIR will address both the General Plan update as well as the Zoning Ordinance update and include sufficient detail and analysis of build-out scenarios.
- 5. Proposal for General Plan format: the final General Plan update product should utilize the latest technology and appeal to readers. It should be graphic heavy, implement clear goals and metrics, and read well in hard copy or digitally. Staff envisions two products – provide examples of the following:

- a. Digital General Plan, essentially a well-crafted website, which includes introduction videos for each General Plan element, metric tracking graphics for each community goal or identified policy, and feedback survey tools for every element/section. Periodic updating of demographic information, figures, graphics, or other minor changes will continually make the Digital General Plan a living document. Preset keyword searches and other features should be incorporated to help educate website users and result in much better search functionality than traditional PDF documents. (examples: planokc.org, Direction2030.org, planotomorrow.org, planhouston.org)
- b. Printed General Plan, available for download and print, or view at City locations. This traditional model will be available for any interested persons but has limited functionality (no videos, progress metric tracking, or instant survey tools).

## **Section 5 – Proposal Format and Content**

The Proposal should be responsive to the Scope of Work outlined in Section 4, should be specific and concise and should conform to the following outline to enable the City to provide consistent review of all proposals. Please limit proposals to 25 pages excluding cover letter and resumes.

1. Title Page - Include in the RFP subject, firm name, local address, telephone number, email address, contact name(s) and date.
2. Overview/Executive Summary - This section should clearly convey the consultant's understanding of the nature of the project and the approach to be taken. South San Francisco is seeking a customized General Plan that accurately reflects the community's vision. This section should include but not be limited to the following:
  - a. Summary of the proposed approach, including how the approach will develop a vision to be integrated within all aspects of the General Plan update;
  - b. A description of the consultant or team's experience in recent General Plan updates within the last three years in California, highlighting any within San Mateo County and the Bay Area.
3. Detailed Work Plan - This section should include the following:
  - a. Project management team: identify the Principal in charge, the Project Manager and members of the project team. Provide the qualifications of team members and discuss their related work experience.
  - b. Task Descriptions: provide a full description of the steps to be followed in carrying out the work. This work description should be broken down into a sufficient level of detail (i.e., tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.
  - c. Public Outreach and Engagement Strategy: describe the community outreach and engagement strategy, and provide examples of successful engagement

reaching a broad base of the community, including a strategy for outreach within disadvantaged communities. Highlight team experiences with traditional outreach methods as well as use of technology.

- d. Deliverables: a description of the format, content and level of detail which can be expected in each deliverable.
  - e. Decision-making flowchart: this should show a recommended decision-making structure including the appointed Citizen's Advisory Committee, Planning Commission, City Council, City staff, outside agencies and the community.
  - f. Schedule: include a schedule of tasks and subtasks with important milestones noted.
  - g. Personnel hours; provide a breakdown of the anticipated personnel hours for the various General Plan tasks, including subconsultants, and including any mark-up factors that would apply.
4. Management Program. This section should describe the consultant's management approach to the proposal.
- a. Organization: how the work assignments are expected to be structured.
  - b. Staffing: the names of key personnel, including supervisors and key technical support staff. Staffing assignments should be specific enough to demonstrate understanding of the skills required and the commitment of appropriate resources. Also attach the resumes of the identified project team as an attachment, and summarize the pertinent qualifications of each supervisor and key technical staff member in this section. Key staff members would not be replaced without prior City consent.
  - c. Management approach: describe the role of the prime and subconsultants and any specific features of the management approach that requires explanation. If subconsultants are being considered, list their specific responsibilities and describe how their will be supervised and work coordinated.
  - d. Include list of current project obligations and how the SSF General Plan project will be staffed and managed
5. Cost Proposal. In the proposal, provide a full description for the expected expenditure of funds for the proposed work. The cost break down should include, but is not limited to, the following:
- a. Task budget: a breakdown of expenses by task and key personnel, to insure a full understanding of resources committed to this work. The task budget should provide three cost components as follows:
    - i. Necessary work to prepare and adopt all required Elements
    - ii. Additional cost for non-required Elements
    - iii. Zoning Code update tasks
  - b. Billing rate breakdown: provide a breakdown of billing rates.
6. References: provide a minimum of three references from previous cities for General Plan update work completed within the last five years. Also provide appropriate samples of

recent General Plan work products and examples of digital plans (similar to City requested digital General Plan), both via digital links (no hard copies required).

## **Section 6 – Consultant Selection Criteria and Process**

Responding firms will be evaluated based on the following criteria:

1. Quality of proposal and project understanding.
2. Related and recent General Plan update experience.
3. Related experience with digital General Plans and dynamic online resources
4. Expertise and experience of the project team assigned to the project, and the in-house expertise, or the ability to work with subconsultants with expertise in areas as outlined in the scope of work.
5. Demonstrated experience with public participation and outreach strategies.
6. Ability to work cooperatively with and be responsive to public agencies, Citizen Advisory Committee members, Planning Commissioners, City Council members and City staff.
7. Demonstrated ability to stay on schedule and within budget.
8. Management approach to the project.
9. Review of references.

The Consultant will be selected based on qualifications and demonstrated competence and the contract may not be awarded to the lowest responsible proposer. When selecting the Consultant, the skill and ability of the project team performing the services is a key component of the selection criteria.

After the submittals are evaluated, the City, at its sole discretion, may elect to interview the top proposers. The interview will help to clarify each proposal and the approach and qualifications for the project. Respondents may be asked to submit additional documentation at or after the interview stage. Based upon the interview and evaluation of the proposals, the top-ranked consultant will be recommended to the City Council. In addition, the City reserves the right to select a proposal without conducting interviews or abandon this RFP. Final selection of a consultant and authority awarding the contract to proceed with these services shall be at the sole discretion of the City Council.

## **Section 7 – Additional Information**

1. Sample Contract: A sample Professional Services Agreement is attached hereto and incorporated herein. Respondents interested in responding to this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. If the City is unable to negotiate a satisfactory agreement with the top-ranked consultant, with terms and conditions the City determines, in its sole judgment, to be fair and reasonable, the City may then commence negotiations with the next most qualified Respondent in sequence, until an agreement is

reached or determination is made to reject all submittals. If there are proposed changes, please submit them with your Proposal.

2. The City is hosting an optional pre-submittal conference on January 25, 2019 at 10:00 a.m. in the Police Department Training Room, South San Francisco. If you have any questions prior to the conference, please email them to Lisa Costa Sanders, Project Manager at [Lisa.CostaSanders@SSF.net](mailto:Lisa.CostaSanders@SSF.net). Batch responses will be posted online and addressed at the meeting.
3. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City reserves the right to waive any irregularities or informalities contained with the RFP, and/or reject any or all proposals received for this request; negotiate with any qualified source or to cancel the RFP in part or whole.
4. All proposals and material submitted will become the property of the City of South San Francisco and will not be deemed confidential or proprietary. The City of South San Francisco reserves the right to award in whole or in part, by item or group of items, when such action serves the best interest of the City. The City and Consultant may agree to add additional work to the Project work scope by a later agreement. The City may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis. City reserves the right to request additional information on any response beyond that required by this RFP, modify the selection process and request substitution of subconsultants.

### Section 8 – Preliminary Schedule and Submittal Requirements

January 10, 2019	RFP Issued
January 25, 2019 at 10:00 a.m.	Optional Pre-Submittal meeting will be held in the Police Department Training Room, South San Francisco
<b>February 12, 2019</b>	<b>Responses due by 5:00 p.m.</b>
Week of February 18	Interviews
March 12, 2019	City Council selects consultant and awards contract

To be considered for the project, respondents must submit a complete response to this Request for Proposals no later than **5:00 p.m. on February 12, 2019**. Late proposals will be returned by mail unopened.

Submit 6 hard copies and one pdf electronic copy on a flash drive of the proposal. Proposals may be mailed or hand delivered to:

Lisa Costa Sanders, Project Manager  
City Manager's Office



City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94070

Attachments:

- A. List of City Plans and Projects
- B. City's Professional Services Agreement

## ATTACHMENT A

### South San Francisco General Plan Update RFP List of City Plans and Projects

The below documents have been adopted. There are several planning documents underway that the consultant will need to take into consideration.

- **Downtown Station Area Specific Plan** - This plan was adopted February 2015 and encompasses the Downtown area of the City, centered on the South San Francisco Caltrain Station. The plan area includes properties within ½ mile radius of the Caltrain Station. The plan defines the principles and framework for future development of the plan area. The goal of the project is to support transit ridership as part of a sustainable future for the City. A program level EIR was certified for the Plan as well as amendments to the General Plan and Zoning Code. Adopted February 2015.
- **El Camino Real/Chestnut Avenue Area Plan** - The plan was adopted July 2011 and includes approximately 98 acres along El Camino Real west of Downtown. The right-of-way for the underground Bay Area Rapid Transit (BART) line runs through the length of the site. The area included 58 acres of developable land. The plan included a Focus Area of 19.2-developable acres located between Mission Road and El Camino Real, from Grand Avenue. Three projects currently underway; City's Community Civic Campus; PUC Property Development by AGI Kasa; and 988 El Camino Real by Summerhill (projects available at [construction.ssf.net](http://construction.ssf.net))
- **East of 101 Area Plan.** This Plan should be incorporated in the General Plan Update to replace the Specific Plan.
- **Oyster Point Specific Plan** - Adopted February 2011 and includes 81 acres of under-utilized under developed and environmentally challenging Bay front land into a sustainable mixed-use development.
- **South El Camino Real** - Adopted April 2010 includes General Plan amendment for El Camino Real Mixed Use land use designation.
- **South San Francisco BART Transit Village Plan** – adopted August 2001.
- **Zoning Ordinance** – [www.zoning.ssf.net](http://www.zoning.ssf.net)
- **Parks and Rec Master Plan** - <http://www.ssf.net/departments/parks-recreation/about-us/parks-and-recreation-master-plan>
- **Housing Element** – included in General Plan.  
<http://www.ssf.net/home/showdocument?id=476>

- **Climate Action Plan** – adopted February 2014.
- **Bike and Pedestrian Plan:** <http://www.ssf.net/departments/public-works/engineering-division>

These documents are available on the City's website at:

<http://www.ssf.net/departments/economic-community-development/planning-division/planning-documents/approved-policy-documents>

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SOUTH SAN FRANCISCO AND  
[NAME OF DESIGN PROFESSIONAL CONSULTANT]**

THIS AGREEMENT for consulting services is made by and between the City of South San Francisco ("City") and ("Consultant") (together sometimes referred to as the "Parties") as of \_\_\_\_\_, 2019 (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached hereto and incorporated herein as Exhibit A, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on \_\_\_\_\_, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all work required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Sections 1.1 and 1.2 above and to satisfy Consultant's obligations hereunder.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed \_\_\_\_\_, (\$ \_\_\_\_\_) notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, or Consultant's compensation schedule, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder,

including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once per month during the term of this Agreement, based on the cost for all services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain all the following information:
- Serial identifications of progress bills (i.e., Progress Bill No. 1 for the first invoice, etc.);
  - The beginning and ending dates of the billing period;
  - A task summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by each employee, agent, and subcontractor of Consultant performing services hereunder;
  - Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds eight hundred (800) hours within a twelve (12)-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.
  - The amount and purpose of actual expenditures for which reimbursement is sought;
  - The Consultant's signature.
- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant. Each invoice shall include all expenses and activities performed during the invoice period for which Consultant expects to receive payment.
- 2.3 Final Payment.** City shall pay the five percent (5%) of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement. In no

event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto and incorporated herein as Exhibit B.
- 2.6 Reimbursable Expenses.** The following constitute reimbursable expenses authorized by this Agreement [REDACTED]. Reimbursable expenses shall not exceed [REDACTED] (\$). Expenses not listed above are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under Section 2 of this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes; Tax Withholding.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. To be exempt from tax withholding, Consultant must provide City with a valid California Franchise Tax Board form 590 ("Form 590"), as may be amended and such Form 590 shall be attached hereto and incorporated herein as Exhibit [REDACTED]. Unless Consultant provides City with a valid Form 590 or other valid, written evidence of an exemption or waiver from withholding, City may withhold California taxes from payments to Consultant as required by law. Consultant shall obtain, and maintain on file for three (3) years after the termination of this Agreement, Form 590s (or other written evidence of exemptions or waivers) from all subcontractors. Consultant accepts sole responsibility for withholding taxes from any non-California resident subcontractor and shall submit written documentation of compliance with Consultant's withholding duty to City upon request.
- 2.8 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.
- 2.10 False Claims Act.** Presenting a false or fraudulent claim for payment, including a change order, is a violation of the California False Claims Act and may result in treble damages and a fine of five thousand (\$5,000) to ten thousand dollars (\$10,000) per violation.
- 2.11 Prevailing Wage.** Where applicable, the wages to be paid for a day's work to all classes of laborers, workmen, or mechanics on the work contemplated by this Agreement, shall be not less than the prevailing rate for a day's work in the same trade or occupation in the locality within the state where the work hereby contemplates to be performed as determined by the Director of Industrial Relations pursuant to the Director's authority under

Labor Code Section 1770, et seq. Each laborer, worker or mechanic employed by Consultant or by any subcontractor shall receive the wages herein provided for. The Consultant shall pay two hundred dollars (\$200), or whatever amount may be set by Labor Code Section 1775, as may be amended, per day penalty for each worker paid less than prevailing rate of per diem wages. The difference between the prevailing rate of per diem wages and the wage paid to each worker shall be paid by the Consultant to each worker.

An error on the part of an awarding body does not relieve the Consultant from responsibility for payment of the prevailing rate of per diem wages and penalties pursuant to Labor Code Sections 1770 1775. The City will not recognize any claim for additional compensation because of the payment by the Consultant for any wage rate in excess of prevailing wage rate set forth. The possibility of wage increases is one of the elements to be considered by the Consultant.

a. Posting of Schedule of Prevailing Wage Rates and Deductions. If the schedule of prevailing wage rates is not attached hereto pursuant to Labor Code Section 1773.2, the Consultant shall post at appropriate conspicuous points at the site of the project a schedule showing all determined prevailing wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.

b. Payroll Records. Each Consultant and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Consultant in connection with the public work. Such records shall be certified and submitted weekly as required by Labor Code Section 1776.”

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant’s use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to

the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s). Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

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

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

**4.2.1 General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability Insurance and Services Office form number GL 0404 covering Broad Form Comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:



- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

#### **4.3 Professional Liability Insurance.**

**4.3.1 General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000) per claim.

**4.3.2 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of five (5) years after completion of work under this Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

**4.3.3 Additional Requirements.** A certified endorsement to include contractual liability shall be included in the policy

#### **4.4 All Policies Requirements.**

**4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

**4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, this shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

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

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

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

**4.4.5 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if the Consultant's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability.

Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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

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

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

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- b. Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- c. Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT’S RESPONSIBILITIES.** To the fullest extent permitted by law, Consultant shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance (“Claims”), to the extent caused, directly or indirectly, in whole or in part, by the willful misconduct

or negligent acts or omissions of Consultant or its employees, subcontractors, or agents. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

- 5.1 Insurance Not in Place of Indemnity.** Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.2 PERS Liability.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 5.3 Third Party Claims.** With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type of express or implied indemnity against the Indemnitees.

## **Section 6. STATUS OF CONSULTANT.**

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent to bind City to any obligation whatsoever.

**Section 7.**      **LEGAL REQUIREMENTS.**

- 7.1      **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2      **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all federal, state and local laws and regulations applicable to the performance of the work hereunder. Consultant's failure to comply with such law(s) or regulation(s) shall constitute a breach of contract.
- 7.3      **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4      **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals, including from City, of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5      **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

**Section 8.**      **TERMINATION AND MODIFICATION.**

- 8.1      **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement for cause upon thirty (30) days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of notice of termination; City, however, may condition payment of such compensation upon Consultant delivering to City all materials described in Section 9.1.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require Consultant to execute a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not assign or subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
  - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
  - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
  - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties except as required by law.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.
- 9.4 Records Submitted in Response to an Invitation to Bid or Request for Proposals.** All responses to a Request for Proposals (RFP) or invitation to bid issued by the City become the exclusive property of the City. At such time as the City selects a bid, all proposals received become a matter of public record, and shall be regarded as public records, with the exception of those elements in each proposal that are defined by Consultant and plainly marked as "Confidential," "Business Secret" or "Trade Secret."

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

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a prospective bidder submits is a trade secret. If a request is made for information marked "Trade Secret" or "Business Secret," and the requester takes legal action seeking release of the materials it believes does not constitute trade secret

information, by submitting a proposal, Consultant agrees to indemnify, defend and hold harmless the City, its agents and employees, from any judgment, fines, penalties, and award of attorneys' fees awarded against the City in favor of the party requesting the information, and any and all costs connected with that defense. This obligation to indemnify survives the City's award of the contract. Consultant agrees that this indemnification survives as long as the trade secret information is in the City's possession, which includes a minimum retention period for such documents.

## **Section 10**    **MISCELLANEOUS PROVISIONS.**

- 10.1**    **Attorneys' Fees.** If a Party to this Agreement brings any action, including arbitration or an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2**    **Venue.** In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of San Mateo or in the United States District Court for the Northern District of California.
- 10.3**    **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4**    **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5**    **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6**    **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7**    **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000, *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090, *et seq.*



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

**10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

**10.9 Contract Administration.** This Agreement shall be administered by \_\_\_\_\_ ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**10.10 Notices.** All notices and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given (i) when received if personally delivered; (ii) when received if transmitted by telecopy, if received during normal business hours on a business day (or if not, the next business day after delivery) provided that such facsimile is legible and that at the time such facsimile is sent the sending Party receives written confirmation of receipt; (iii) if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and (iv) upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice shall be sent to the respective Parties as follows:

Consultant

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

City

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

City Clerk  
City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94080

**10.11 Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled

"Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



**10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, ~~[[and]C], and D]]~~ **[ENSURE THAT THE CORRECT EXHIBITS ARE LISTED]** represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral pertaining to the matters herein.

Exhibit A            Scope of Services  
Exhibit B            Compensation Schedule

**10.13 Counterparts.** This Agreement may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one Agreement, which shall be binding upon and effective as to all Parties.

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

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

**[SIGNATURES ON FOLLOWING PAGE]**

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

CITY OF SOUTH SAN FRANCISCO

CONSULTANT

\_\_\_\_\_  
City Manager

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

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

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

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

**EXHIBIT B**  
**COMPENSATION SCHEDULE**

2729964.1