

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

AGREEMENT

**35175**

THIS AGREEMENT is made and entered, in duplicate, as of October 17, 2018, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on August 21, 2018, by and between STEWART TITLE OF CALIFORNIA, INC., a California corporation ("Consultant"), with a place of business at 5000 Birch Street, Newport Beach, California 92660, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City requires specialized services requiring unique skills to be performed in connection with as-needed escrow and title services ("Project"); and

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

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

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

1. SCOPE OF WORK OR SERVICES.

A. Consultant shall furnish specialized services more particularly described in Exhibit "A", attached to this Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for these services in the manner described below, not to exceed Twenty-Five Thousand Dollars (\$25,000), at the rates or charges shown in Exhibit "B".

B. The City's obligation to pay the sum stated above for any one fiscal year shall be contingent upon the City Council of the City appropriating the necessary funds for such payment by the City in each fiscal year during the term of

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

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

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

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

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

1 insurance has been delivered to and approved by City.

2 2. TERM. The term of this Agreement shall commence at midnight on  
3 July 1, 2018, and shall terminate at 11:59 p.m. on June 30, 2020, unless sooner terminated  
4 as provided in this Agreement, or unless the services or the Project is completed sooner.

5 3. COORDINATION AND ORGANIZATION.

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

14 B. The parties acknowledge that a substantial inducement to City  
15 for entering this Agreement was and is the reputation and skill of Consultant's key  
16 employee, named in Exhibit "E" attached to this Agreement and incorporated by this  
17 reference. City shall have the right to approve any person proposed by Consultant  
18 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 the  
22 manner in which it is performed. Consultant shall be free to contract for similar services to  
23 be performed for others during this Agreement; provided, however, that Consultant acts in  
24 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  
27 on Consultant's behalf; and (c) City will not provide and Consultant is not entitled to any of  
28 the usual and customary rights, benefits or privileges of City employees. Consultant

1 expressly warrants that neither Consultant nor any of Consultant's employees or agents  
2 shall 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 i. Commercial general liability insurance (equivalent in  
12 scope to ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less  
13 than \$1,000,000 per each occurrence and \$2,000,000 general aggregate.  
14 This coverage shall include but not be limited to broad form contractual  
15 liability, cross liability, independent contractors liability, and products and  
16 completed operations liability. City, its boards and commissions, and their  
17 officials, 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 City, its boards and commissions, and their officials,  
23 employees and agents. This policy shall be endorsed to state that the insurer  
24 waives its right of subrogation against City, its boards and commissions, and  
25 their officials, employees and agents.

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

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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 \$1,000,000 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 \$500,000 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 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 Consultant guarantees that Consultant will provide to City evidence of uninterrupted, continuing coverage for a period of not less than three (3) years, commencing on the date this Agreement expires or is terminated.

E. Consultant shall require that all subconsultants or contractors that 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, 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 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. Consultant further certifies that Consultant does not now have and shall  
13 not acquire any interest, direct or indirect, in the area covered by this Agreement or any  
14 other source of income, interest in real property or investment which would be affected in  
15 any manner or degree by the performance of Consultant's services hereunder. And,  
16 Consultant shall obtain similar certifications from Consultant's employees, subconsultants  
17 and contractors.

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

22           9. OWNERSHIP OF DATA. All materials, information and data  
23 prepared, developed or assembled by Consultant or furnished to Consultant in connection  
24 with this Agreement, including but not limited to documents, estimates, calculations,  
25 studies, maps, graphs, charts, computer disks, computer source documentation, samples,  
26 models, reports, summaries, drawings, designs, notes, plans, information, material and  
27 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,  
28 and City shall have the unrestricted right to use and disclose the Data in any manner and

1 for any purpose without payment of further compensation to Consultant. Copies of Data  
2 may be retained by Consultant but Consultant warrants that Data shall not be made  
3 available to any person or entity for use without the prior approval of City. This warranty  
4 shall survive termination of this Agreement for five (5) years.

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

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

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



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13. ADDITIONAL COSTS AND REDESIGN.

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

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

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

15. LAW. This Agreement shall be construed in accordance with the laws of the State of California, and the venue for any legal actions brought by any party with respect to this Agreement shall be the County of Los Angeles, State of California for state actions and the Central District of California for any federal actions. Consultant shall cause all work performed in connection with construction of the Project to be performed in compliance with (1) all applicable laws, ordinances, rules and regulations of federal, state, county or municipal governments or agencies (including, without limitation, all applicable federal and state labor standards, including the prevailing wage provisions of sections 1770 *et seq.* of the California Labor Code); and (2) all directions, rules and regulations of any fire

1 marshal, health officer, building inspector, or other officer of every governmental agency  
2 now having or hereafter acquiring jurisdiction.

3 16. PREVAILING WAGES.

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

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

21 17. 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 18. 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, arising or alleged to have arisen, in whole or in part, out of or  
2 in connection with (1) Consultant's breach or failure to comply with any of its  
3 obligations contained in this Agreement, including any obligations arising from the  
4 Project's compliance with or failure to comply with applicable laws, including all  
5 applicable federal and state labor requirements including, without limitation, the  
6 requirements of California Labor Code section 1770 *et seq.* or (2) negligent or willful  
7 acts, errors, omissions or misrepresentations committed by Consultant, its officers,  
8 employees, agents, subcontractors, or anyone under Consultant's control, in the  
9 performance of work or services under this Agreement (collectively "Claims" or  
10 individually "Claim").

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

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

25 D. The provisions of this Section shall survive the expiration or  
26 termination of this Agreement.

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

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

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20. NONDISCRIMINATION.

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

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

21. EQUAL BENEFITS ORDINANCE.

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

A. During the performance of this Agreement, the Consultant certifies and represents that the Consultant will comply with the EBO. The

1 Consultant agrees to post the following statement in conspicuous places at its place  
2 of business available to employees and applicants for employment:

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

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

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

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

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

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

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23. COPYRIGHTS AND PATENT RIGHTS.

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

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

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

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

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

26. CONTINUATION. Termination or expiration of this Agreement shall

1 not affect rights or liabilities of the parties which accrued pursuant to Sections 7, 10, 11,  
2 17, 19, 22 and 28 prior to termination or expiration of this Agreement.

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

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

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

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

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

STEWART TITLE OF CALIFORNIA, INC.,  
a California corporation

Nov 20, 2018

By [Signature]  
Name Loretta Granger-Medrano  
Title Vice-President

Nov. 29, 2018

By [Signature]  
Name Mia Courtney  
Title Asst. Corporate Secretary

**Tom Modica**  
**Assistant City Manager**

"Consultant"

**EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER**

CITY OF LONG BEACH, a municipal  
corporation

Feb 21, 2018  
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By [Signature]  
City Manager

"City"

This Agreement is approved as to form on Dec-4, 2018.

CHARLES PARKIN, City Attorney

By [Signature]  
Deputy



# EXHIBIT "A"

## Scope of Work

## EXHIBIT A

### SCOPE OF SERVICES – TITLE & ESCROW SERVICES

Firm shall provide real estate escrow and title services, which shall include, but not necessarily be limited to the following:

#### ESCROW SERVICES

- a. Firm shall act as escrow holder between the City, Successor Agency and/or LBCIC and private parties for commercial, residential and industrial acquisitions and dispositions;
- b. Firm shall act to ensure all principals to the transaction comply with the terms and conditions of the contract/agreement as set forth and coordinate the activities of the professional service providers (lender(s), title, brokers, etc.) involved in the transaction;
- c. Firm must be knowledgeable of California Escrow Law;
- d. Firm shall have at least one escrow officer with a minimum of five or more years of experience handling escrows for commercial, industrial and residential properties with appropriate licenses to operate in California.
- e. Firm shall be capable of providing services for escrowed funds disbursed or held on a long-term basis; and
- f. Firm shall be capable of accommodating gap, or New York style, closings.

#### PRELIMINARY REPORTS

Each preliminary report shall

- a. Be prepared in standard industry format;
- b. State the type of interest the report covers;
- c. Identify and describe the property covered;
- d. State the ownership interest of record;
- e. Include all matters of record affecting the property covered;
- f. Include an assessor's map identifying the property;
- g. Be reviewed by the title officer for errors and accuracy;
- h. Be provided to client within ten calendar days after receipt of request;
- i. Be available in electronic format with links to the underlying documents.

Firm shall:

- j. Confirm receipt of open order via e-mail to the City within 24 hours of receipt of request;
- k. Have the ability to expedite processing of report upon client's request;
- l. Supply copy of underlying documents noted in report to client upon request via email;
- m. Provide client four copies of report; and
- n. Provide client digitized version of report via e-mail.

## **LITIGATION GUARANTEES**

Each litigation guarantee (guarantee) shall:

- a. Be prepared in standard industry format;
- b. State the type of interest the report covers;
- c. Identify and describe the property covered;
- d. Note the value, purpose and intended use of the guarantee;
- e. List the names and addresses of parties with interest in the property as shown on the latest equalized tax roll;
- f. List the names and addresses of all entities lawfully required to receive notice of a hearing on a Resolution of Necessity;
- g. Include all matters of record affecting the property covered;
- h. Include an assessor map identifying the property; and
- i. Be reviewed by the title officer for errors and accuracy.

Firm shall:

- j. Provide the City with four copies of the guarantee;
- k. Provide client with a digitized version of the guarantee via e-mail;
- l. Provide guarantee to client within twenty-one calendar days of receipt of request;
- m. Expedite processing of guarantee upon client's request;
- n. Supply copy of all underlying documents referenced in guarantee to client upon request via e-mail; and
- o. Provide client copy of equalized tax roll.

## **POLICY OF INSURANCE OF RECORD TITLE (PIRT) POLICIES**

Each preliminary report shall:

- a. Be prepared in standard industry format;
- b. State the type of interest the report covers;
- c. Identify and describe the property covered;
- d. State the ownership interest of record;
- e. Include all matters of record affecting the property covered;
- f. Be reviewed by the title examiner for errors and accuracy; and
- g. Be provided to client within five calendar days after receipt of request.

Firm shall:

- h. Confirm receipt of open order via e-mail to client within 24 hours of receipt of request;
- i. Have the ability to expedite processing of report upon client's request;
- j. Supply copy of underlying documents noted in report to client upon request via email;
- k. Record all documents related to the policy (i.e. Deed of Trust, Quitclaim Deed, CC&R's, etc);
- l. Provide client four copies of report; and
- m. Provide client digitized version of report via e-mail.

## **MAPPING/ENGINEERING SERVICES**

Firm shall:

- a. Provide mapping and engineering services for plotting of easements, preparation and/or review of legal descriptions, researching boundary and access problems, reviewing ALTA Surveys for off-record matters, and checking parcel maps/tract maps for insurability;
- b. Provide plotting of easements within 10-20 calendar days after receipt of request; and
- c. Provide minimum of four color coded copies of plotted easements.

## **CUSTOMER SERVICE DEPARTMENT**

Firm shall:

- a. Provide client with personnel experienced in all aspects of searching and obtaining copies of public record documents, including those pertaining to municipal or government owned properties;
- b. Provide copies of public record documents via e-mail as expeditiously as possible; and
- c. Provide client with access to firm's web site with ability to obtain ownership and property data at **no cost**.

## **ADDITIONAL SERVICES REQUIRED**

Firm shall have:

- a. The ability to expertly assist staff and/or handle municipal real estate escrow and title transactions, including but not limited to the eminent domain process and Chapter 8 acquisitions;
- b. The ability to provide staff experienced in complex commercial, residential and high-liability transactions with the ability to offer alternative underwriting solutions; and
- c. The ability to provide highly experienced underwriting counsel with the experience and authority to tackle difficult underwriting issues quickly and responsibly.

# EXHIBIT "B"

Rates or Charges

EXHIBIT B



Section 10 Cost

ESCROW FEES

Escrow Service Fee	\$2.00 per thousand of sales price +\$800.00 base, ½ charged to seller, ½ Charged to buyer. \$500.00 minimum per side, buyer and seller.
Loan Tie In Fee	\$150.00
FedEx Fee	\$20.00
Wire Fee	\$25.00 Each
Document Preparation	\$50.00 Per Document
Electronic Download Fee	\$50.00 Per Loan Document
Demand/Payoff Order/ Processing Fee	\$50.00 Per Demand
HOA Demand Order/Processing Fee	\$50.00 Per HOA
NSF Check Fee	\$25.00
Interest Bearing A/C Set Up Fee	\$50.00

# EXHIBIT "C"

City's Representative:

Mary Frances Torres, Project Manager

(562) 570-6846

# EXHIBIT "D"

Materials/Information Furnished: None



# EXHIBIT "E"

Consultant's Key Employee:

Thomas Slyman, Account Manager