

1 AGREEMENT

2 **30851**

3 THIS AGREEMENT is made and entered, in duplicate, as of July 9, 2008
4 for reference purposes only, pursuant to a minute order adopted by the City Council of
5 the City of Long Beach at its meeting on July 8, 2008, by and between HNTB
6 CORPORATION, a Delaware corporation ("Consultant"), with a place of business at 715
7 Kirk Drive, Kansas City, Missouri 64105, and the CITY OF LONG BEACH, a municipal
8 corporation ("City").

9 WHEREAS, the City requires specialized services requiring unique skills to
10 be performed in connection with As-Needed Airport Planning, Engineering, and
11 Architectural Consulting Services ("Project"); and

12 WHEREAS, City has selected Consultant in accordance with City's
13 administrative procedures and City has determined that Consultant and its employees
14 are 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
25 for these services in the manner described below, not to exceed One Million
26 Dollars (\$1,000,000.00), at the rates or charges shown in Exhibit "A".

27 B. Consultant may select the time and place of performance for
28 these services provided, however, that access to City documents, records, and the

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 like, if needed by Consultant, shall be available only during City's normal business
2 hours and provided that milestones for performance, if any, are met.

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

17 D. Consultant represents that Consultant has obtained all
18 necessary information on conditions and circumstances that may affect its
19 performance and has conducted site visits, if necessary.

20 E. CAUTION: Consultant shall not begin work until this
21 Agreement has been signed by both parties and until Consultant's evidence of
22 insurance has been delivered to and approved by the City.

23 2. TERM. The term of this Agreement shall commence at midnight on
24 August 1, 2008, and shall terminate at 11:59 p.m. on July 31, 2011, unless sooner
25 terminated as provided in this Agreement, or unless the services or the Project is
26 completed sooner.

27 3. COORDINATION AND ORGANIZATION.

28 A. Consultant shall coordinate its performance with City's

1 representative, if any, named in Exhibit "B", attached to this Agreement and
2 incorporated by this reference. Consultant shall advise and inform City's
3 representative of the work in progress on the Project in sufficient detail so as to
4 assist City's representative in making presentations and in holding meetings on
5 the Project. City shall furnish to Consultant information or materials, if any,
6 described in Exhibit "C" attached to this Agreement and incorporated by this
7 reference, and shall perform any other tasks described in the Exhibit.

8 B. The parties acknowledge that a substantial inducement to City
9 for entering this Agreement was and is the reputation and skill of Consultant's key
10 employee, Steve Stroh. City shall have the right to approve any person proposed
11 by Consultant to replace that key employee.

12 4. INDEPENDENT CONTRACTOR. In performing its services,
13 Consultant is and shall act as an independent contractor and not an employee,
14 representative, or agent of City. Consultant shall have control of Consultant's work and
15 the manner in which it is performed. Consultant shall be free to contract for similar
16 services to be performed for others during this Agreement provided, however, that
17 Consultant acts in accordance with Section 9 and Section 11 of this Agreement.
18 Consultant acknowledges and agrees that a) City will not withhold taxes of any kind from
19 Consultant's compensation, b) City will not secure workers' compensation or pay
20 unemployment insurance to, for or on Consultant's behalf, and c) City will not provide and
21 Consultant is not entitled to any of the usual and customary rights, benefits or privileges
22 of City employees. Consultant expressly warrants that neither Consultant nor any of
23 Consultant's employees or agents shall represent themselves to be employees or agents
24 of City.

25 5. INSURANCE.

26 A. As a condition precedent to the effectiveness of this
27 Agreement, Consultant shall procure and maintain, at Consultant's expense for the
28 duration of this Agreement, from insurance companies that are admitted to write

1 insurance in California and have ratings of or equivalent to A:V by A.M. Best
2 Company or from authorized non-admitted insurance companies subject to
3 Section 1763 of the California Insurance Code and that have ratings of or
4 equivalent to A:VIII by A.M. Best Company the following insurance:

5 (a) Commercial general liability insurance (equivalent in scope to
6 ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than
7 \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This
8 coverage shall include but not be limited to broad form contractual liability,
9 cross liability, independent contractors liability, and products and
10 completed operations liability. The City, its boards and commissions, and
11 their officials, employees and agents shall be named as additional
12 insureds by endorsement (on City's endorsement form or on an
13 endorsement equivalent in scope to ISO form CG 20 10 11 85 or CG 20
14 26 11 85), and this insurance shall contain no special limitations on the
15 scope of protection given to the City, its boards and commissions, and
16 their officials, employees and agents. This policy shall be endorsed to
17 state that the insurer waives its right of subrogation against City, its boards
18 and commissions, and their officials, employees and agents.

19 (b) Workers' Compensation insurance as required by the California
20 Labor Code and employer's liability insurance in an amount not less than
21 \$1,000,000. This policy shall be endorsed to state that the insurer waives
22 its right of subrogation against City, its boards and commissions, and their
23 officials, employees and agents.

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

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

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

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

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

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

24 F. Prior to the start of performance, Consultant shall deliver to
25 City certificates of insurance and the endorsements for approval as to sufficiency
26 and form. In addition, Consultant, shall, within thirty (30) days prior to expiration of
27 the insurance, furnish to City certificates of insurance and endorsements
28 evidencing renewal of the insurance. City reserves the right to require complete

1 certified copies of all policies of Consultant and Consultant's subconsultants and
2 contractors, at any time. Consultant shall make available to City's Risk Manager
3 or designee all books, records and other information relating to this insurance,
4 during normal business hours.

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

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

15 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
16 contemplates the personal services of Consultant and Consultant's employees, and the
17 parties acknowledge that a substantial inducement to City for entering this Agreement
18 was and is the professional reputation and competence of Consultant and Consultant's
19 employees. Consultant shall not assign its rights or delegate its duties under this
20 Agreement, or any interest in this Agreement, or any portion of it, without the prior
21 approval of City, except that Consultant may with the prior approval of the City Manager
22 of City, assign any moneys due or to become due the Consultant under this Agreement.
23 Any attempted assignment or delegation shall be void, and any assignee or delegate
24 shall acquire no right or interest by reason of an attempted assignment or delegation.
25 Furthermore, Consultant shall not subcontract any portion of its performance without the
26 prior approval of the City Manager or designee, or substitute an approved subconsultant
27 or contractor without approval prior to the substitution. Nothing stated in this Section
28 shall prevent Consultant from employing as many employees as Consultant deems

1 necessary for performance of this Agreement.

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

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

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

23 10. TERMINATION. Either party shall have the right to terminate this
24 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days
25 prior notice to the other party. In the event of termination under this Section, City shall
26 pay Consultant for services satisfactorily performed and costs incurred up to the effective
27 date of termination for which Consultant has not been previously paid. The procedures
28 for payment in Section 1.B. with regard to invoices shall apply. On the effective date of

1 termination, Consultant shall deliver to City all Data developed or accumulated in the
2 performance of this Agreement, whether in draft or final form, or in process. And,
3 Consultant acknowledges and agrees that City's obligation to make final payment is
4 conditioned on Consultant's delivery of the Data to the City.

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

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

20 13. ADDITIONAL COSTS AND REDESIGN.

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

27 B. If the Project involves construction and the scope of work
28 requires Consultant to prepare plans and specifications with an estimate of the

1 cost of construction, then Consultant may be required to modify the plans and
2 specifications, any construction documents relating to the plans and specifications,
3 and Consultant's estimate, at no cost to City, when the lowest bid for construction
4 received by City exceeds by more than ten percent (10%) Consultant's estimate.
5 This modification shall be submitted in a timely fashion to allow City to receive new
6 bids within four (4) months after the date on which the original plans and
7 specifications were submitted by Consultant.

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

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

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

19 17. INDEMNITY. Consultant shall, with respect to services performed in
20 connection with this Agreement, indemnify and hold harmless the City, its Boards,
21 Commissions, and their officials, employees and agents (collectively in this Section,
22 "City") from and against any and all liability, claims, demands, damage, loss, causes of
23 action, proceedings, penalties, costs and expenses (including attorney's fees, court
24 costs, and expert and witness fees) (collectively "Claims" or individually "Claim"). Claims
25 include allegations and include Claims for property damage, personal injury or death
26 arising in whole or in part from any negligent act or omission of Consultant, its officers,
27 employees, agents, sub-consultants, or anyone under Consultant's control (collectively
28 "Indemnitor"); recklessness; and willful misconduct. Independent of the duty to

1 indemnify, but only to the extent permitted by law and specifically by Civil Code Section
2 2782.8, and as a free-standing duty on the part of Consultant, Consultant shall defend
3 City and shall continue this defense until the Claim is resolved, whether by settlement,
4 judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on
5 the part of Indemnitor shall be required for the duty to defend to arise. Consultant shall
6 notify the City of any Claim within ten (10) days. Likewise, City shall notify Consultant of
7 any Claim, shall tender the defense of the Claim to Consultant, and shall assist
8 Consultant at Consultant's sole expense, as may be reasonably requested, in the
9 defense.

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

12 19. COSTS. If there is any legal proceeding between the parties to
13 enforce or interpret this Agreement or to protect or establish any rights or remedies under
14 it, the prevailing party shall be entitled to its costs, including reasonable attorneys' fees.

15 20. NONDISCRIMINATION.

16 A. In connection with performance of this Agreement and subject
17 to applicable rules and regulations, Consultant shall not discriminate against any
18 employee or applicant for employment because of race, religion, national origin,
19 color, age, sex, sexual orientation, AIDS, HIV status, handicap, or disability.
20 Consultant shall ensure that applicants are employed, and that employees are
21 treated during their employment, without regard to these bases. These actions
22 shall include, but not be limited to, the following: employment, upgrading, demotion
23 or transfer, recruitment or recruitment advertising, layoff or termination, rates of
24 pay or other forms of compensation, and selection for training, including
25 apprenticeship.

26 B. It is the policy of City to encourage the participation of
27 Disadvantaged, Minority and Women-owned Business Enterprises in City's
28 procurement process, and Consultant agrees to use its best efforts to carry out

1 this policy in its use of subconsultants and contractors to the fullest extent
2 consistent with the efficient performance of this Agreement. Consultant may rely
3 on written representations by subconsultants and contractors regarding their
4 status. City's policy is attached as Exhibit "D" to this Agreement. Consultant shall
5 report to City in May and in December or, in the case of short-term agreements,
6 prior to invoicing for final payment, the names of all subconsultants and
7 contractors hired by Consultant for this Project and information on whether or not
8 they are a Disadvantaged, Minority or Women-Owned Business Enterprise, as
9 defined in Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

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

18 22. COPYRIGHTS AND PATENT RIGHTS.

19 A. Consultant shall place the following copyright protection on all
20 Data: © City of Long Beach, California _____, inserting the appropriate year.

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

25 C. Consultant warrants that the Data does not violate or infringe
26 any patent, copyright, trade secret or other proprietary right of any other party.
27 Consultant agrees to and shall protect, defend, indemnify and hold City, its officials
28 and employees harmless from any and all claims, demands, damages, loss,

1 liability, causes of action, costs or expenses (including reasonable attorneys' fees)
2 whether or not reduced to judgment, arising from any breach or alleged breach of
3 this warranty.

4 23. COVENANT AGAINST CONTINGENT FEES. Consultant warrants
5 that Consultant has not employed or retained any entity or person to solicit or obtain this
6 Agreement and that Consultant has not paid or agreed to pay any entity or person any
7 fee, commission, or other monies based on or from the award of this Agreement. If
8 Consultant breaches this warranty, City shall have the right to terminate this Agreement
9 immediately notwithstanding the provisions of Section 10 or, in its discretion, to deduct
10 from payments due under this Agreement or otherwise recover the full amount of the fee,
11 commission, or other monies.

12 24. WAIVER. The acceptance of any services or the payment of any
13 money by City shall not operate as a waiver of any provision of this Agreement or of any
14 right to damages or indemnity stated in this Agreement. The waiver of any breach of this
15 Agreement shall not constitute a waiver of any other or subsequent breach of this
16 Agreement.

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

20 26. TAX REPORTING. As required by federal and state law, City is
21 obligated to and will report the payment of compensation to Consultant on Form 1099-
22 Misc. Consultant shall be solely responsible for payment of all federal and state taxes
23 resulting from payments under this Agreement. Consultant's Employer Identification
24 Number is [REDACTED] If Consultant has a Social Security Number rather than an
25 Employer Identification Number, then Consultant shall submit that Social Security
26 Number in writing to City's Accounts Payable, Department of Financial Management.
27 Consultant acknowledges and agrees that City has no obligation to pay Consultant until
28 Consultant provides one of these numbers.

OFFICE OF THE CITY ATTORNEY
 ROBERT E. SHANNON, City Attorney
 333 West Ocean Boulevard, 11th Floor
 Long Beach, CA 90802-4664

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

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

29. 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.

HNTB CORPORATION, a Delaware corporation

Sept 4, 2008

By Michael A. Kraman

Michael A. KRAMAN

Type or Print Name

September 4, 2008

By Robert L. Davis

Robert L. Davis

Type or Print Name

"Consultant"

CITY OF LONG BEACH, a municipal corporation

9.24, 2008

By [Signature] Assistant City Manager

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

"City"

This Agreement is approved as to form on September 8, 2008.

ROBERT E. SHANNON, City Attorney

By [Signature]

Deputy

EXHIBIT “A”

Scope of Work

RATE SCHEDULE FOR PROFESSIONAL SERVICES
Effective August, 2008, Through August, 2011

The rates listed below can only be modified through a contract amendment approved by the City of Long Beach.

<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
Principal	\$ 308.00
Senior Project Manager	\$ 233.00
Sr. Project Designer	\$ 214.00
Project Manager	\$ 207.00
Sr. Project Arch/Engineer	\$ 205.00
Project Arch/Engineer	\$ 183.00
Staff Arch/Engineer	\$ 133.00
Project Designer	\$ 120.00
Technician	\$ 95.00
Project Controller	\$ 100.00
Admin/Clerical	\$ 80.00

REIMBURSABLE EXPENSES
(unless otherwise provided in written agreement)

REPRODUCTIONS	Mylar Plots (B/W)	\$ 2.05/SF
	Color Plots	\$ 7.35/SF
	Vellum Plots (B/W)	\$.79/SF
	Bond Plots (B/W)	\$.20/SF
	Document Reproduction (B/W 8.5x11)	\$.063/page
TRAVEL	Auto Mileage	\$.505/Mile
	Rental Vehicle	Cost
	Airfare	Cost
	Meals and Lodging	Cost
	Shipping	Cost

PRELIMINARY SCOPE OF WORK

Background

The City of Long Beach desires to engage the services of a professional engineering firm to provide all aspects of design services, including developing and completing plans, specifications, estimates, reports, and surveying (optional to be awarded to consultant at the City's discretion) for the construction of improvements to Airport facilities and various City Facilities, which include taxiways, taxilanes, runways, roadways, drainage facilities, traffic signals, pavement management, associated lighting to the previously mentioned items, and all associated appurtenances related to proposed improvements.

In general, the design work may range from a wide variety of work to be done for all Airport owned property.

The consultant shall have a full understanding of FAA standards related to airport construction, airfield restrictions, as well as all current FAA and Transportation Security Administration security requirements and guidance documents.

Preliminary Scope of Services

Professional Engineering Services

Design Services

- Development of Plans, Specifications, and Engineer's Estimates shall be in accordance with the City's Architectural and Engineering Guidelines for Building Design Services as deemed necessary by the City and all other applicable governing agencies for each specific project
- Assist the City in developing bid and contract documents
- Attend the City's meetings with the design team and stakeholders, as needed
- Attend pre-bid conference
- Attend pre-construction conference
- Participate in team building sessions with the City, contractor, and other stakeholders
- Develop plans and specifications necessary for the orderly implementation and construction of multiple phases of construction work
- Utilize electronic information control system for use by the design consultant, City staff, and stakeholders.
- Minimize construction claims prevention as part of design
- Develop project Storm Water Pollution Prevention Plan

- Coordinate and assist the City in obtaining pertinent permits
- Develop construction schedules
- Develop all BMP measures for construction
- Respond to submittals and shop drawings as required
- Attend weekly meetings with the contractors and City staff on an as needed basis
- Coordinate or attend meetings with other City Departments or outside agencies, as deemed necessary
- Assist the City in responding to City Council and public inquiries or concerns regarding the design
- Develop on-going traffic handling and traffic control plans
- Develop drawings to minimize on-going airfield operations and construction interface and impacts
- Conduct Structural Observations as requested or required by the City
- Prepare quantity calculations
- Assist the City with interpreting contract documents and assist the City in resolving disputes or uncertainties
- Review, Track, Process Shop Drawings, Submittals, RFIs, RFCs, RFQs, etc. as needed by the City
- Recommend final approvals to the City
- Track, Monitor, and aid the City in obtaining Final Certificate of Occupancy as needed by the City
- Complete final "As-Built" construction drawings (red-line drawings) to be submitted to the and archived for final record drawings
- Prepare all documentation for storage
- Scan, Digitize, and organize all digital media related documents as deemed by the Engineer
- The City may require at any given time full justification for submitted invoiced for said work as standard audit requirements
- Implement and execute an extensive Quality Assurance/Quality Control program and correct overlooked material at consultant's sole expense at no additional cost to the City
- All developed material shall be the property of the City including electronic data compiled

Surveys

In general, the scope of services is to provide quality assurance and is described as follows:

- Follow City Standards with Survey data collection and distribution.
- Implement a comprehensive Quality Assurance/Quality Control program.
- Calculate grades, coordinates and other survey data for monitoring QA/QC surveying
- Perform specialty survey as requested by the City such as earth movement, structural elements locations, utility locations, etc.

- Attend project meetings and other meetings as requested by the City.

Potential Projects (no guarantee of work):

Airport Engineering Services

- Update in Pavement Management System
- Various taxiway, taxilane, and runway rehabilitation projects
- Various adjacent roadway and alley way rehabilitation projects
- Various drainage improvement projects
- Various Terminal rehabilitation projects
- Third Party QA/QC of other Consultant Designs
- Coordinate and acceptance of data collected by the City for:
 - Traffic Studies
 - Traffic Signal Studies
 - Existing Materials Testing Results (i.e. R-value or CBR values of Existing Subgrade, etc.)
- TERPS studies
- Grant application assistance

All work shall be done in accordance with the Engineering Bureau's "Architectural and Engineering Guidelines for Building Design Services" and the "City of Long Beach Engineering Bureau CADD Standards", versions current of the date of the Notice to Proceed for each separate task.

EXHIBIT “B”

City’s Representative:

Phillip Balmeo, Senior Civil Engineer

EXHIBIT “C”

Materials/Information Furnished: None

CITY OF LONG BEACH POLICY FOR DISADVANTAGED, MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES

It is the policy of the City of Long Beach to utilize Disadvantaged, Minority-Owned and Women-Owned Business Enterprises in all aspects of contracting, including construction, the purchase of materials and services, including professional services, leases and the granting of concessions.

EXHIBIT "D"