



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 20, 2015, and shall terminate at 11:59 p.m. on July 19, 2017, 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.

6 3. COORDINATION AND ORGANIZATION.

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

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

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

1 warrants that neither Consultant nor any of Consultant's employees or agents shall  
2 represent themselves to be employees or agents of City.

3           5.     INSURANCE.

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

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

26           (b) Workers' Compensation insurance as required by the California  
27 Labor Code and employer's liability insurance in an amount not less than  
28 \$1,000,000. This policy shall be endorsed to state that the insurer waives

1 its right of subrogation against City, its boards and commissions, and their  
2 officials, employees and agents.

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

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

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

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

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

27 E. Consultant shall require that all subconsultants or contractors  
28 which Consultant uses in the performance of these services maintain insurance in

1 compliance with this Section unless otherwise agreed in writing by City's Risk  
2 Manager or designee.

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

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

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

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

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

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

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

18           9.     OWNERSHIP OF DATA. All materials, information and data  
19 prepared, developed, or assembled by Consultant or furnished to Consultant in connection  
20 with this Agreement, including but not limited to documents, estimates, calculations,  
21 studies, maps, graphs, charts, computer disks, computer source documentation, samples,  
22 models, reports, summaries, drawings, designs, notes, plans, information, material, and  
23 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,  
24 and City shall have the unrestricted right to use and disclose the Data in any manner and  
25 for any purpose without payment of further compensation to Consultant. Copies of Data  
26 may be retained by Consultant but Consultant warrants that Data shall not be made  
27 available to any person or entity for use without the prior approval of City. This warranty  
28 shall survive termination of this Agreement for five (5) years.

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

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

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

25           13. ADDITIONAL COSTS AND REDESIGN.

26           A. Any costs incurred by the City due to Consultant's failure to  
27 meet the standards required by the scope of work or Consultant's failure to perform  
28 fully the tasks described in the scope of work which, in either case, causes the City



1 to request that Consultant perform again all or part of the Scope of Work shall be at  
2 the sole cost of Consultant and City shall not pay any additional compensation to  
3 Consultant for its re-performance.

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

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

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

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

24 17. INDEMNITY.

25 A. Consultant shall indemnify, protect and hold harmless City, its  
26 Boards, Commissions, and their officials, employees and agents ("Indemnified  
27 Parties"), from and against any and all liability, claims, demands, damage, loss,  
28 obligations, causes of action, proceedings, awards, fines, judgments, penalties,

1 costs and expenses, including attorneys' fees, court costs, expert and witness fees,  
2 and other costs and fees of litigation, arising or alleged to have arisen, in whole or  
3 in part, out of or in connection with (1) Consultant's breach or failure to comply with  
4 any of its obligations contained in this Agreement, or (2) negligent or willful acts,  
5 errors, omissions or misrepresentations committed by Consultant, its officers,  
6 employees, agents, subcontractors, or anyone under Consultant's control, in the  
7 performance of work or services under this Agreement (collectively "Claims" or  
8 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. 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 IBI GROUP (US) INC., a Delaware  
4 corporation

5 \_\_\_\_\_, 2015

By   
Name DAVID CHOW  
Title REGIONAL DIRECTOR

7 \_\_\_\_\_, 2015

By   
Name DAVID R. CASTNAL  
Title DIRECTOR

“Consultant”

10 CITY OF LONG BEACH, a municipal  
11 corporation

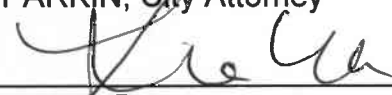
12 8/10/15, 2015

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

“City”

15 This Agreement is approved as to form on 7/17, 2015.

17 CHARLES PARKIN, City Attorney

By   
Deputy

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 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

# Appendix A

## Scope of Services

### A. BASIC SERVICES

#### 1.0 OVERALL ARCHITECTURAL DESIGN SERVICES

- a) Prepare a Quality Assurance/Quality Control (QA/QC) Plan prior to initiating any project with the City of Long Beach. The QA/QC Plan shall be made available to any Project Manager upon request, and must be updated regularly.
- b) Review and apply City documentation standards for drawings and specifications.
- c) Prepare drawings, specifications, and cost estimates (PS&E's).
- d) Prepare conceptual schematic design studies and reports to the LEED certification standards (if any) directed by the City, consisting of but not necessarily limited to:
  - I. Site and Building Plans
  - II. Elevations and Building Sections
  - III. Primary Material & Color Recommendations
  - IV. Schematic Design Report
- e) Prepare design schedule in Microsoft Project Format.
- f) Prepare Architectural and coordinate the preparation of Landscaping & Engineering Design Development drawings and 30% Construction Documents (including interior design and furniture selection) consisting of but not necessarily limited to:
  - I. Drawing index
  - II. Site and Building Plans
  - III. Elevations and Building Sections
  - IV. Design Details
  - V. Primary Material & Color Selections
- g) Preliminary furniture selections
- h) Prepare Architectural and coordinate the preparation of Landscaping and Engineering 60% Construction Documents (including interior design and furniture selection) consisting of but not necessarily limited to:
  - I. Cover Sheet, General Notes & Legends, Conditions of Approval
  - II. Site and Building Plans
  - III. Elevations and Building Sections
  - IV. Details
  - V. Fixture & Equipment Schedules
  - VI. Landscaping & Irrigation
  - VII. Technical Specifications in the latest Construction Specifications Institute (CSI) or Greenbook Format as designated by the City of Long Beach.
- i) Prepare Architectural and coordinate the preparation of Landscaping and Engineering 90% Plan Check and Construction Drawings and Specifications (including interior design, furniture, finishes & equipment selection and integration of security and security system requirements in conjunction with the City Technology Services Department); Applications



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

and all other necessary professional instruments and certifications. Plan check fees will be paid by the City.

- j) Prepare Architectural and coordinate the preparation of Landscaping and Engineering 100% Bid and Construction Drawings and Specifications (including interior design and furniture selection).
- k) Prepare all necessary documentation for the designated LEED certification.
- l) Prepare plan check corrections and resubmissions in a timely manner for review by City of Long Beach Planning and Building Departments and other agencies having jurisdiction
- m) Meet and coordinate with City representatives and other consultants for design reviews and approvals during the above phases.
- n) Prepare construction cost estimates for each design phase. For example, cost estimates at the 30% phase shall be accurate to within 15-25%; 60% phase to 10-15%; and 90% cost estimates shall be your best effort to achieve accuracy within 5% of the anticipated lowest qualified public bid.
- o) Provide stamped and signed plan originals (mylars), calculations, and specifications by appropriately licensed California architects and engineers.

### **1.1 Construction Bidding Services**

Assist the City's project manager at the project manager's specific direction with the following:

- a) Preparation of bid documents.
- b) Attendance at mandatory pre-bid meetings.
- c) Assist in responding to bid phase questions.
- d) Assist in preparing addenda items.

### **1.2 Services During Construction**

Assist the City's project manager at the project manager's specific direction with the following:

- a) Attend construction meetings
- b) Review contractor material submittals and shop drawings
- c) Conduct construction observation site visits
- d) Assist in responding to contractor Requests For Information in a timely fashion
- e) Prepare drawing and specification field revisions
- f) Review Contract Change Order and Payment requests
- g) Prepare as-built drawings
- h) Conduct punch list inspections
- i) Review or issue Certificate of Practical Completion
- j) Assist City with warranty-related work or other construction deficiencies.

### **1.3 Additional and optional types of services**

Additional Architectural Services may also include:

- a) Improvement of existing facilities.
- b) Accessibility improvements.
- c) Interior building design including tenant improvements, furniture, finishes and equipment selection.



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

- d) Interior and exterior facility signage designs including wayfinding and ADA signage.
- e) Architectural Facility Assessments including site's ability to accommodate the improvements
- f) Integration of security and security system requirements
- g) LEED certified designs as per the U.S. Green Building Council.
- h) Maintenance and training program consultation
- i) Post occupancy evaluations
- j) Maintenance and training program consultation
- k) Post occupancy evaluations

## **2.0 OVERALL LANDSCAPE ARCHITECTURE DESIGN SERVICES**

N/A

## **3.0 SUSTAINABLE DESIGN REQUIREMENTS**

- a) Sustainable Design Principles
  - I. Approach to Green building design

Projects shall be designed and constructed using the highest available design quality and integration of all sustainable features and principles within the overall conceptual and formal architectural design (within practical funding constraints) and an integrated team approach to provide facilities that:

- Make appropriate use of the land
- Use water, energy, material, and other resources efficiently
- Enhance human health
- Conserve plants and natural habitats
- Protect cultural resources
- Be nice to occupy
- Be economical to build and operate

### **II. Sustainable Project Objectives**

While various types of environmentally sound innovative building projects may be proposed, we are particularly interested in technologies that address the following general areas:

- Ecological site design; on-site erosion control, storm water management, etc.
- Transportation: promoting bicycle, pedestrian, and transit use
- Waste reduction: building reuse, job site recycling, and efficient use of materials
- Energy efficiency: optimal energy performance, efficient thermal envelopes, efficient space and water heating, lighting controls and monitoring, etc.
- Renewable energy: Photovoltaic, etc.
- Water efficiency



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

- Materials and resources
- Indoor environmental quality
- Operations and maintenance

III. Required expertise shall include but are not limited to:

- Life cycle cost analyses and assessments
- Recycled content and sustainable building product selection, specification, and procurement
- Waste reduction strategies, such as construction and demolition waste management plans, deconstruction plans, storage and collection of recyclables, and other reuse opportunities
- Use of the USGBC LEED Building Rating System
- Use of creative financing for green buildings and facilities
- Green operating and maintenance plans
- Commissioning a green building
- Energy modeling and analysis
- Monitoring and tracking of final projects once they are operational

IV. Familiarity with the USGBC LEED™ Green Building Rating System.

The architect team shall be thoroughly familiar and experienced with the latest LEED™ Green Building Rating System Product Portfolios for new construction, LEED for Existing Buildings, and LEED for Core and Shell as well as the entire USGBC LEED certification process. This shall include all areas of planning, design, construction, LEED registration, credit interpretation rulings, project LEED applications, appeals, fees, and final rulings. The firm team shall also be familiar with the role and importance of project commissioning and of the commissioning agent throughout the entire design and construction process for a minimum of LEED silver certification.

b) Typical Sustainable Architect's Project Scope of a green project may include but is not limited to:

- Project vision articulation
- Site and resource analysis
- Schematic (or concept) design
- Design development
- Project registration with USGBC
- Construction documents, including the plans, specifications, and construction cost estimates.
- Project permit acquisitions including any and all required Planning and Building Bureau plan checks and clearances.
- Assistance in the public bid process



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

- Design services during construction
- Project application(s) for LEED certification
- Final construction punch walk
- Project close-out including final building commissioning

**4.0 Facility Mechanical Engineering Services design coordination include, but are not limited to:**

- a) Heating and ventilation plans, specifications, calculations, forms, notes and cut sheets including equipment schedules, capacities, design criteria, control diagrams, duct sizes, hangers, insulation, and duct connections. Heating is required for the classroom only.
- b) Plumbing plans including all pipes and piping materials, plumbing equipment and fixtures, riser diagrams for waste and vent, cold and hot water piping, gas piping plans, regulator, backflow prevention devices, gas earthquake shut-off valves, water meter, plumbing hydraulic calculations, etc.
- d) Hydraulic calculations showing all piping materials, sizes and devices,
- e) Waste system documentation
- f) Building storm drain roof runoff designs
- g) Mechanical feasibility studies.

**5.0 Facility Electrical Engineering Services design coordination include but are not limited to:**

- a) Electrical photometric plans for facility and area lighting designs.
- b) Calculation of electrical loads, including coordination for coincidental and non-coincidental loads, load shedding, short circuit calculations, and voltage drop calculations
- c) Electrical site layout plans including wiring and grounding systems layouts, details, and properly sizing of wiring for current carrying and ground wiring
- d) Single line electrical diagrams
- e) Sound and signal system designs including security system requirements
- f) Electrical feasibility studies for facilities as needed

**6.0 Facility Structural Engineering Services design coordination include but are not limited to:**

- a) Review Geotechnical report
- b) Plans, elevations, sections and details for facility and area foundation and framing designs
- c) Structural notes and calculations

**7.0 Facility Civil Engineering Services design coordination include but are not limited to:**

- a) Review survey
- b) Site control, grading and utility plans, sections and details
- c) Storm drainage and sanitary sewerage system documentation
- d) Erosion control recommendations



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

- 8.0 Facility Geotechnical Engineering Services design coordination include but are not limited to:**
- a) Geotechnical report
  - b) Advisory services during preparation of the construction documents and construction of the foundation
- 9.0 Other Professional Services include but are not limited to:**
- a) Design project management
  - b) Construction cost estimates at all design phases
  - c) Design services during construction including attending construction meetings, and assisting with reviews of material submittals and shop drawings, responding to contractor's requests for information, and preparing field revisions at the direction of the City's project manager.
  - d) Coordinating the plan check process with Long Beach Planning Bureau and Building Bureau, Public Works, and any other authorities having jurisdiction.

# **Exhibit B**

## Rates or Charges



Request for Proposal  
Number PW-14-005  
On-Call Architectural Services  
Cost Proposal

---

Submitted to the City of Long Beach  
by IBI Group  
Revised June 26, 2015



### Cost and Pricing Information

IBI Group	
Description	Rate/Hour
Director	\$300-\$330
Senior Consulting Principal Architect	\$280-\$310
Principal Architect	\$250-\$278
Supervising Architect	\$225-\$250
Senior Engineer	\$180-\$200
Project Architect/Project Manager	\$170-\$185
Senior Planner	\$150-\$175
Planner	\$125-\$150
Architectural Designer	\$100-\$125
Senior Technical Staff	\$70-\$85
Technical Staff	\$55-\$70
Project Administration	\$50-\$70



Civil, Water, Wastewater, Drainage and Transportation Engineering  
Construction Management • Surveying  
California • Arizona

**RATE SCHEDULE**

EFFECTIVE UNTIL DECEMBER 31, 2015

Principal Engineer.....	\$210.00
Principal Engineer - Expert Witness Testimony.....	\$325.00
Senior Engineer.....	\$195.00
Project Manager.....	\$175.00
Project Engineer.....	\$160.00
Senior Designer.....	\$155.00
Staff Engineer.....	\$140.00
Associate Planner.....	\$125.00
Designer.....	\$120.00
Designer/Drafter.....	\$105.00
Planning Technician.....	\$100.00
Resident Engineer/Observer.....	\$100.00
CAD Technician.....	\$90.00
Senior Administrative Assistant.....	\$75.00
Administrative Assistant/Clerical.....	\$70.00
Two Man Survey Party.....	\$225.00
Survey Manager.....	\$150.00
Staff Land Surveyor.....	\$120.00
Survey Technician.....	\$100.00
Subcontracted Services.....	Direct Cost
Mileage.....	\$0.575/mile

**NOTE:** All rates are effective until December 31, 2015. Any increases in rates after that date will be limited to 5% maximum.



**2015  
Design Compensation Schedule  
Los Angeles**

*The following hourly rates are applicable as of January 1, 2015.  
These rates are subject to change upon notification.*

<b>Title</b>	<b>Rates</b>
<b>Senior Principal</b>	<b>\$245</b>
<b>Principal</b>	<b>\$220</b>
<b>Associate Principal</b>	<b>\$205</b>
<b>Associate</b>	<b>\$195</b>
<b>Structural Consultant</b>	<b>\$185</b>
<b>Project Engineer</b>	<b>\$175</b>
<b>Design Engineer</b>	<b>\$160</b>
<b>Designer</b>	<b>\$140</b>
<b>Assistant Designer</b>	<b>\$120</b>
<b>Intern</b>	<b>\$90</b>
<b>Intern (undergraduate)</b>	<b>\$75</b>
<b>Senior BIM/CAD Specialist</b>	<b>\$130</b>
<b>Project BIM/CAD Specialist</b>	<b>\$105</b>
<b>Project Analyst</b>	<b>\$90</b>
<b>Administrative Services</b>	<b>\$80</b>



**P2S ENGINEERING, INC.**  
**RATE SCHEDULE FOR ENGINEERING SERVICES**  
**ON A TIME AND EXPENSE BASIS**

<u>Category</u>	<u>Rate</u>
PRINCIPAL ENGINEER	\$250
ENGINEER GRADE 05	\$222
ENGINEER GRADE 04	\$216
ENGINEER GRADE 03	\$185
ENGINEER GRADE 02	\$171
ENGINEER GRADE 01	\$151
DESIGN ENGINEER GRADE 05	\$185
DESIGN ENGINEER GRADE 04	\$171
DESIGN ENGINEER GRADE 03	\$151
DESIGN ENGINEER GRADE 02	\$134
DESIGN ENGINEER GRADE 01	\$118
DESIGNER GRADE 04	\$127
DESIGNER GRADE 03	\$118
DESIGNER GRADE 02	\$110
DESIGNER GRADE 01	\$104
CAD/BIM DESIGNER GRADE 04	\$105
CAD/BIM DESIGNER GRADE 03	\$96
CAD/BIM DESIGNER GRADE 02	\$84
CAD/BIM DESIGNER GRADE 01	\$78
PROJECT ASSISTANT	\$78

LIABILITY LIMITS

Professional Liability	\$ 2,000,000.
General Liability	\$ 5,000,000.

Effective January 1, 2015  
RT-215

## AHBE HOURLY RATES

Senior Principal	\$250.
Principal	\$175.
Senior Project Manager, Senior Project Designer	\$130.
Project Manager, Project Designer	\$110.
Job Captain	\$105.
Landscape Designer	\$90.
Landscape Support	\$75.
Administrative/Clerical Staff	\$60.

Note: These rates are effective between now and December 31, 2015 only.

**CONSTRUCTION COST CONSULTANTS  
HOURLY BILLING RATES  
June 23, 2015**

Principal, Gurdeep Kaur-Dailey \$ 125.00/hr

**Gurdeep Kaur-Dailey**

Senior Estimator / \$ 105.00/hr  
Project Estimator

- Civil
- Architectural
- Structural
- Mechanical
- Electrical
- Landscaping



Defining the cities of tomorrow  
[www.ibigroup.com](http://www.ibigroup.com)

**CONTACT US**

**IBI Group**

315 W. 9th Street, Suite 600  
Los Angeles, CA 90015-4206

**tel** 213 769 0011

**fax** 213 769 0016

# **Exhibit C**

City's Representative:

Eric Lopez,

Tidelands Development Officer

(562)570-5690



# **Exhibit D**

Materials/Information Furnished:

None