

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 City.

2 2. TERM. The term of this Agreement shall commence at midnight on
3 July 1, 2106, 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 may extend the term for one (1) additional one-year period at the discretion of
6 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, Sydney Hawran. 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 the
23 manner in which it is performed. Consultant shall be free to contract for similar services to
24 be performed for others during this Agreement; provided, however, that Consultant acts in
25 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
28 on Consultant's behalf; and (c) City will not provide and Consultant is not entitled to any of

1 the usual and customary rights, benefits or privileges of City employees. Consultant
2 expressly warrants that neither Consultant nor any of Consultant's employees or agents
3 shall 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. 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 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 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 City evidence of uninterrupted,
26 continuing coverage for a period of not less than three (3) years, commencing on
27 the date this Agreement expires or is terminated.

28 E. Consultant shall require that all subconsultants or contractors

1 that 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, 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 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 thirty (30) calendar days prior
4 written notice to the other party. In the event of termination under this Section, City shall
5 pay Consultant for services satisfactorily performed and costs incurred up to the effective
6 date of termination for which Consultant has not been previously paid. The procedures for
7 payment in Section 1.B. with regard to invoices shall apply. On the effective date of
8 termination, Consultant shall deliver to City all Data developed or accumulated in the
9 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 City.

12 11. CONFIDENTIALITY. Consultant shall keep all 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 City due to Consultant's failure to meet
28 the standards required by the scope of work or Consultant's failure to perform fully

1 the tasks described in the scope of work which, in either case, causes City to request
2 that Consultant perform again all or part of the Scope of Work shall be at the sole
3 cost of Consultant and City shall not pay any additional compensation to Consultant
4 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 construed in accordance with the laws
18 of the State of California, and the venue for any legal actions brought by any party with
19 respect to this Agreement shall be the County of Los Angeles, State of California for state
20 actions and the Central District of California for any federal actions. Consultant shall cause
21 all work performed in connection with construction of the Project to be performed in
22 compliance with (1) all applicable laws, ordinances, rules and regulations of federal, state,
23 county or municipal governments or agencies (including, without limitation, all applicable
24 federal and state labor standards, including the prevailing wage provisions of sections 1770
25 *et seq.* of the California Labor Code); and (2) all directions, rules and regulations of any
26 fire marshal, health officer, building inspector, or other officer of every governmental
27 agency now having or hereafter acquiring jurisdiction.

28 16. PREVAILING WAGES.

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CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

1 A. Consultant agrees that all public work (as defined in California
2 Labor Code section 1720) performed pursuant to this Agreement (the "Public
3 Work"), if any, shall comply with the requirements of California Labor Code sections
4 1770 *et seq.* City makes no representation or statement that the Project, or any
5 portion thereof, is or is not a "public work" as defined in California Labor Code
6 section 1720.

7 B. In all bid specifications, contracts and subcontracts for any
8 such Public Work, Consultant shall obtain the general prevailing rate of per diem
9 wages and the general prevailing rate for holiday and overtime work in this locality
10 for each craft, classification or type of worker needed to perform the Public Work,
11 and shall include such rates in the bid specifications, contract or subcontract. Such
12 bid specifications, contract or subcontract must contain the following provision: "It
13 shall be mandatory for the contractor to pay not less than the said prevailing rate of
14 wages to all workers employed by the contractor in the execution of this contract.
15 The contractor expressly agrees to comply with the penalty provisions of California
16 Labor Code section 1775 and the payroll record keeping requirements of California
17 Labor Code section 1771."

18 17. ENTIRE AGREEMENT. This Agreement, including all Exhibits,
19 constitutes the entire understanding between the parties and supersedes all other
20 agreements, oral or written, with respect to the subject matter in this Agreement.

21 18. INDEMNITY.

22 A. Consultant shall indemnify, protect and hold harmless City, its
23 Boards, Commissions, and their officials, employees and agents ("Indemnified
24 Parties"), from and against any and all liability, claims, demands, damage, loss,
25 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
26 costs and expenses, including attorneys' fees, court costs, expert and witness fees,
27 and other costs and fees of litigation, arising or alleged to have arisen, in whole or
28 in part, out of or in connection with (1) Consultant's breach or failure to comply with

1 any of its obligations contained in this Agreement, including any obligations arising
2 from the Project's compliance with or failure to comply with applicable laws,
3 including all applicable federal and state labor requirements including, without
4 limitation, the requirements of California Labor Code section 1770 *et seq.* or (2)
5 negligent or willful acts, errors, omissions or misrepresentations committed by
6 Consultant, its officers, employees, agents, subcontractors, or anyone under
7 Consultant's control, in the performance of work or services under this Agreement
8 (collectively "Claims" or individually "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. The provisions of this Section shall survive the expiration or
24 termination of this Agreement.

25 19. AMBIGUITY. In the event of any conflict or ambiguity between this
26 Agreement and any Exhibit, the provisions of this Agreement shall govern.

27 20. NONDISCRIMINATION.

28 A. In connection with performance of this Agreement and subject

1 to applicable rules and regulations, Consultant shall not discriminate against any
2 employee or applicant for employment because of race, religion, national origin,
3 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap or
4 disability. Consultant shall ensure that applicants are employed, and that
5 employees are treated during their employment, without regard to these bases.
6 These actions shall include, but not be limited to, the following: employment,
7 upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or
8 termination; rates of pay or other forms of compensation; and selection for training,
9 including apprenticeship.

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

21 21. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in
22 accordance with the provisions of the Ordinance, this Agreement is subject to the
23 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
24 Long Beach Municipal Code, as amended from time to time.

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

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

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

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

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

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

20 22. NOTICES. Any notice or approval required by this Agreement shall
21 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
22 postage prepaid, addressed to Consultant at the address first stated above, and to City at
23 333 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager, with a copy
24 to the City Engineer at the same address. Notice of change of address shall be given in
25 the same manner as stated for other notices. Notice shall be deemed given on the date
26 deposited in the mail or on the date personal delivery is made, whichever occurs first.

27 23. COPYRIGHTS AND PATENT RIGHTS.

28 A. Consultant shall place the following copyright protection on all

1 Data: © City of Long Beach, California _____, inserting the appropriate year.

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

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

13 24. COVENANT AGAINST CONTINGENT FEES. Consultant warrants
14 that Consultant has not employed or retained any entity or person to solicit or obtain this
15 Agreement and that Consultant has not paid or agreed to pay any entity or person any fee,
16 commission or other monies based on or from the award of this Agreement. If Consultant
17 breaches this warranty, City shall have the right to terminate this Agreement immediately
18 notwithstanding the provisions of Section 10 or, in its discretion, to deduct from payments
19 due under this Agreement or otherwise recover the full amount of the fee, commission or
20 other monies.

21 25. WAIVER. The acceptance of any services or the payment of any
22 money by City shall not operate as a waiver of any provision of this Agreement or of any
23 right to damages or indemnity stated in this Agreement. The waiver of any breach of this
24 Agreement shall not constitute a waiver of any other or subsequent breach of this
25 Agreement.

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

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

9 28. ADVERTISING. Consultant shall not use the name of City, its officials
10 or employees in any advertising or solicitation for business or as a reference, without the
11 prior approval of the City Manager or designee.

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

16 30. THIRD PARTY BENEFICIARY. This Agreement is not intended or
17 designed to or entered for the purpose of creating any benefit or right for any person or
18 entity of any kind that is not a party to this Agreement.

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CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

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

HAWRAN & MALM, LLC, a California limited liability company

7 - 12, 2016

By Sydney H. Hawran
Name Sydney H. Hawran
Title Managing Member

_____, 2016

By _____
Name _____
Title _____

"Consultant"

CITY OF LONG BEACH, a municipal corporation

August 4, 2016

By J. R. Bell EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.
City Manager
Assistant City Manager

"City"

This Agreement is approved as to form on July 19, 2016.

CHARLES PARKIN, City Attorney

By Charles Parkin
Deputy

EXHIBIT “A”

Scope of Work

EXHIBIT A

REAL ESTATE APPRAISAL SERVICES

Services to be provided include, but are not limited to, the following:

A. FORMAL NARRATIVE APPRAISAL REPORTS (For Full Take, Part Takes and/or Leasing Purposes) including:

- 1) Review title information pertaining to respective ownerships.
- 2) Review drawings and other pertinent information relative to the parcel.
- 3) Mail notification letter to the property owner, as needed, (1) requesting permission to conduct an on-site inspection of the property, (2) advising them of their right to accompany the appraiser at the time of the inspection, and (3) requesting information regarding the property appraised which could influence the appraised value.
- 4) Purpose of appraisal, including description of rights and/or interest being appraised.
- 5) Description of property, names of owner(s), location, including detailed property description, and building fixtures and equipment as well as verification of permitted use.
- 6) Plot plan for appraised property, photographs of property, legal description, size, topography, contour, soil and drainage conditions, zoning, utilities, access, assessed value, recorded or prescriptive easements and other related matters.
- 7) Highest and Best Use, under both USPAP and Federal Guidelines, as appropriate, before and after valuation; severance value, approaches to value (including Cost Approach, Sales Comparison Approach and Income Capitalization Approach, as applicable), correlation, comparable sales with comparable sales map and comparable sale adjustment grid.
- 8) The appraiser shall personally inspect properties appraised. Report should state the date of valuation, limiting conditions, certification, signature and other factors related to the appraisal.
- 9) Submit formal appraisal report in summation of all the activities outlined above, in the following format: (1) hardbound copy and (1) electronic copy.

EXHIBIT A
REAL ESTATE APPRAISAL SERVICES
(continued)

B. RESTRICTED APPRAISAL REPORT including the following:

- 1) Statement of the purpose of the appraisal, description of the property, Highest and Best Use of property.
- 2) Inspection of property, applicable approaches to value, final estimate of value or just compensation, if partial taking.
- 3) Plot drawing indicating boundary dimensions of the property.

C. LETTER OF FINDINGS including the following:

Setting forth market value estimate, purpose of the appraisal, description of property, Highest and Best Use and other relevant data.

D. SPECIALTY REPORTS including the following:

Experience with Furniture, Fixtures and Equipment, Goodwill, Leasehold Interest, and/or Mineral Oil Rights appraisal reports and/or ability to coordinate required tasks with additional appraisers.

E. CONDEMNATION SUPPORT including the following:

Experience, reputation and familiarity with condemnation procedures and providing expert witness testimony.

F. ADDITIONAL APPRAISAL REPORTS AND SERVICES, as needed.

EXHIBIT “B”

Rates or Charges

10 Cost

Due to the diversity of assignments undertaken by our firm, all fee proposals are project specific. Large projects or those of extended duration may benefit from economies of scale. Where required, appraisal assignments are proposed as lump sum rather than at hourly rates.

In complex matters, or when litigation support is necessary, Hawran & Malm utilizes a two-tier hourly rate schedule, with each tier defined as follows:

Tier A Hours: This category applies to time spent in a) initial appraisal investigation and subsequent report preparation, b) attorney/client conferences, and c) pretrial preparation including trial notebook, statements of valuation, and court exhibit preparation.

Tier B Hours: Hours spent in a) deposition, b) arbitration and/or c) actual trial testimony, including standby, are billable under Tier B rates. Tier B rates require a four-hour minimum payment.

	Tier A	Tier B
Ms. Sydney H. Hawran, MAI, AI-GRS	\$250/hour	\$300/hour
James C. Malm	\$200/hour	\$250/hour
Research Personnel	\$100/hour	--
Administrative Assistance	\$50/hour	--

In addition to hourly billings, expenditures incurred for such things as subcontractors, trial exhibits, messenger services, and aerial photographs will be passed through to the client, with invoice copies attached to the monthly statements.

EXHIBIT “C”

City’s Representative:

Mary Torres, Project Manager

(562) 570-6846

EXHIBIT “D”

Materials/Information Furnished: None