

1 this Agreement. For the purposes of this Section, a fiscal year commences on
2 October 1 of the year and continues through September 30 of the following year. In
3 the event that the City Council of the City fails to appropriate the necessary funds
4 for any fiscal year, then, and in that event, the Agreement will terminate at no
5 additional cost or obligation to the City.

6 C. Consultant may select the time and place of performance for
7 these services provided, however, that access to City documents, records, and the
8 like, if needed by Consultant, shall be available only during City's normal business
9 hours and provided that milestones for performance, if any, are met.

10 D. Consultant has requested to receive regular payments. City
11 shall pay Consultant in due course of payments following receipt from Consultant
12 and approval by City of invoices showing the services or task performed, the time
13 expended (if billing is hourly), and the name of the Project. Consultant shall certify
14 on the invoices that Consultant has performed the services in full conformance with
15 this Agreement and is entitled to receive payment. Each invoice shall be
16 accompanied by a progress report indicating the progress to date of services
17 performed and covered by the invoice, including a brief statement of any Project
18 problems and potential causes of delay in performance, and listing those services
19 that are projected for performance by Consultant during the next invoice cycle.
20 Where billing is done and payment is made on an hourly basis, the parties
21 acknowledge that this arrangement is either customary practice for Consultant's
22 profession, industry, or business, or is necessary to satisfy audit and legal
23 requirements which may arise due to the fact that City is a municipality.

24 E. Consultant represents that Consultant has obtained all
25 necessary information on conditions and circumstances that may affect its
26 performance and has conducted site visits, if necessary.

27 F. CAUTION: Consultant shall not begin work until this
28 Agreement has been signed by both parties and until Consultant's evidence of

1 insurance has been delivered to and approved by the City.

2 2. TERM. The term of this Agreement shall commence at midnight on
3 July 1, 2017, and shall terminate at 11:59 p.m. on June 30, 2019, unless sooner terminated
4 as provided in this Agreement, or unless the services or the Project is completed sooner.
5 The parties have the option to extend the term for three (3) additional one-year periods at
6 the discretion of the City Manager.

7 3. COORDINATION AND ORGANIZATION.

8 A. Consultant shall coordinate its performance with City's
9 representative, if any, named in Exhibit "C", attached to this Agreement and
10 incorporated by this reference. Consultant shall advise and inform City's
11 representative of the work in progress on the Project in sufficient detail so as to
12 assist City's representative in making presentations and in holding meetings on the
13 Project. City shall furnish to Consultant information or materials, if any, described
14 in Exhibit "D" attached to this Agreement and incorporated by this reference, and
15 shall perform any other tasks described in the Exhibit.

16 B. The parties acknowledge that a substantial inducement to City
17 for entering this Agreement was and is the reputation and skill of Consultant's key
18 employee, Parisima Hassani. City shall have the right to approve any person
19 proposed by Consultant to replace that key employee.

20 4. INDEPENDENT CONTRACTOR. In performing its services,
21 Consultant is and shall act as an independent contractor and not an employee,
22 representative, or agent of City. Consultant shall have control of Consultant's work and
23 the manner in which it is performed. Consultant shall be free to contract for similar services
24 to be performed for others during this Agreement provided, however, that Consultant acts
25 in accordance with Section 9 and Section 11 of this Agreement. Consultant acknowledges
26 and agrees that a) City will not withhold taxes of any kind from Consultant's compensation,
27 b) City will not secure workers' compensation or pay unemployment insurance to, for or on
28 Consultant's behalf, and c) City will not provide and Consultant is not entitled to any of the

1 usual and customary rights, benefits or privileges of City employees. Consultant expressly
2 warrants that neither Consultant nor any of Consultant's employees or agents shall
3 represent themselves to be employees or agents of City.

4 5. INSURANCE.

5 A. As a condition precedent to the effectiveness of this
6 Agreement, Consultant shall procure and maintain, at Consultant's expense for the
7 duration of this Agreement, from insurance companies that are admitted to write
8 insurance in California and have ratings of or equivalent to A:V by A.M. Best
9 Company or from authorized non-admitted insurance companies subject to Section
10 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII
11 by A.M. Best Company the following insurance:

12 (a) Commercial general liability insurance (equivalent in scope to
13 ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than
14 \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This
15 coverage shall include but not be limited to broad form contractual liability,
16 cross liability, independent contractors liability, and products and completed
17 operations liability. The City, its boards and commissions, and their officials,
18 employees and agents shall be named as additional insureds by
19 endorsement (on City's endorsement form or on an endorsement equivalent
20 in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85 or both CG 20 10
21 07 04 and CG 20 37 07 04 or both CG 20 33 07 04 and CG 20 37 07 04),
22 and this insurance shall contain no special limitations on the scope of
23 protection given to the City, its boards and commissions, and their officials,
24 employees and agents. This policy shall be endorsed to state that the
25 insurer waives its right of subrogation against City, its boards and
26 commissions, and their officials, employees and agents.

27 (b) Workers' Compensation insurance as required by the California
28 Labor Code and employer's liability insurance in an amount not less than

1 \$1,000,000. This policy shall be endorsed to state that the insurer waives
2 its right of subrogation against City, its boards and commissions, and their
3 officials, employees and agents.

4 (c) Professional liability or errors and omissions insurance in an
5 amount not less than \$1,000,000 per claim.

6 (d) Commercial automobile liability insurance (equivalent in scope
7 to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an
8 amount not less than \$500,000 combined single limit per accident.

9 B. Any self-insurance program, self-insured retention, or
10 deductible must be separately approved in writing by City's Risk Manager or
11 designee and shall protect City, its officials, employees and agents in the same
12 manner and to the same extent as they would have been protected had the policy
13 or policies not contained retention or deductible provisions.

14 C. Each insurance policy shall be endorsed to state that coverage
15 shall not be reduced, non-renewed, or canceled except after thirty (30) days prior
16 written notice to City, shall be primary and not contributing to any other insurance
17 or self-insurance maintained by City, and shall be endorsed to state that coverage
18 maintained by City shall be excess to and shall not contribute to insurance or self-
19 insurance maintained by Consultant. Consultant shall notify the City in writing within
20 five (5) days after any insurance has been voided by the insurer or cancelled by the
21 insured.

22 D. If this coverage is written on a "claims made" basis, it must
23 provide for an extended reporting period of not less than one hundred eighty (180)
24 days, commencing on the date this Agreement expires or is terminated, unless
25 Consultant guarantees that Consultant will provide to the City evidence of
26 uninterrupted, continuing coverage for a period of not less than three (3) years,
27 commencing on the date this Agreement expires or is terminated.

28 E. Consultant shall require that all subconsultants or contractors

1 which Consultant uses in the performance of these services maintain insurance in
2 compliance with this Section unless otherwise agreed in writing by City's Risk
3 Manager or designee.

4 F. Prior to the start of performance, Consultant shall deliver to City
5 certificates of insurance and the endorsements for approval as to sufficiency and
6 form. In addition, Consultant, shall, within thirty (30) days prior to expiration of the
7 insurance, furnish to City certificates of insurance and endorsements evidencing
8 renewal of the insurance. City reserves the right to require complete certified copies
9 of all policies of Consultant and Consultant's subconsultants and contractors, at any
10 time. Consultant shall make available to City's Risk Manager or designee all books,
11 records and other information relating to this insurance, during normal business
12 hours.

13 G. Any modification or waiver of these insurance requirements
14 shall only be made with the approval of City's Risk Manager or designee. Not more
15 frequently than once a year, the City's Risk Manager or designee may require that
16 Consultant, Consultant's subconsultants and contractors change the amount, scope
17 or types of coverages required in this Section if, in his or her sole opinion, the
18 amount, scope, or types of coverages are not adequate.

19 H. The procuring or existence of insurance shall not be construed
20 or deemed as a limitation on liability relating to Consultant's performance or as full
21 performance of or compliance with the indemnification provisions of this Agreement.

22 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
23 contemplates the personal services of Consultant and Consultant's employees, and the
24 parties acknowledge that a substantial inducement to City for entering this Agreement was
25 and is the professional reputation and competence of Consultant and Consultant's
26 employees. Consultant shall not assign its rights or delegate its duties under this
27 Agreement, or any interest in this Agreement, or any portion of it, without the prior approval
28 of City, except that Consultant may with the prior approval of the City Manager of City,

1 assign any moneys due or to become due the Consultant under this Agreement. Any
2 attempted assignment or delegation shall be void, and any assignee or delegate shall
3 acquire no right or interest by reason of an attempted assignment or delegation.
4 Furthermore, Consultant shall not subcontract any portion of its performance without the
5 prior approval of the City Manager or designee, or substitute an approved subconsultant
6 or contractor without approval prior to the substitution. Nothing stated in this Section shall
7 prevent Consultant from employing as many employees as Consultant deems necessary
8 for performance of this Agreement.

9 7. CONFLICT OF INTEREST. Consultant, by executing this Agreement,
10 certifies that, at the time Consultant executes this Agreement and for its duration,
11 Consultant does not and will not perform services for any other client which would create
12 a conflict, whether monetary or otherwise, as between the interests of City and the interests
13 of that other client. And, Consultant shall obtain similar certifications from Consultant's
14 employees, subconsultants and contractors.

15 8. MATERIALS. Consultant shall furnish all labor and supervision,
16 supplies, materials, tools, machinery, equipment, appliances, transportation, and services
17 necessary to or used in the performance of Consultant's obligations under this Agreement,
18 except as stated in Exhibit "D".

19 9. OWNERSHIP OF DATA. All materials, information and data
20 prepared, developed, or assembled by Consultant or furnished to Consultant in connection
21 with this Agreement, including but not limited to documents, estimates, calculations,
22 studies, maps, graphs, charts, computer disks, computer source documentation, samples,
23 models, reports, summaries, drawings, designs, notes, plans, information, material, and
24 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,
25 and City shall have the unrestricted right to use and disclose the Data in any manner and
26 for any purpose without payment of further compensation to Consultant. Copies of Data
27 may be retained by Consultant but Consultant warrants that Data shall not be made
28 available to any person or entity for use without the prior approval of City. This warranty

1 shall survive termination of this Agreement for five (5) years.

2 10. TERMINATION. Either party shall have the right to terminate this
3 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days
4 prior written notice to the other party. In the event of termination under this Section, City
5 shall pay Consultant for services satisfactorily performed and costs incurred up to the
6 effective date of termination for which Consultant has not been previously paid. The
7 procedures for payment in Section 1.B. with regard to invoices shall apply. On the effective
8 date of termination, Consultant shall deliver to City all Data developed or accumulated in
9 the performance of this Agreement, whether in draft or final form, or in process. And,
10 Consultant acknowledges and agrees that City's obligation to make final payment is
11 conditioned on Consultant's delivery of the Data to the City.

12 11. CONFIDENTIALITY. Consultant shall keep the Data confidential and
13 shall not disclose the Data or use the Data directly or indirectly other than in the course of
14 performing its services, during the term of this Agreement and for five (5) years following
15 expiration or termination of this Agreement. In addition, Consultant shall keep confidential
16 all information, whether written, oral, or visual, obtained by any means whatsoever in the
17 course of performing its services for the same period of time. Consultant shall not disclose
18 any or all of the Data to any third party, or use it for Consultant's own benefit or the benefit
19 of others except for the purpose of this Agreement.

20 12. BREACH OF CONFIDENTIALITY. Consultant shall not be liable for
21 a breach of confidentiality with respect to Data that: (a) Consultant demonstrates
22 Consultant knew prior to the time City disclosed it; or (b) is or becomes publicly available
23 without breach of this Agreement by Consultant; or (c) a third party who has a right to
24 disclose does so to Consultant without restrictions on further disclosure; or (d) must be
25 disclosed pursuant to subpoena or court order.

26 13. ADDITIONAL COSTS AND REDESIGN.

27 A. Any costs incurred by the City due to Consultant's failure to
28 meet the standards required by the scope of work or Consultant's failure to perform

1 fully the tasks described in the scope of work which, in either case, causes the City
2 to request that Consultant perform again all or part of the Scope of Work shall be at
3 the sole cost of Consultant and City shall not pay any additional compensation to
4 Consultant for its re-performance.

5 B. If the Project involves construction and the scope of work
6 requires Consultant to prepare plans and specifications with an estimate of the cost
7 of construction, then Consultant may be required to modify the plans and
8 specifications, any construction documents relating to the plans and specifications,
9 and Consultant's estimate, at no cost to City, when the lowest bid for construction
10 received by City exceeds by more than ten percent (10%) Consultant's estimate.
11 This modification shall be submitted in a timely fashion to allow City to receive new
12 bids within four (4) months after the date on which the original plans and
13 specifications were submitted by Consultant.

14 14. AMENDMENT. This Agreement, including all Exhibits, shall not be
15 amended, nor any provision or breach waived, except in writing signed by the parties which
16 expressly refers to this Agreement.

17 15. LAW. This Agreement shall be governed by and construed pursuant
18 to the laws of the State of California (except those provisions of California law pertaining
19 to conflicts of laws). Consultant shall comply with all laws, ordinances, rules and
20 regulations of and obtain all permits, licenses, and certificates required by all federal, state
21 and local governmental authorities.

22 16. ENTIRE AGREEMENT. This Agreement, including all Exhibits,
23 constitutes the entire understanding between the parties and supersedes all other
24 agreements, oral or written, with respect to the subject matter in this Agreement.

25 17. INDEMNITY.

26 A. Consultant shall indemnify, protect and hold harmless City, its
27 Boards, Commissions, and their officials, employees and agents ("Indemnified
28 Parties"), from and against any and all liability, claims, demands, damage, loss,

1 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
2 costs and expenses, arising or alleged to have arisen, in whole or in part, out of or
3 in connection with (1) Consultant's breach or failure to comply with any of its
4 obligations contained in this Agreement, or (2) negligent or willful acts, errors,
5 omissions or misrepresentations committed by Consultant, its officers, employees,
6 agents, subcontractors, or anyone under Consultant's control, in the performance
7 of work or services under this Agreement (collectively "Claims" or individually
8 "Claim").

9 B. In addition to Consultant's duty to indemnify, Consultant shall
10 have a separate and wholly independent duty to defend Indemnified Parties at
11 Consultant's expense by legal counsel approved by City, from and against all
12 Claims, and shall continue this defense until the Claims are resolved, whether by
13 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
14 breach, or the like on the part of Consultant shall be required for the duty to defend
15 to arise. City shall notify Consultant of any Claim, shall tender the defense of the
16 Claim to Consultant, and shall assist Consultant, as may be reasonably requested,
17 in the defense.

18 C. If a court of competent jurisdiction determines that a Claim was
19 caused by the sole negligence or willful misconduct of Indemnified Parties,
20 Consultant's costs of defense and indemnity shall be (1) reimbursed in full if the
21 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
22 percentage of willful misconduct attributed by the court to the Indemnified Parties.

23 D. To the extent this Agreement is a professional service
24 agreement for work or services performed by a design professional (architect,
25 landscape architect, professional engineer or professional land surveyor), the
26 provisions of this Section regarding Consultant's duty to defend and indemnify shall
27 be limited as provided in California Civil Code Section 2782.8, and shall apply only
28 to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or

1 willful misconduct of the Consultant.

2 E. The provisions of this Section shall survive the expiration or
3 termination of this Agreement.

4 18. AMBIGUITY. In the event of any conflict or ambiguity between this
5 Agreement and any Exhibit, the provisions of this Agreement shall govern.

6 19. NONDISCRIMINATION.

7 A. In connection with performance of this Agreement and subject
8 to applicable rules and regulations, Consultant shall not discriminate against any
9 employee or applicant for employment because of race, religion, national origin,
10 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap, or
11 disability. Consultant shall ensure that applicants are employed, and that employees
12 are treated during their employment, without regard to these bases. These actions
13 shall include, but not be limited to, the following: employment, upgrading, demotion
14 or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay
15 or other forms of compensation, and selection for training, including apprenticeship.

16 B. It is the policy of City to encourage the participation of
17 Disadvantaged, Minority and Women-owned Business Enterprises in City's
18 procurement process, and Consultant agrees to use its best efforts to carry out this
19 policy in its use of subconsultants and contractors to the fullest extent consistent
20 with the efficient performance of this Agreement. Consultant may rely on written
21 representations by subconsultants and contractors regarding their status.
22 Consultant shall report to City in May and in December or, in the case of short-term
23 agreements, prior to invoicing for final payment, the names of all subconsultants
24 and contractors hired by Consultant for this Project and information on whether or
25 not they are a Disadvantaged, Minority or Women-Owned Business Enterprise, as
26 defined in Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

27 20. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in
28 accordance with the provisions of the Ordinance, this Agreement is subject to the

1 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
2 Long Beach Municipal Code, as amended from time to time.

3 A. During the performance of this Agreement, the Consultant
4 certifies and represents that the Consultant will comply with the EBO. The
5 Consultant agrees to post the following statement in conspicuous places at its place
6 of business available to employees and applicants for employment:

7 “During the performance of a contract with the City of Long Beach, the
8 Consultant will provide equal benefits to employees with spouses and its
9 employees with domestic partners. Additional information about the City of
10 Long Beach’s Equal Benefits Ordinance may be obtained from the City of
11 Long Beach Business Services Division at 562-570-6200.”

12 B. The failure of the Consultant to comply with the EBO will be
13 deemed to be a material breach of the Agreement by the City.

14 C. If the Consultant fails to comply with the EBO, the City may
15 cancel, terminate or suspend the Agreement, in whole or in part, and monies due or
16 to become due under the Agreement may be retained by the City. The City may
17 also pursue any and all other remedies at law or in equity for any breach.

18 D. Failure to comply with the EBO may be used as evidence
19 against the Consultant in actions taken pursuant to the provisions of Long Beach
20 Municipal Code 2.93 et seq., Contractor Responsibility.

21 E. If the City determines that the Consultant has set up or used its
22 contracting entity for the purpose of evading the intent of the EBO, the City may
23 terminate the Agreement on behalf of the City. Violation of this provision may be
24 used as evidence against the Consultant in actions taken pursuant to the provisions
25 of Long Beach Municipal Code section 2.93 et seq., Contractor Responsibility.

26 21. NOTICES. Any notice or approval required by this Agreement shall
27 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
28 postage prepaid, addressed to Consultant at the address first stated above, and to the City

1 at 333 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager with a
2 copy to the City Engineer at the same address. Notice of change of address shall be given
3 in the same manner as stated for other notices. Notice shall be deemed given on the date
4 deposited in the mail or on the date personal delivery is made, whichever occurs first.

5 22. COPYRIGHTS AND PATENT RIGHTS.

6 A. Consultant shall place the following copyright protection on all
7 Data: © City of Long Beach, California ____, inserting the appropriate year.

8 B. City reserves the exclusive right to seek and obtain a patent or
9 copyright registration on any Data or other result arising from Consultant's
10 performance of this Agreement. By executing this Agreement, Consultant assigns
11 any ownership interest Consultant may have in the Data to the City.

12 C. Consultant warrants that the Data does not violate or infringe
13 any patent, copyright, trade secret or other proprietary right of any other party.
14 Consultant agrees to and shall protect, defend, indemnify and hold City, its officials
15 and employees harmless from any and all claims, demands, damages, loss, liability,
16 causes of action, costs or expenses (including reasonable attorneys' fees) whether
17 or not reduced to judgment, arising from any breach or alleged breach of this
18 warranty.

19 23. COVENANT AGAINST CONTINGENT FEES. Consultant warrants

20 that Consultant has not employed or retained any entity or person to solicit or obtain this
21 Agreement and that Consultant has not paid or agreed to pay any entity or person any fee,
22 commission, or other monies based on or from the award of this Agreement. If Consultant
23 breaches this warranty, City shall have the right to terminate this Agreement immediately
24 notwithstanding the provisions of Section 10 or, in its discretion, to deduct from payments
25 due under this Agreement or otherwise recover the full amount of the fee, commission, or
26 other monies.

27 24. WAIVER. The acceptance of any services or the payment of any

28 money by City shall not operate as a waiver of any provision of this Agreement or of any

1 right to damages or indemnity stated in this Agreement. The waiver of any breach of this
2 Agreement shall not constitute a waiver of any other or subsequent breach of this
3 Agreement.

4 25. CONTINUATION. Termination or expiration of this Agreement shall
5 not affect rights or liabilities of the parties which accrued pursuant to Sections 7, 10, 11,
6 17, 19, 22, and 28 prior to termination or expiration of this Agreement.

7 26. TAX REPORTING. As required by federal and state law, City is
8 obligated to and will report the payment of compensation to Consultant on Form 1099-
9 Misc. Consultant shall be solely responsible for payment of all federal and state taxes
10 resulting from payments under this Agreement. Consultant shall submit Consultant's
11 Employer Identification Number (EIN), or Consultant's Social Security Number if
12 Consultant does not have an EIN, in writing to City's Accounts Payable, Department of
13 Financial Management. Consultant acknowledges and agrees that City has no obligation
14 to pay Consultant until Consultant provides one of these numbers.

15 27. ADVERTISING. Consultant shall not use the name of City, its officials
16 or employees in any advertising or solicitation for business or as a reference, without the
17 prior approval of the City Manager or designee.

18 28. AUDIT. City shall have the right at all reasonable times during the
19 term of this Agreement and for a period of five (5) years after termination or expiration of
20 this Agreement to examine, audit, inspect, review, extract information from, and copy all
21 books, records, accounts, and other documents of Consultant relating to this Agreement.

22 29. THIRD PARTY BENEFICIARY. This Agreement is not intended or
23 designed to or entered for the purpose of creating any benefit or right for any person or
24 entity of any kind that is not a party to this Agreement.

25 ///

26 ///


27 ///

28 ///


1 IN WITNESS WHEREOF, the parties have caused this document to be duly
2 executed with all formalities required by law as of the date first stated above.

3 WESTGROUP DESIGNS, INC., a
4 California corporation

5 _____, 2017

By 
Name PARISIMA HASSANI
Title MANAGING PRINCIPAL

6
7 7/12/2017, 2017

By 
Name DAVID J. SMITH
Title CORPORATE SECRETARY
DIRECTOR OF OPERATIONS

8
9
10 "Consultant"

11 CITY OF LONG BEACH, a municipal
12 corporation

13 7/19, 2017

By 
City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

14
15 "City" Tom Madica
Assistant City Manager

16 This Agreement is approved as to form on 7/14, 2017.

17 CHARLES PARKIN, City Attorney

18 By 
19 Deputy
20
21
22
23
24
25
26
27
28

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

EXHIBIT “A”

Scope of Work



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

3. SCOPE OF PROJECT

Consultants must have the ability to deliver a wide range of services to ensure successful project delivery. The outline below represents possible levels of services that may be required. The actual scope of services will vary depending on project-specific requirements.

Urban Design Services

- Perform site-specific analyses of public spaces and infrastructure and their relationship with the surrounding built environment (including private development).
- Site utilization studies.
- Building massing and density studies.
- Assist with project visioning and scope definition in the context of livability and sustainability.
- Prepare applications for grant opportunities that improve physical environments and increase mobility.
- Research innovative and creative solutions to complex urban challenges.
- Other urban design and planning services on a case-by-case basis.

Basic Design Services

Projects that require conceptual design or construction drawings will conform to the City's traditional design approach:

- Review and apply City documentation standards for drawings and specifications.
- Prepare drawings, specifications and cost estimates (PS&E).
- Prepare a design schedule in MS Project.
- Prepare conceptual schematic design studies and reports including but not limited to:
 - Site and building plans
 - Elevations and building sections
 - Primary material & color recommendations
 - Schematic design
- Prepare 30% construction documents including but not limited to:
 - Drawing index
 - Site and building plans
 - Elevations and building sections
 - Design details
 - Primary material and color selections
 - Plant palette
 - Preliminary furniture selections
- Prepare 60% construction documents including but not limited to:
 - Cover sheet, general notes & legends, conditions of approval
 - Site and building plans



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

- Elevations and building sections
- Details
- Fixture & equipment schedules
- Landscaping & irrigation
- Technical specification in the latest CSI format.
- Prepare 90% plan check and construction drawings and specifications including but not limited to:
 - Interior design, furniture, finishes & equipment selection
 - Integration of security system requirements
 - Applications and all other necessary professional instruments and certifications
- Prepare 100% bid and construction drawings and specifications.
- Prepare all necessary documentation for the designated LEED certification (if applicable).
- Prepare plan check corrections and resubmissions including planning and building in a timely manner.
- Meet and coordinate with City representatives and other consultants for design reviews and approvals during the above phases.
- Prepare construction cost estimates for each design phase. For example, cost estimates at 30% design shall be accurate to within 15-25%; 60% design to 10-15%; and 90% design shall be at best effort to achieve accuracy within 5% of the anticipated lowest qualified public bid.
- Provide stamped and signed plan originals, calculations and specifications by appropriately licensed California architects and engineers.

Construction Services

Under the City's project manager's direction assist with the following:

- Attendance at mandatory pre-bid meetings.
- Assist in responding to bid phase questions, including addenda preparation.
- Attend pre-construction meetings.
- Attend construction meetings.
- Review contractor material submittals and shop drawings.
- Attend construction observation site visits to address construction problems.
- Assist in responding to contractor Requests for Information in a timely fashion.
- Prepare drawing and specification field revisions.
- Assist City with warranty-related work or other construction deficiencies.

Whenever applicable, green building standards will be implemented in accordance with the municipal code section 21.45.400. The City's Green Building Policy for Municipal Buildings details the City's approach to sustainable design, construction, renovation and maintenance of its buildings.



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

Certain facility projects may require coordination of other professional services including mechanical, electrical, structural, and civil and geotechnical engineering. Depending on the project and approach, this may include subcontracting those services, working with other City consultants that provide engineering services or reviewing, interpreting and integrating technical reports developed within these specializations.

City Responsibilities

- Provide a designated City Program Manager and Capital Projects Coordinator (Project Manager) who will act as the City representative.
- Provide or make available upon request, reports, drawings, documents, GIS land base maps, records and other data in its possession deemed useful for project development.
- Coordinate the preparation of information needed for Zoning Administrator Hearing, Planning Commission, City Council and Coastal Commission approval, and other regulatory agencies whose approval is required.
- Advertise for bids, review bids and award contracts.
- Oversee the administration of contracts.

Miscellaneous

- Drafting shall be performed on AutoDesk Civil 3-D 2013 version (or product which is compatible and functional with it), in the office of the Consultant, and conform to City guidelines and standards.
- All plans, files, electronic files and other documents prepared by the Consultant on behalf of the City shall become the sole property of the City of Long Beach and copies thereof shall be promptly provided to the City on request.
- The City shall pre-approve the Consultant's proposed Project Manager by reviewing his or her resume. If after a period of time the City is not satisfied with the work or progress of the services, another Project Manager shall be introduced. Once selected, the Project Manager shall not be replaced, unless approved by the City.
- Architectural plans, specifications, details and calculations shall be based on current California Building, Mechanical, Electrical, Plumbing & Fire Codes, Standard Specifications and Plans for Public Works Construction (Green Book), CSI Specifications, CCR Title 24, California Access Code, American with Disabilities Act, California Green Building Standards, U.S. Green Building Council, California Energy Code, City of Long Beach Standard details, format, and all other applicable local, county, state and federal codes, standards, guidelines, and regulations.

EXHIBIT “B”

Rates or Charges

COST PROPOSAL



WD HOURLY RATES (2017/2018)

PRINCIPAL.....	\$200
PROJECT MANAGER.....	\$165
DESIGN DIRECTOR.....	\$150
PROJECT ARCHITECT.....	\$140
QA/QC.....	\$140
CONSTRUCTION ADMINISTRATOR.....	\$140
SPEC. WRITER.....	\$125
TECHNICAL SPECIALIST I.....	\$110
TECHNICAL SPECIALIST II.....	\$90
TECHNICAL SPECIALIST III.....	\$85
ADMINISTRATIVE.....	\$65

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REIMBURSABLE EXPENSES

Will be charged at cost and include actual expenditures made by Westgroup in the interest of the Project. These may include, but are not limited to, computer plotting, printing and document reproduction, and requested overnight delivery.

EXHIBIT “C”

City’s Representative:

Eric Lopez, Project Management Officer

562-570-5690

EXHIBIT D

CITY FURNISHED SERVICES

The City will furnish to Consultant all the available records, master plan studies and reports, and any other available information that may be helpful to the Consultant in the performance of its assigned projects or assignments. Additionally, the City will provide:

1. Project management through an assigned Project Manager (PM) as designated by the City Engineer. The City's PM will act as the project focal point.
2. Or otherwise make available upon request, reports, drawings, documents, GIS land base maps, records and other data deemed useful for project development.