

AGREEMENT

33924

THIS AGREEMENT is made and entered, in duplicate, as of June 5, 2015 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on April 7, 2015, by and between WESTGROUP DESIGNS, INC., a California corporation ("Consultant"), with a place of business at 19520 Jamboree Road, Suite 100, Irvine, California 92612, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, the City requires specialized services requiring unique skills to be performed in connection with space planning consulting 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 One Hundred Thousand Dollars (\$100,000), 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

1 of 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.
3 In the event that the City Council of the City fails to appropriate the necessary
4 funds for any fiscal year, then, and in that event, the Agreement will terminate at
5 no 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
15 with 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

insurance has been delivered to and approved by the City.

2. TERM. The term of this Agreement shall commence at midnight on April 1, 2015, and shall terminate at 11:59 p.m. on March 31, 2018, unless sooner terminated as provided in this Agreement, or unless the services or the Project is completed sooner. The parties have the option to extend the term for one additional year.

3. COORDINATION AND ORGANIZATION.

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

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

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

1 Consultant is not entitled to any of the usual and customary rights, benefits or privileges
2 of City employees. Consultant expressly warrants that neither Consultant nor any of
3 Consultant's employees or agents shall represent themselves to be employees or agents
4 of City.

5 5. INSURANCE.

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

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

1 (b) Workers' Compensation insurance as required by the California
2 Labor Code and employer's liability insurance in an amount not less than
3 \$1,000,000. This policy shall be endorsed to state that the insurer waives
4 its right of subrogation against City, its boards and commissions, and their
5 officials, employees and agents.

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

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

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

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

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

1 commencing on the date this Agreement expires or is terminated.

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

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

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

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

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

employees. Consultant shall not assign its rights or delegate its duties under this Agreement, or any interest in this Agreement, or any portion of it, without the prior approval of City, except that Consultant may with the prior approval of the City Manager of City, assign any moneys due or to become due the Consultant under this Agreement. Any attempted assignment or delegation shall be void, and any assignee or delegate shall acquire no right or interest by reason of an attempted assignment or delegation. Furthermore, Consultant shall not subcontract any portion of its performance without the prior approval of the City Manager or designee, or substitute an approved subconsultant or contractor without approval prior to the substitution. Nothing stated in this Section shall prevent Consultant from employing as many employees as Consultant deems necessary for performance of this Agreement.

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

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

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

1 the Data in any manner and for any purpose without payment of further compensation to
2 Consultant. Copies of Data may be retained by Consultant but Consultant warrants that
3 Data shall not be made available to any person or entity for use without the prior approval
4 of City. This warranty 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 thirty (30) 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
11 effective date of termination, Consultant shall deliver to City all Data developed or
12 accumulated in the performance of this Agreement, whether in draft or final form, or in
13 process. And, Consultant acknowledges and agrees that City's obligation to make final
14 payment is conditioned on Consultant's delivery of the Data to the City.

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

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

disclosed pursuant to subpoena or court order.

13. ADDITIONAL COSTS AND REDESIGN.

A. Any costs incurred by the 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 the 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 governed by and construed pursuant to the laws of the State of California (except those provisions of California law pertaining to conflicts of laws). Consultant shall comply with all laws, ordinances, rules and regulations of and obtain all permits, licenses, and certificates required by all federal, state and local governmental authorities.

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

17. INDEMNITY.

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

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

7 E. The provisions of this Section shall survive the expiration or
8 termination of this Agreement.

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

11 19. NONDISCRIMINATION.

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

22 B. It is the policy of City to encourage the participation of
23 Disadvantaged, Minority and Women-owned Business Enterprises in City's
24 procurement process, and Consultant agrees to use its best efforts to carry out
25 this policy in its use of subconsultants and contractors to the fullest extent
26 consistent with the efficient performance of this Agreement. Consultant may rely
27 on written representations by subconsultants and contractors regarding their
28 status. Consultant shall report to City in May and in December or, in the case of

1 short-term agreements, prior to invoicing for final payment, the names of all
2 subconsultants and contractors hired by Consultant for this Project and information
3 on whether or not they are a Disadvantaged, Minority or Women-Owned Business
4 Enterprise, as defined in Section 8 of the Small Business Act (15 U.S.C. Sec.
5 637).

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

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

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

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

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

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

28 E. If the City determines that the Consultant has set up or used

1 its contracting entity for the purpose of evading the intent of the EBO, the City may
2 terminate the Agreement on behalf of the City. Violation of this provision may be
3 used as evidence against the Consultant in actions taken pursuant to the
4 provisions of Long Beach Municipal Code section 2.93 et seq., Contractor
5 Responsibility.

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

14 22. COPYRIGHTS AND PATENT RIGHTS.

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

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

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

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23. 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.

24. 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.

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

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

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.

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

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.

WESTGROUP DESIGNS, INC., a California corporation

By [Signature]
Name PERIUMA HASEAN
Title MANAGING PRINCIPAL

By [Signature]
Name SHARAD GHANZARI
Title V.P.

"Consultant"

CITY OF LONG BEACH, a municipal corporation

By [Signature] EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.
City Manager

Assistant City Manager

"City"

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

2015.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

EXHIBIT “A”

Scope of Work

EXHIBIT A SCOPE OF SERVICES

TYPES OF WORK

The architectural, space planning and engineering services to be provided hereunder shall include, but not be limited to, the following types of work:

- a) Preparation of plans, specifications and cost estimates for commercial, office, residential and industrial properties; parking lots; heating, ventilation and air conditioning systems; technology relocation; and street and area lighting systems, and any other improvement projects upon request. Ensure compliance with all current codes and standards.
- b) Coordination with Consultants and property owner's representative(s) to resolve construction problems, and to advise and assist City, Successor Agency and/or LBCIC personnel in the inspection of installations.
- c) Preparation of various reports and other related duties, as required.

BASIC SERVICES

Space planning and architectural consulting services, including related engineering services, for some or all phases of a project and shall include, but not necessarily be limited to, the following activities:

- 1) Site Analysis:
 - a. Perform site analysis during initial design work and meet with various City departments, Successor Agency and/or LBCIC to discuss their specific space requirements.
- 2) Conceptual Layouts/Space Planning
 - a. Prepare alternative preliminary space layouts, including engineering details and engineering calculations, and estimates of probable costs for each alternative.
 - b. Present information to the City, Successor Agency and/or LBCIC along with the advantages and disadvantages of each alternative plan.
- 3) Permits/City Approvals (City as regulatory agency)
 - a. Assist the City department, Successor Agency and/or LBCIC in obtaining entitlements, permits and other City approvals, as required.
- 4) Engineering
 - a. Provide architectural, structural, mechanical and electrical engineering services, as well as cost estimating services during the schematic design, design development and construction document phases.

- b. Work products shall include engineering details, engineering calculations, architectural plans and elevations, material specifications, costs estimates, and final plans and specifications.
- c. Prior to acceptance of design, Consultant is to prepare a summary report detailing the effort of utility coordination, IT coordination and due diligence for the City, Successor Agency, and/or LBCIC's review and acceptance.
- d. Third-party cost estimate and constructability review may be included in the design effort at the City, Successor Agency and/or LBCIC's request.
- e. All submittals must comply with the City, Successor Agency and/or LBCIC's current record management requirements.

5) Schematic Design

- a. Develop schematic design site plan drawings illustrating the scale and relationship of project components.

6) Design Development

- a. Prepare design development package consisting of 1) drawings and other documents that outline repairs or solutions and describe the size and character of the project with respect to architectural, interior, structural, mechanical and electrical systems; 2) materials and 3) other required elements based on the approved schematic design documents.
- b. Designs must comply with the current Building codes and any other City requirements.
- c. Additional site visits and coordination with the client City department, Successor Agency and/or LBCIC will be required to ensure that design development meets the department's needs.

7) Construction Documents

- a. Prepare construction documents consisting of plans and specifications, calculations and cost estimates setting forth in detail the requirements for the construction of the project based on the approved schematic design and design development documents.
- b. The construction documents will include, but not be limited to, plans, details and specifications for structural, electrical, mechanical, plumbing, ADA requirements, parking, and landscaping; all fully coordinated with the architectural design.
- c. A refined cost estimate based on the final construction documents shall also be prepared.
- d. There shall be no additional costs due to revisions of the drawings to bring the design up to code compliance.
- e. Assist the City department, Successor Agency and/or LBCIC in obtaining reviews and approvals from applicable public agencies for design reviews, plan checks and permits including, but not limited to, the Parks, Recreation and Marine Department, Public Works Department, City and County Health Departments, Department of Development Services, and Fire Department.

- f. Assist the City, Successor Agency and/or LBCIC in obtaining all required permits, reports and other information in order to bid the project. The City, Successor Agency, LBCIC, and/or landlord, will pay all permit fees.
- g. The Consultant shall be required to provide continued communication and feedback, once a week, with various City, Successor Agency and/or LBCIC personnel throughout the process in order to provide a cost-effective and quality design that meets the needs of the client department(s).

8) Bidding

- a. At the City's sole discretion, assist the City department, Successor Agency and/or LBCIC in preparing bid documents and packages, answering bidders' questions, scheduling, attending pre-bid conferences and job/site walks, preparing addenda, preparing bid analyses, and reviewing and responding to bidder submittals such as shop drawings, product data, samples, and proposed equivalent products and materials.

9) Construction and Construction Management

- a. At the City's sole discretion, prepare "as-built" drawings, in current approved CAD format, as required and visit the construction site as needed to monitor the quality of the work and to resolve construction issues. Assist the engineer, Consultant and inspector with interpretation of plans and specifications, analysis of changed conditions, development of corrective actions, review of shop drawings and other submittals, and the review, negotiation and preparation of change orders.
- b. Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget, to provide weekly estimates of percent of work completed, and approve all vendor invoices for submittal to the City, Successor Agency, LBCIC and/or landlord.

10) Move Management Services

- a. Survey all existing items to relocate.
- b. Meet with client and the client's furniture vendor to verify the placement of all items to move.
- c. Prepare move plans to show numbering system for ease of labeling boxes and items to move.
- d. Prepare "move in" sketches for mover use, showing office and common area layouts.
- e. Coordinate PC and telephone moves, via a City Technology Services Request, with the City's Telecommunication Services and Customer Services Divisions and instruct staff in preparing for the move, providing a two (2) week lead time.
- f. Label and prepare all items to move, providing a 2-week lead time.
- g. Coordinate and closely supervise move labor.
- h. Be responsible for all post-move follow-up.

11) Special Services

- a. Complete State of California ADA surveys.
- b. Provide value engineering services upon request.

MISCELLANEOUS

- 1) All plans and other documents prepared by the Consultant on behalf of the City, Successor Agency and/or LBCIC shall become the sole property of the City of Long Beach, the Successor Agency of the Redevelopment Agency of the City of Long Beach and/or The Long Beach Community Investment Company.
- 2) All documents and files must comply with current requirements set forth by the various entities for record retention.
- 3) The City, Successor Agency and/or LBCIC shall preselect individuals by review of their résumés. If, after a period of time, the City, Successor Agency and/or LBCIC is not satisfied with the work or progress of the individual, another individual shall be furnished by the selected firm. Individuals, once selected, shall not be replaced, unless approved by the City, Successor Agency and/or LBCIC.
- 4) All architectural and engineering details and calculations shall be based on the current Uniform Building Code, Standard Specifications for Public Works Construction, CCR Title 24, California Access Code, Americans with Disabilities Act, National Electrical Code, Uniform Mechanical Code, National Fire Protection Association, and all other applicable local, county, state and federal codes and regulations.
- 5) The Consultant shall possess appropriate architectural and engineering licenses to be deemed qualified to perform the services outlined in this scope of work.
- 6) The architects and engineers in the firm must be licensed and legally qualified in the State of California to practice the work for which consideration is requested.

EXHIBIT “B”

Rates or Charges

CITY OF LONG BEACH
RFP NO. PW14-050
SPACE PLANNING & ARCHITECTURE

HOURLY RATES

PRINCIPAL IN CHARGE.....	\$200
PRINCIPAL.....	\$180
PROJECT MANAGER.....	\$150
DESIGN DIRECTOR.....	\$150
PROJECT ARCHITECT.....	\$135
QA/QC.....	\$135
DIRECTOR OF PRODUCTION.....	\$135
CONSTRUCTION ADMINISTRATOR.....	\$130
SPEC. WRITER.....	\$125
TECHNICAL SPECIALIST I.....	\$100
TECHNICAL SPECIALIST II.....	\$90
TECHNICAL SPECIALIST III.....	\$80
ADMINISTRATIVE.....	\$65

EXHIBIT “C”

City’s Representative:

Mary Torres, Project Manager

Economic and Property Development

(562) 570-6846

EXHIBIT “D”

Materials/Information Furnished: None