

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1 AGREEMENT

2 36113

3 THIS AGREEMENT is made and entered, in duplicate, as of October 8, 2021
4 for reference purposes only, pursuant to a minute order adopted by the City Council of the
5 City of Long Beach at its meeting on September 7, 2021, by and between CSG
6 CONSULTANTS, INC., a California corporation ("Consultant"), with a place of business at
7 3707 West Garden Grove Boulevard, #100, Orange, California 92868, and the CITY OF
8 LONG BEACH, a municipal corporation ("City").

9 WHEREAS, the City requires specialized services requiring unique skills to
10 be performed in connection with as-needed plan review and inspection services ("Project");
11 and

12 WHEREAS, City has selected Consultant in accordance with City's
13 administrative procedures and City has determined that Consultant and its employees are
14 qualified, licensed, if so required, and experienced in performing these specialized
15 services; and

16 WHEREAS, City desires to have Consultant perform these specialized
17 services, and Consultant is willing and able to do so on the terms and conditions in this
18 Agreement;

19 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
20 conditions in this Agreement, the parties agree as follows:

21 1. SCOPE OF WORK OR SERVICES.

22 A. Consultant shall furnish specialized services more particularly
23 described in Exhibit "A", attached to this Agreement and incorporated by this
24 reference, in accordance with the standards of the profession, and City shall pay for
25 these services in the manner described below, in an amount not to exceed One
26 Hundred Fifty Thousand Dollars (\$150,000), at the rates or charges shown in Exhibit
27 "B".

28 B. The City's obligation to pay the sum stated above for any one

1 fiscal year shall be contingent upon the City Council of the City appropriating the
2 necessary funds for such payment by the City in each fiscal year during the term of
3 this Agreement. For the purposes of this Section, a fiscal year commences on
4 October 1 of the year and continues through September 30 of the following year. In
5 the event that the City Council of the City fails to appropriate the necessary funds
6 for any fiscal year, then, and in that event, the Agreement will terminate at no
7 additional cost or obligation to the City.

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

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

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

1 F. CAUTION: Consultant shall not begin work until this
2 Agreement has been signed by both parties and until Consultant's evidence of
3 insurance has been delivered to and approved by the City.

4 2. TERM. The term of this Agreement shall commence at midnight on
5 November 1, 2021, and shall terminate at 11:59 p.m. on October 31, 2023, unless sooner
6 terminated as provided in this Agreement, or unless the services or the Project is
7 completed sooner. The term may be extended for three (3) additional one-year periods, at
8 the discretion of the City Manager.

9 3. COORDINATION AND ORGANIZATION.

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

18 B. The parties acknowledge that a substantial inducement to City
19 for entering this Agreement was and is the reputation and skill of Consultant's key
20 employee, named in Exhibit "E" attached to this Agreement and incorporated by this
21 reference. City shall have the right to approve any person proposed by Consultant
22 to replace that key employee.

23 4. INDEPENDENT CONTRACTOR. In performing its services,
24 Consultant is and shall act as an independent contractor and not an employee,
25 representative, or agent of City. Consultant shall have control of Consultant's work and
26 the manner in which it is performed. Consultant shall be free to contract for similar services
27 to be performed for others during this Agreement provided, however, that Consultant acts
28 in accordance with Section 9 and Section 11 of this Agreement. Consultant acknowledges

1 and agrees that a) City will not withhold taxes of any kind from Consultant's compensation,
2 b) City will not secure workers' compensation or pay unemployment insurance to, for or on
3 Consultant's behalf, and c) City will not provide and Consultant is not entitled to any of the
4 usual and customary rights, benefits or privileges of City employees. Consultant expressly
5 warrants that neither Consultant nor any of Consultant's employees or agents shall
6 represent themselves to be employees or agents of City.

7 5. INSURANCE.

8 A. As a condition precedent to the effectiveness of this
9 Agreement, Consultant shall procure and maintain, at Consultant's expense for the
10 duration of this Agreement, from insurance companies that are admitted to write
11 insurance in California and have ratings of or equivalent to A:V by A.M. Best
12 Company or from authorized non-admitted insurance companies subject to Section
13 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII
14 by A.M. Best Company the following insurance:

15 i. Commercial general liability insurance (equivalent in
16 scope to ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less
17 than One Million Dollars (\$1,000,000.00) per each occurrence and Two
18 Million (\$2,000,000.00) general aggregate. This coverage shall include but
19 not be limited to broad form contractual liability, cross liability, independent
20 contractors liability, and products and completed operations liability. The
21 City, its boards and commissions, and their officials, employees and agents
22 shall be named as additional insureds by endorsement (on City's
23 endorsement form or on an endorsement equivalent in scope to ISO form CG
24 20 10 11 85 or CG 20 26 11 85 or both CG 20 10 07 04 and CG 20 37 07 04
25 or both CG 20 33 07 04 and CG 20 37 07 04), and this insurance shall contain
26 no special limitations on the scope of protection given to the City, its boards
27 and commissions, and their officials, employees and agents. This policy shall
28 be endorsed to state that the insurer waives its right of subrogation against

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City, its boards and commissions, and their officials, employees and agents.

ii. Workers' Compensation insurance as required by the California Labor Code and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000.00). This policy shall be endorsed to state that the insurer waives its right of subrogation against City, its boards and commissions, and their officials, employees and agents.

iii. Professional liability or errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim.

iv. Commercial automobile liability insurance (equivalent in scope to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) combined single limit per accident.

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

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

D. If this coverage is written on a "claims made" basis, it must provide for an extended reporting period of not less than one hundred eighty (180) days, commencing on the date this Agreement expires or is terminated, unless

1 Consultant guarantees that Consultant will provide to the City evidence of
2 uninterrupted, continuing coverage for a period of not less than three (3) years,
3 commencing on the date this Agreement expires or is terminated.

4 E. Consultant shall require that all subconsultants or contractors
5 which Consultant uses in the performance of these services maintain insurance in
6 compliance with this Section unless otherwise agreed in writing by City's Risk
7 Manager or designee.

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

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

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

26 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
27 contemplates the personal services of Consultant and Consultant's employees, and the
28 parties acknowledge that a substantial inducement to City for entering this Agreement was

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

13 7. CONFLICT OF INTEREST. Consultant, by executing this Agreement,
14 certifies that, at the time Consultant executes this Agreement and for its duration,
15 Consultant does not and will not perform services for any other client which would create
16 a conflict, whether monetary or otherwise, as between the interests of City and the interests
17 of that other client. Consultant further certifies that Consultant does not now have and shall
18 not acquire any interest, direct or indirect, in the area covered by this Agreement or any
19 other source of income, interest in real property or investment which would be affected in
20 any manner or degree by the performance of Consultant's services hereunder. And,
21 Consultant shall obtain similar certifications from Consultant's employees, subconsultants
22 and contractors.

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

27 9. OWNERSHIP OF DATA. All materials, information and data
28 prepared, developed, or assembled by Consultant or furnished to Consultant in connection

1 with this Agreement, including but not limited to documents, estimates, calculations,
2 studies, maps, graphs, charts, computer disks, computer source documentation, samples,
3 models, reports, summaries, drawings, designs, notes, plans, information, material, and
4 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,
5 in a format identified by City, and City shall have the unrestricted right to use and disclose
6 the Data in any manner and for any purpose without payment of further compensation to
7 Consultant. Copies of Data may be retained by Consultant but Consultant warrants that
8 Data shall not be made available to any person or entity for use without the prior approval
9 of City. This warranty shall survive termination of this Agreement for five (5) years.

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

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

28 12. BREACH OF CONFIDENTIALITY. Consultant shall not be liable for

1 a breach of confidentiality with respect to Data that: (a) Consultant demonstrates
2 Consultant knew prior to the time City disclosed it; or (b) is or becomes publicly available
3 without breach of this Agreement by Consultant; or (c) a third party who has a right to
4 disclose does so to Consultant without restrictions on further disclosure; or (d) must be
5 disclosed pursuant to subpoena or court order.

6 13. ADDITIONAL COSTS AND REDESIGN.

7 A. Any costs incurred by the City due to Consultant's failure to
8 meet the standards required by the scope of work or Consultant's failure to perform
9 fully the tasks described in the scope of work which, in either case, causes the City
10 to request that Consultant perform again all or part of the Scope of Work shall be at
11 the sole cost of Consultant and City shall not pay any additional compensation to
12 Consultant for its re-performance.

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

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

25 15. LAW. This Agreement shall be governed by and construed pursuant
26 to the laws of the State of California (except those provisions of California law pertaining
27 to conflicts of laws). Consultant shall comply with all laws, ordinances, rules and
28 regulations of and obtain all permits, licenses, and certificates required by all federal, state

1 and local governmental authorities.

2 16. PREVAILING WAGES.

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

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

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

23 18. INDEMNITY.

24 A. Consultant shall indemnify, protect and hold harmless City, its
25 Boards, Commissions, and their officials, employees and agents ("Indemnified
26 Parties"), from and against any and all liability, claims, demands, damage, loss,
27 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
28 costs and expenses, arising or alleged to have arisen, in whole or in part, out of or

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in connection with (1) Consultant's breach or failure to comply with any of its obligations contained in this Agreement, or (2) negligent or willful acts, errors, omissions or misrepresentations committed by Consultant, its officers, employees, agents, subcontractors, or anyone under Consultant's control, in the performance of work or services under this Agreement (collectively "Claims" or individually "Claim").

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

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

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

E. The provisions of this Section shall survive the expiration or

1 termination of this Agreement.

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

4 20. NONDISCRIMINATION.

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

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

25 21. FORCE MAJEURE. If any party fails to perform its obligations
26 because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain
27 labor or materials or reasonable substitutes for labor materials, governmental restrictions,
28 governmental regulations, governmental controls, judicial orders, enemy or hostile

1 governmental action, pandemic, civil commotion, fire or other casualty, or other causes
2 beyond the reasonable control of the party obligated to perform, then that party's
3 performance will be excused for a period equal to the period of such cause for failure to
4 perform.

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

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

13 "During the performance of a contract with the City of Long Beach, the
14 Consultant will provide equal benefits to employees with spouses and its
15 employees with domestic partners. Additional information about the City of
16 Long Beach's Equal Benefits Ordinance may be obtained from the City of
17 Long Beach Business Services Division at 562-570-6200."

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

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

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

27 E. If the City determines that the Consultant has set up or used its
28 contracting entity for the purpose of evading the intent of the EBO, the City may

1 terminate the Agreement on behalf of the City. Violation of this provision may be
2 used as evidence against the Consultant in actions taken pursuant to the provisions
3 of Long Beach Municipal Code section 2.93 et seq., Contractor Responsibility.

4 23. NOTICES. Any notice or approval required by this Agreement shall
5 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
6 postage prepaid, addressed to Consultant at the address first stated above, and to the City
7 at 411 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager with a
8 copy to the City Engineer at the same address. Notice of change of address shall be given
9 in the same manner as stated for other notices. Notice shall be deemed given on the date
10 deposited in the mail or on the date personal delivery is made, whichever occurs first.

11 24. COPYRIGHTS AND PATENT RIGHTS.

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

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

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

25 25. COVENANT AGAINST CONTINGENT FEES. Consultant warrants
26 that Consultant has not employed or retained any entity or person to solicit or obtain this
27 Agreement and that Consultant has not paid or agreed to pay any entity or person any fee,
28 commission, or other monies based on or from the award of this Agreement. If Consultant

1 breaches this warranty, City shall have the right to terminate this Agreement immediately
2 notwithstanding the provisions of Section 10 or, in its discretion, to deduct from payments
3 due under this Agreement or otherwise recover the full amount of the fee, commission, or
4 other monies.

5 26. WAIVER. The acceptance of any services or the payment of any
6 money by City shall not operate as a waiver of any provision of this Agreement or of any
7 right to damages or indemnity stated in this Agreement. The waiver of any breach of this
8 Agreement shall not constitute a waiver of any other or subsequent breach of this
9 Agreement.

10 27. CONTINUATION. Termination or expiration of this Agreement shall
11 not affect rights or liabilities of the parties which accrued pursuant to the Sections titled
12 "Ownership of Data", "Confidentiality", "Breach of Confidentiality", "Law", [If prevailing wage
13 language is used include "Indemnity", and "Audit" prior to termination or expiration of this
14 Agreement.

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

23 29. ADVERTISING. Consultant shall not use the name of City, its officials
24 or employees in any advertising or solicitation for business or as a reference, without the
25 prior approval of the City Manager or designee.

26 30. AUDIT. City shall have the right at all reasonable times during the
27 term of this Agreement and for a period of five (5) years after termination or expiration of
28 this Agreement to examine, audit, inspect, review, extract information from, and copy all

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

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books, records, accounts, and other documents of Consultant relating to this Agreement.

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

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.

CSG CONSULTANTS, INC., a California corporation

10-21, 2021

By [Signature]
Name Cyrus Kianpour
Title President

10-21, 2021

By [Signature]
Name KHOA DUONG
Title TREASURER

"Consultant"

CITY OF LONG BEACH, a municipal corporation

November 8, 2021

By [Signature]
City Manager

EXECUTED PURSUANT
"City" SECTION 301 OF
THE CITY CHARTER.

This Agreement is approved as to form on October 20, 2021.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

EXHIBIT “A”
OVERVIEW OF SERVICES
SCOPE OF SERVICE
PROJECT SPECIFICATIONS



City of Long Beach
Purchasing Division
411 West Ocean Boulevard, 6th Floor
Long Beach, CA 90802

1. OVERVIEW OF SERVICES

The City of Long Beach (City) is seeking Statements of Qualifications (SOQs) from professional consulting firms to help supplement existing Building Bureau staff and provide as-needed plan review, inspection services, and other services as described in Section 3 – Scope of Project.

The Department's Building and Safety Bureau (Building Bureau) serves as the lead to ensure compliance with State and local building codes. Using the Infor Public Sector (aka Hansen) system and Adobe Pro Software, the Building Bureau is tasked with providing streamlined, efficient services to its customers. Specifically, the Building Bureau is responsible for coordinating the review and approval of all construction documents, processing plan submittals, issuing permits, performing required inspections and construction approvals during the course of a development, and offering routine and technical assistance to both professional and nonprofessional applicants.

The ideal Consultant should have a range of staffing available on an as-needed basis, with limited notice, and to provide one or more of the following services:

1. Plan review of Construction Documents to determine compliance with the California Building Standards Code, Long Beach Municipal Code or other ordinances of the City, or laws and statutes of the State (Code), where applicable.
2. Inspection services of construction projects to determine compliance with the City-approved Construction Documents and aforementioned Codes.
3. Permit counter services to provide routine and technical information related to the processing of permit applications, plan submittal and issuance of permits.
4. Plan review and inspection services for Medical Marijuana (MMJ) businesses.
5. Staff training and community workshops related to Code changes.



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3. SCOPE OF SERVICE

The following is intended to provide a description of the types of services that would be requested from the Awarded Consultant(s). Consultants are encouraged to provide additional details and/or value additions to the proposed scope of services to be included in the Statement of Qualifications (SOQ).

The Consultant may specialize in a type of service or a range of services as described below. Consultants will clearly label responses to indicate which areas they are including in their SOQ. Once awarded, Development Services will select an Awarded Consultant(s) in ways that best suit the project or task on a case by case basis.

3.1 Plan Review

Plan review provides examination, analysis, and review of construction documents for various developments within the City in order to determine compliance with all applicable Codes.

3.1.1 As-needed plan review services may include, but are not limited to:

- Building plans (i.e., architectural, structural, civil);
- Electrical plans;
- Plumbing plans;
- Mechanical plans;
- Fire-Building plans (i.e., fire sprinkler system, fire alarm system, smoke control, etc.);
- Grading and Civil plans;
- Stormwater/Standard Urban Stormwater Mitigation Plans (SUSMP);
- Technical reports (i.e., structural calculations, geotechnical/soils engineering reports, hydrology report, Title 24 energy, etc.); and
- Green Code and Energy Code inspection.

3.1.2 As-needed plan review staff tasks may include, but are not limited to:

- Reviewing and providing plan review comments on submitted Construction Documents to check for architectural, structural, mechanical, plumbing, electrical, fire, grading, civil, stormwater, accessibility, Green and/or energy requirements;
- Ensuring Construction Documents adhere to the Codes;
- Coordinating plan reviews with other City departments or agencies;
- Systematically logging/entering status of plan review activities and records;
- Meeting and conferring with permit applicants to resolve all outstanding plan review comments, and approving their developments;
- Performing over-the-counter plan review of Construction Documents for simple developments;
- Working with permit counter staff to facilitate the issuance of construction permits for approved Construction Documents;



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- Attending/participating in meetings with other City plan review or inspection staff, property owners, Consultants, or design professionals;
- Conducting Model Water Efficiency Landscape Ordinance (MWELo) review; and
- Performing other related duties, as required.

3.2 Inspection Services

Inspection services involves comprehensive field inspections for various developments within the City, in order to determine compliance with the City-approved Construction Documents and all applicable Codes.

3.2.1 As-needed inspection services may include, but are not limited to:

- Building inspections (multi-family dwellings and nonresidential);
- Plumbing inspections;
- Mechanical inspections;
- Electrical inspections;
- Combination residential inspections (one- and two-family dwellings);
- Fire inspections;
- Grading inspections; and
- Erosion/Stormwater Best Management Practices (BMPs).

3.2.2 As-needed inspection services tasks may include, but are not limited to:

- Reviewing approved Construction Documents to gain familiarity with a development;
- Conducting inspections on developments to determine conformity with approved Construction Documents and Codes;
- Working closely with property owners and consultants to provide solutions to problems on-site;
- Attending/participating in meetings with other City inspection or plan review staff, property owners, consultants, or design professionals;
- Maintaining a record of non-complying items and ensuring the resolution of such items;
- Ensuring that any construction changes are properly documented and approved by the appropriate City staff;
- Systematically logging/entering status of construction inspection activities and records; and
- Performing other related duties, as required.



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3.3 Permit Counter Services

Permit counter services provide routine and technical information related to processing permit applications and the issuance of permits to architects, engineers, consultants, business owners and homeowners.

3.3.1 As-needed permit counter services may include, but are not limited to:

- Processing plan submittals;
- Verifying necessary approvals for permit issuance;
- Calculating fees;
- Maintaining records;
- Reviewing and approving simple non-structural plans at the counter;
- Processing applications using the City's permitting system (Infor Public Sector) to process applications; and
- Providing customer support and assistance.

3.3.2 As-needed permit counter services tasks may include, but are not limited to:

- Providing customer support and assistance at the Permit Center counter and over the phone; assisting the public in completing permit applications and other necessary forms; determining permit, plan, and process requirements for permit applicants; and notifying permit applicants when Construction Documents or permits are ready for pick-up or issuance;
- Reviewing permit applications and other pertinent information at the Permit Center counter to verify accuracy and completeness of information; processing permit applications and plan intake; and calculating a variety of fees;
- Reviewing and approving less-complicated non-structural plan reviews over the counter;
- Maintaining a variety of permit-related records;
- Verifying that projects have obtained all necessary approvals before issuing permits and that the following have been filed with the City: valid consultant's license, workers' compensation, and valid business license information;
- Coordinating/routing Construction Documents to the appropriate City staff for plan review and approval; and
- Performing other related duties, as required.

3.4 Medical Marijuana Businesses

As a result of the passage of the State of California's Proposition 64 Marijuana Legalization and the City of Long Beach's Measure MM: Regulation of Medical Marijuana Businesses, the City has been receiving a large number of applications for Medical Marijuana (MMJ) businesses starting in early 2017.

In addition to more routine inspection services as described above, the City desires Consultants that have experience in performing plan review and inspections of MMJ



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businesses. Consultants with this expertise should demonstrate the ability to review multiple MMJ businesses simultaneously, as well as the ability to meet expedited time frames.

3.5 Building Bureau Training

Changes in federal, State and/or local laws may require staff and community trainings to ensure compliance with new regulations. At the request of the Building Bureau, a Consultant shall be requested to facilitate or assist with training opportunities to introduce or provide continuing education on changing regulations. These trainings may include presentations, outreach, meeting planning, preparation of training materials, and Bulletin writing.

3.6 COVID-19 Pandemic Consideration

Due to the COVID-19 pandemic, in March of 2020, City facilities were closed to the public. The Building Bureau temporarily suspended in-person plan review and is currently only accepting plans in an electronic, digital format (PDF). On a case by case basis, some contract staff may be approved to work remotely.

The successful Consultant will explain how their firm is prepared to carryout plan review and Permit Center tasks remotely should the pandemic continues through 2021 or another unforeseen incident occurs. The Consultant should describe the technology Contract Staff would use to work remotely and how they can adapt to changing work environments.

If permitted to work remotely, Contract Staff will, after instruction, connect to the City's permitting system. Contract Staff with experience working with electronic permitting systems is desirable. They will also need to be able to communicate with applicants via email, telephone or other remote-working methods.



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7. PROJECT SPECIFICATIONS

- 7.1 Contract Staff assigned to work at the City may work up to 960 hours in a 12-month period from July 1 through June 30 annually. This is a cumulative total for each contact staff employee and includes hours worked at all City departments and any work performed at the City while employed by other temporary agencies. Consultant is responsible for tracking contract staff hours to ensure the total hours worked for the City do not exceed 960. (See Section 3 – Scope of Project.)
- 7.2 Contract Staff are not eligible for alternative work schedules that exceed 8 hours per day or 40 hours per week. Any exceptions must be preapproved in writing by the City.
- 7.3 All Contract Staff are required to maintain a record of hours worked via timecard or sheet. Department/Division designee will approve timecards/sheets.
- 7.4 Background/Live Scan, paid for by the Department, is required for all Contract Staff assigned to the City and must be coordinated with Department/Division designee prior to the assignment.
- 7.5 Contract Staff provided by the Consultant are independent contractors and not employees of the City of Long Beach.
- 7.6 The Consultant acknowledges and agrees that the City will not withhold taxes of any kind from Contract Staff compensation; nor will the City secure Worker's Compensation or pay unemployment insurance to, for, or on Contract Staff behalf; and the City will not provide Contract Staff, and Contract Staff are not entitled to, any of the usual customary rights, benefits, or privileges of City employees. Consultant expressly warrants that neither Consultant nor Contract Staff shall represent themselves to be employees of the City.
- 7.7 To comply with CalOSHA's reporting requirements, employers are required to record injuries and illnesses for all workers, including Contract Staff, on one work location OSHA log. The host employer is an employer that is in charge of the Contract Staff's day to day supervision and should report their injuries and illnesses. The City of Long Beach (host employer and/or client of the Consultant) will manually record the Contract Staff's injuries and illnesses on its log. The selected Consultant is required to report to the City any injuries or illnesses reported by a Contract Staff employee that occurred in a City facility. The selected Consultant will be required to provide the City with a copy of their firm's work-related injuries and illnesses procedures and train each Contract Staff how to report these types of injuries and illnesses.
- 7.8 The Consultant shall be responsible and liable for any mandates, requirements, implementation, and/or costs associated with federal and State mandates, acts, and/or requirements pertaining to the Affordable Care Act, as well as any subsequent



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mandates that arise from such, including any State and local mandates, laws, and/or requirements that arise in response to said mandates.

- 7.9 The Consultant shall be responsible and liable for any mandates, requirements, implementation, and/or costs associated with federal and State mandates, acts, and/or requirements pertaining to the Affordable Care Act, as well as any subsequent mandates that arise from such, including any State and local mandates, laws, and/or requirements that arise in response to said mandates.
- 7.10 The Consultant shall be responsible and liable for any mandates, requirements, implementation, and/or costs associated with federal and State mandates, acts, and/or requirements pertaining to the minimum wage, as well as any subsequent mandates that arise from such, including any State and local mandates, laws, and/or requirements that arise in response to said mandates.
- 7.11 The Consultant shall be responsible and liable for any mandates, requirements, implementation, and/or costs associated with federal and State mandates, acts, and/or requirements pertaining to the COVID-19 Pandemic, as well as any subsequent mandates that arise from such, including any State and local mandates, laws, and/or requirements that arise in response to said mandates.

EXHIBIT "B"
RATES AND CHARGES

SECTION 6

Cost Proposal

Fees for plan review performed off-site are based on a percentage of the City’s established plan check fees or the appropriate hourly rate listed below. Reviews of revisions to approved plans and services provided on-site will be charged the hourly rate.

CSG will coordinate the pickup and return of all plans to CSG via staff or a licensed courier service. This service is provided at no additional cost.

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Full Plan Review by Percentage	85% of City’s Building Plan Check Fees
Plumbing, Mechanical & Electrical Plan Review by Percentage	40% of City’s Building Plan Check Fees or 85% of City’s P/M/E Plan Check Fees
Structural “Only” Plan Review by Percentage	40% of City’s Building Plan Check Fees
Building Plan Review – Certified Plans Examiner	\$105
Building Plan Review – Professional Engineer	\$125
Building Plan Review – Professional Structural Engineer	\$140
Fire Plan Review	\$110
Grading Plan Review – Senior Engineer	\$155
CASp Consultation	\$125
Permit Technician	\$75
Certified Building Inspector	\$95
Certified Commercial Building Inspector	\$105
CASp Inspection	\$125
Fire Inspection	\$110
Overtime & Expedited Hourly Rates	1.5 x Hourly Rate

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. CSG will mail an invoice at the beginning of every month for services rendered during the previous month. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI for the applicable region.

For percentage-based plan check fees, CSG will not charge for rechecks unless the plans are incomplete or revised for which the City would collect additional fees from the applicant. Additional services outside the main scope of review would be charged at an hourly rate as agreed upon by the City.

EXHIBIT “C”

**DEPARTMENT REPRESENTATIVE
DIRECTOR OF DEVELOPMENT
SERVICES OR DESIGNEE**

EXHIBIT “D”

MATERIALS AND INFORMATION

NONE

EXHIBIT “E”

KEY EMPLOYEE

Khoa Duong
Vice President

khoa@csgengr.com