

City of Hermosa Beach & Hermosa Beach City School District

May 7, 2019

REQUEST FOR PROPOSALS (RFP) FOR: Neighborhood Traffic Management Plan for the North Elementary School Project Jointly Issued by the City of Hermosa Beach and Hermosa Beach City School District

NOTICE IS HEREBY GIVEN that the City of Hermosa Beach and the Hermosa Beach City School District are seeking proposals from qualified individuals or firms to prepare a Neighborhood Traffic Management Plan for the North Elementary School Project. Proposer(s) must have the expertise, experience and demonstrated resources available to perform the work described in the RFP. The complete RFP may be found on the City's website at the following location: <http://www.hermosabch.org/index.aspx?page=667> or the School District's website at: <https://www.hbcasd.org/District/28131-Bids-Proposals.html>.

Description of Project

The City of Hermosa Beach and the Hermosa Beach City School District are seeking proposals from qualified firms to prepare a Neighborhood Traffic Management Plan for the neighborhood surrounding North Elementary School. In June 2016 the voters of Hermosa Beach passed Measure S and the Hermosa Beach City School District created the Measure S School Facilities Program which calls for the reconstruction of North School and the revitalization/modernization of the School District's two current schools. The project involves construction of a two-story classroom and administration building (main building) along 25th Street in Hermosa Beach. These facilities are designed to accommodate a maximum enrollment of 510 students, though 300-400 students is the anticipated enrollment, and will accommodate the District's third and fourth-grade students. Additionally, a multipurpose building along 26th Street, a parking lot with 41 stalls in the western portion of the site, play areas in the eastern portion of the site, and associated improvements, including an on-street passenger loading area on 25th Street.

Pursuant to the Environmental Impact Report for the project and a Memorandum of Understanding between the City and the School District, the parties are jointly engaging in the preparation of a Neighborhood Traffic Management Plan (NTMP). The NTMP is intended to serve as an iterative plan to identify operational traffic concerns on adjacent streets resulting from the Project and ways to manage them accordingly. This RFP is for the preparation of that plan.

RFP Timeline

RFP posted	Tuesday May 7, 2019
Deadline to submit written questions	Friday May 17, 2019
Posting of responses to questions	Tuesday May 21, 2019
Deadline to submit proposals	Tuesday May 28, 2019 - 5 PM PST
Interviews (if needed)	Monday June 3, 2019
Tentative award	Week of June 10, 2019

Submittal Procedures

No proposals will be accepted after the listed date and time. All proposals must be clearly marked with the project title and RFP number and submitted in a sealed envelope. Failure to identify the proposal on the envelope may result in disqualification of the proposal. The format, content, and procedures for submitting a proposal are provided in further detail within the RFP.

Contact

This proposal and project will be jointly managed by the City of Hermosa Beach and Hermosa Beach City School District. Please direct any inquiries regarding this RFP to Leanne Singleton at lsingleton@hermosabch.org AND Pat Escalante at pescalante@hbcasd.org. All questions regarding the content of the proposal should be submitted in writing to the listed email addresses and sent no later than the date and time listed in the RFP Timeline. Responses to questions will be distributed to registered bid holders and posted to the City and District websites.



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1 Introduction

1.1 Invitation for Proposals

The City of Hermosa Beach and the Hermosa Beach City School District are seeking proposals from qualified individuals or firms to prepare a Neighborhood Traffic Management Plan for the North Elementary School Project. Proposer(s) must have the expertise, experience and demonstrate resources available to perform the work described in the RFP.

1.2 RFP Timeline

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1.3 General RFP Conditions

The following instructions and conditions apply to this RFP:

Pre-Contractual Expenses

The City of Hermosa Beach and Hermosa Beach City School District shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFP.
- Submitting that proposal.
- Negotiating any matter related to this RFP, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFP and/or Not Award Contract

The City and School District reserve the right to withdraw this RFP at any time for any reason without prior notice. Further, the City and School District make no representations that any agreement will be awarded to any consultant responding to this RFP. The City and School District expressly reserve the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s). The release of this RFP does not obligate or compel the City or School District to enter into a contract or agreement.

Authority to Revise RFP and Request Additional Information

The City and School District reserve the rights to amend the RFP at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary to issue addendums to this RFP during the proposal period, the known holders of this RFP will be notified and addendums posted to the City and School District websites. Proposals shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form. The City and School District reserve the right, to request additional information or clarifications from consultants where it may serve their best interest.

*Other Conditions*

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** City and School District reserve the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous proposal after consideration of all criteria.
- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City or School District have been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposals, consultant declares and warrants that no elected or appointed official, officer or employee of the City or School District, during the term of his/her service shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City and School District may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City and School District may rely that the consultant has thoroughly examined and is familiar with the RFP documents. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFP DOCUMENTS.** City and School District reserve the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other RFP documents, or finds discrepancies or omissions in the specifications, the person may submit a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to, the scope of work, can be made only by written addendum issued. Proposers shall submit all questions in writing

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to the contact listed in the announcement. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When interpretations are considered necessary, interpretations will be in the form of an addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each consultant to ensure their correct business name, mailing address and e-mail address are on file. Any prospective consultants who obtained a set of RFP documents are responsible for advising the City and School District that they have a set of RFP documents and wish to receive subsequent Addendums.

- **IRREGULARITIES.** City and School District reserve the right to waive non-material irregularities if such would be in the best interest as determined by the City Manager and School District Superintendent.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City and School District make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City and School District reserve the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFP process become the property of the City and School District upon submission. All bid proposals and documents submitted in response to this RFP shall become the property of the City and School District and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary, and the City and the School District may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City and School District agree with that designation, such information will be held in confidence whenever possible and if in compliance with the California Public Records Act and any other applicable law. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement with the City and School District. Any proposed change to the agreement shall be identified in the response to the Request for Proposals (RFP) and shall be subject to the approval of the City and School District. The City and School District require the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authorities.



- **PUBLIC RECORD.** All proposals submitted in response to this RFP will become the property of the City and School District upon submittal and a matter of public record pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City and School District in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City and the School District of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFP for which each proposed sub consultant would perform services. If a sub consultant for work services to be performed exceeds \$25,000 the sub consultant must contain all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants' authorized representative may withdraw Proposals only by written request before the Proposal Submittal Deadline.

2 Project Description

2.1 Characteristics and Project Location

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the "South Bay" area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The city limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles.

In June 2016 the voters of Hermosa Beach passed Measure S and the Hermosa Beach City School District created the Measure S School Facilities Program which calls for the reconstruction of North School and the revitalization/modernization of the School District's two current schools.

North Elementary School is located at 417 25th Street in the northern part of Hermosa Beach, north of 25th Street, east of Myrtle Avenue, south of 26th Street, and west of Valley Park. Morningside Drive dead-ends at the southeast edge of the site and picks up north of the site at the intersection of 26th Street. The streets directly adjacent to the school are narrow residential streets and the nearest arterial streets are Gould Avenue to the north and Valley Drive to the east.

The project involves construction of a two-story classroom and administration building (main building) along 25th Street. These facilities are designed to accommodate a maximum enrollment of 510 students, though 300-400 students is the anticipated enrollment, and will accommodate the District's third and fourth-grade students. Additionally, a multipurpose building along 26th Street, a parking lot with 41 stalls in the western portion of the site, play areas in the eastern portion of the site, and associated improvements, including an on-street passenger loading area on 25th Street. Vehicular access to the site would be from 25th and 26th

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streets; pedestrian access would be from four access points: 25th Street with direct access from the proposed passenger loading area on 25th Street, 26th Street at the eastern perimeter of the parking lot with direct access from the proposed passenger loading area on Myrtle Avenue, 26th Street at the intersection of Morningside Drive, and end of the cul-de-sac on 26th Street in the southeast portion of the campus.

To comply with the California Environmental Quality Act (CEQA), the School District prepared an Environmental Impact Report (EIR) for the North School Reconstruction Project and took action to certify the Final EIR and approve the project on January 9, 2019. Following the certification of the EIR, the City and School District entered into a Memorandum of Understanding demonstrating the commitment to work together collaboratively to safely manage transportation, traffic, and student loading and unloading activities, primarily through the development and implementation of a Neighborhood Traffic Management Plan (NTMP).

As articulated in the MOU and as required under Mitigation Measure TRAF-5(d) in the Final EIR, the NTMP is intended to serve as an iterative plan to identify operational traffic concerns on adjacent streets resulting from the Project and ways to manage them accordingly. The MOU describes a process where the City and School District mutually agree on the scope of work to be contained within a request for proposals to jointly hire the traffic engineer, transportation planner, and/or third-party expertise needed to manage the preparation of the NTMP.

2.2 Project Goals & Study Boundary

The City of Hermosa Beach and the Hermosa Beach City School District are seeking proposals from qualified firms to prepare a Neighborhood Traffic Management Plan for the neighborhood surrounding North Elementary School that achieves the following goals:

- Identifies solutions that will enhance public safety and traffic flow at North School without causing delays in the school's construction, which may include additional offsite loading and unloading zones on public property.
- Maximizes the efficient use of limited funds of the City and School District and leverages outside funding opportunities.
- Utilizes a collaborative process to incorporate City, School District, and community input on the design and operation of transportation facilities and traffic concerns.
- Complies with the conditions set forth in the MOU and the Mitigation Monitoring and Reporting Program for the North School EIR.
- Can be completed by March 31, 2020, including adoption of plan by both the School Board and City Council.

The project study area is limited to the street segments and intersections within the geographic area studied within the project EIR.

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Map of Neighborhood Traffic Management Plan Study Area



2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- [North School Project Environmental Impact Report](#), certified January 2019
- [Hermosa Beach City-School District Memorandum of Understanding](#), signed February 2019
- [PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program](#), adopted August 2017
- [PLAN Hermosa Environmental Impact Report](#), certified August 2017
- [South Bay Bicycle Master Plan - Hermosa Beach Chapter](#), adopted August 2011
- [Hermosa Beach 2018/19 Capital Improvement Program](#), adopted June 2018
- [City of Hermosa Beach Engineering and Traffic Speed Survey](#), adopted August 2016
- [Pavement Management Plan](#), adopted October 2017

2.4 Proposed Scope of Work

The development of the Neighborhood Traffic Management Plan should consist of the following components or steps. The proposer's Approach to the Scope of Work, Deliverables, Budget, and Schedule should incorporate these items as well as any community engagement efforts that are expected to occur.

The City is looking for creativity from proposers to provide, manage, and oversee an approach that will result in the efficient and effective development or provision of services. The City is therefore open to proposers identifying a different organization of tasks, or recommending the addition or removal of tasks, so long as the project objectives are met, and the rationale for additions or removal are clearly articulated.

1. Project Management & Administration

- Kick-Off Meeting & Study Area Tour*
- Monthly Progress Meetings*
- Project Invoicing & Reporting*

2. Community Engagement

The City and School District have committed to jointly hold at least two (2) community meetings and the formation of a stakeholder group to share information and gather public input on relevant topics including peak traffic surge, speed, safety, sight distance, anticipated and proposed student loading and unloading locations, and parent and resident concerns that might deter walking and biking to school or use of certain routes to/from the Project. Consultant must provide an individual or team with demonstrated expertise and qualifications to facilitate and manage the community engagement process. Consultant must work with the City and District designees to develop a viable communications plan to engage community stakeholders.

- Stakeholder Group Facilitation*
- City-School Compact Meeting(s)*
- Community Meeting 1*



d. *Community Meeting 2*

3. Data Collection & Analysis

The consultant will collect and evaluate relevant data including, as appropriate: Speed surveys, traffic volume counts, traffic queueing, reported accidents, bicycle routes, pedestrian activity, impacts on neighboring streets or other Hermosa Schools, and suitable offsite student loading and unloading locations. To the extent feasible, existing data available from the School District or the City should be utilized for analysis rather than collecting new data. Section 2.3 Relevant Plans, Programs, Policies, or Projects includes a number of documents in which data has been recently collected on traffic volume, speed, traffic collisions, and safe routes to school interest/participation. Consultant shall provide written documentation to support all planning assumptions used including cost data, design standards, projections and other evaluation performed. All documented work product created or used by the consultant shall be provided to the City and District upon request and shall be deemed property of the City and District.

4. Measure Identification & Evaluation

a. *Measure Identification*

The NTMP will incorporate projects and programs identified as mitigation measures within the EIR including the effect of a staggered bell schedule and development of Recommended Vehicle Travel Routes Map, Pedestrian School Route Plan, and Transportation Management Program. The NTMP will additionally include capital projects and other physical measures to facilitate and address offsite student loading and unloading, including consideration of nearby City properties around Valley Park such as the Kiwanis/Rotary parking lot and parking along Gould Ave, that would be jointly funded consistent with the Cost Sharing provision of this MOU. Such capital projects may include improvements to Valley Park and other City and/or District real property and other measures may include, but are not limited to:

- Painting curbs red;
- Installing additional traffic control improvements, off-site loading areas, and crossing guards, if needed.
- Installing additional stop or yield signs to restrict turning movements during peak traffic periods.
- Restricting more on-street parking during peak traffic periods.
- Widening the passenger loading zone on Myrtle.

b. *Measure Prioritization*

Once a range of potential measures have been identified, the consultant will perform an evaluation of the measures to refine, prioritize, or eliminate potential measures based on an established set of criteria to create a suite of recommended projects or programs. Potential criteria for evaluating and prioritizing management measures includes the following:

- Effect on student safety;
- Effect on emergency response;
- Cost-effectiveness;
- Ease of implementation;
- Effects on non-project transportation and traffic;
- Speed to implement; and



- Permanency of solution.

5. Draft Neighborhood Traffic Management Plan

a. Preliminary Engineering & Program Design for Recommended Measures

The top measures identified and prioritized in Task 4 that involve capital improvements or construction will be incorporated into the NTMP and should be designed with sufficient detail to accurately identify the associated costs (and sharing based on added impacts arising from incremental increases caused by the project as further addressed in section 5(b)) and efficiently submit materials for grant applications.

b. Cost Sharing Allocation & Identification of Grant Funding Opportunities

The NTMP will include a section identifying the appropriate cost-sharing formulas to assign responsibility for implementation by the City and School District. This section will additionally include recommendations of grant funding opportunities that the identified projects may be good candidates for pursuit of funding.

c. Adaptive Management Plan for Monitoring & Re-Evaluation

The NTMP will include a schedule for monitoring and periodic review of the measures prescribed in this NTMP, including periodic assessment of performance metrics, thresholds, technology, and data used to identify necessary changes to the Transportation Program, NTMP, Travel Routes, and Pedestrian Routes. Metrics to be used to identify such changes shall include surveys and monitoring to determine how students get to and from the Project, length and duration of queues at student loading and unloading locations, and levels of service (“LOS”) at roadways and intersections surrounding the Project.

6. Board, City Council, and Commission Review & Approvals

The initial development of the NTMP, and any subsequent revisions, shall be approved by the City Council, all appropriate City commissions (likely the Public Works Commission), and the School District Board. Consultant shall participate in the approval process.

7. Development of Pedestrian School Route Plan, Recommended Vehicle Travel Routes Map, and Transportation Management Program

As part of or upon completion of the Neighborhood Traffic Management Plan, the City and School District may elect to utilize the expertise of the hired consultant to assist in the development of the Pedestrian School Routes Plan, Recommended Vehicle Travel Routes Map, and Transportation Management Program which have been defined as mitigation measures in the Certified EIR for North School. Proposers should include this work as an optional task in their proposed approach, schedule, and budget.

2.5 Work to be Performed or Provided by the City/School District

The City and School District will perform the following tasks or functions related to this project. Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work and list any resources, assistance or other items expected to be provided by City or School District beyond those listed in Section 2.5.

1. Process, distribute, and respond to data and information requests from the consultant.



2. Post/distribute public information announcements, website updates, workshop agendas/reports.
3. Prepare and execute Agreements with all entities.
4. Schedule times and facilities reservations for meetings and workshops.
5. Upon contract award, City/School District will provide copies of available records.
6. Act as liaison with the appropriate decision making bodies.

3 Proposal Submittal Instructions

3.1 Proposal Format

Proposals must be submitted in a sealed envelope or box bearing the name of the consultant, clearly marked, and submitted only to the following address:

Neighborhood Traffic Management Plan
for the North Elementary School Project
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach CA 90254

3.1.1 Hard Copy Proposals

Proposers shall submit **one original** and **four copies** of the proposal for a total of five bound documents. One hard copy of the cost proposal (fee schedule) shall be in a separate sealed envelope, clearly marked "Cost Proposal".

If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any copy of the proposals as the Original.

All proposals shall be submitted on standard 8.5" by 11" paper and printed double-sided. Exhibits may be 11" by 17" paper as needed. Proposers should minimize the use of plastic film/dividers and other materials that cannot be recycled.

All pages should be numbered and identified sequentially by section. Proposals shall be no more than 50 total pages (25 double-sided pieces of paper) inclusive of the cover letter and all required forms.

3.1.2 Electronic Submittal

Proposers shall submit an electronic PDF version of their proposal by email to the project contacts at singleton@hermosabch.org AND pescalante@hbcasd.org. The cost proposal shall also be submitted in the same email, but as a separate PDF attachment. Attachments may not exceed a combined total of 20 MB.

3.2 Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFP.



3.2.1 Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and summary statement of professional qualifications.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name and address.
- Name, address, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Address, telephone numbers and fax numbers of each of the proposing firm's locations.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

Consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the State, County and Local requirements, and other industry standards applicable to the project or services to be provided.

Organizational Chart

Consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City and School District are seeking an effective, efficient and creative approach to preparing work products and meeting the goals and timeline for this project. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFP. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also include proposed approaches and techniques to engagement community and stakeholders in the process of developing the project.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks recommended by the proposer to successfully achieve the project objectives.



Summary of Deliverables

Proposer should identify the major deliverables, indicate the number of drafts or versions anticipated in the scope of work and budget, and the format in which the deliverable will be provided (electronic or hard copy) for each required and optional task.

Roles and Responsibilities for City Staff

Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work. Consultant shall also list any resources, City/School District assistance or other items expected to be provided by City and School District beyond those listed in Section 2.5, "Work to be Performed or Provided by the City and School District". Consultant may additionally itemize those services which are further required but are not noted in the aforementioned paragraphs as requirements. Consultant will title this section as Additional Services.

3.2.4 Project Management Plan

Key to a creative, effective, and efficient delivery of the project is close coordination and communication between the City, School District, community, and the selected consultant. In this section, proposers should provide a project schedule, and describe the firm or project manager's approach to communications and quality assurance/quality control.

Schedule

Proposers should present a schedule that details the timing and sequence of project tasks, deliverables, and community engagement efforts. Per the terms of the Memorandum of Understanding, the City and School District must adopt the Neighborhood Traffic Management Plan no later than March 31, 2020.

Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City, School District, and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, in-person). Communications protocols for coordinating with other departments, agencies, and the community can be established during project kick-off. Please note that this project will be jointly managed by the City and the School District and proposers should be prepared to describe how communications will be approached with multiple project contacts.

Quality Assurance/Quality Control Approach

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

3.2.5 Experience and Qualifications

Proposers should include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects

Proposers should highlight representative projects that are similar in scope and size to this project to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed (if relevant)
- Contracting Agency + Department
- Project Description
- Key Personnel Assigned
- Contract Value



References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFP within the last five (5) years. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart. Consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:

- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

If sub-consultants are to be used as part of this proposal, a resume of the sub-consultant and relevant experience is to be included in the same format.

Assignment of Key Personnel

It is the City and School District's preference to have the key personnel identified in the Organizational Chart remain with the project during the term of the agreement. In this section, please indicate the availability of key personnel to pursue completion of this project in terms of the involvement in other projects that are presently in your firm's backlog.

After contract execution the Consultant should not substitute key personnel (project manager and others listed by name in the proposal) or sub-consultants without prior written approval. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.

In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the project management team for review.

3.2.6 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Proposal.** Proposer is required to sign and submit the Certification of Proposal including acknowledgement that they have received and considered any addendums issued in connection with this RFP.
- **Non-Collusion Affidavit.** Proposer is required to sign and submit the Non-Collusion Affidavit.
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement.



- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement.

3.2.7 Cost Proposal

Printed cost proposals shall be submitted in a separate sealed envelope with the proposal, labeled "Cost Proposal" and indicate the firm's name. Electronic copies of the cost proposal may be submitted in the same email but provided as a separate, clearly marked "cost proposal" PDF file.

Consultant should provide the estimated fee to successfully fulfill the Scope of Work detailed in this RFP. Required and optional tasks should be consistent with the tasks listed in the Scope of Services and be clearly marked in the fee schedule to facilitate consistent comparison of costs between proposals. The Cost Proposal should detail the scope of services by task, identifying project team members, hourly billing rates, and estimated hours per task. The Cost Proposal should also include any direct costs such as travel, equipment, printing/materials.

The Cost Proposal must also state if the proposed hourly rate(s) for key personnel is guaranteed for the term of an agreement (if awarded) or if it is subject to adjustments. If subject to adjustments, consultant must state the frequency of adjustments and how adjustments are determined.

4 Proposal Evaluation and Selection

4.1 Proposal Review Process

The City and School District will evaluate all proposals received in accordance with the evaluation criteria. The City and School District shall not be obligated to accept the lowest priced proposal, but may make award(s) in the best interests of the City and School District after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award of proposal, if one is made.

Following the review of proposals by the project management team, short-listed consultants may be invited to be interviewed by a panel of staff from the City and School District. Discussions may, at the City and School District's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City and School District will not disclose information derived from proposals submitted by competing Proposers.

The City and School District will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the recommendation. The City and School District will jointly select a consultant to negotiate for the performance of work. In negotiating the contract the City and School District may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City and School District will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

4.2 Evaluation Criteria

Proposals will be evaluated on the basis of their response to all provisions of this RFP. The City and School District will use the following criteria in its evaluation of proposals, interviews with



selected consultants, or verification of references. The categories will be weighted approximately as follows.

Approach and Methods (35%):

- A well thought-out and tailored approach to the technical work that responds to the project's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management project management plan.

Relevant Experience & Expertise (40%):

- Recent experience preparing similar projects or providing similar services for jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Timeframe and Costs (15%):

- Display of a proposed schedule and timeline that meets any specific conditions laid out in the RFP or accomplishes the project objectives in a reasonable timeframe.
- Delivery of a clear and reasonable project budget that provides sufficient detail on the costs for required and optional services.
- Evidence of the team's ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.

Administration (10%):

- Ability to comply with the timeline, terms, and billing procedures.
- The extent and nature of any proposed amendments to the Sample Professional Services Agreement.

5 Contract Expectations

5.1 Contract Period

The Contract Period will be established following submittal of proposals and be based on a reasonable amount of time needed to complete the work. Per the terms of the Memorandum of Understanding, the City and School District must adopt the Neighborhood Traffic Management Plan no later than March 31, 2020.

5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney and School District's Attorney or their designee(s) retain the discretion to accept or reject proposed exceptions or modifications to the Professional Services Agreement.



5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City and School District shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

The contract will be set up as a fixed fee contract with a not to exceed rate to be billed monthly based on hours worked. Consultant shall invoice the City and School District separately, with each covering 50% of the invoice costs. Invoices are to be submitted monthly. The invoices shall reference the project title, and must list the charges by task, worker classification, hours, billing rate, and totals. Back up information must be submitted together with the invoices.

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.



6 Attachments and Required Forms

6.1 Maps or Design Plans





6.2 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND HERMOSA BEACH CITY SCHOOL DISTRICT AND _____

This AGREEMENT is entered into this _____ day of _____, 2019, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and Hermosa Beach City School District ("District") ("together CITY/DISTRICT), and _____, a limited liability company ("CONSULTANT").

RECITALS

- A. The City/District desires to _____.
- B. The City/District does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City/District desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City/District that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City/District desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City/District and the Consultant agree as follows:

1 CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and City/District agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, City/District agrees to pay CONSULTANT a total of \$ _____, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager and District Superintendent or his/her designee(s).

CONSULTANT shall submit to City/District, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. City/District shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2 SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by City/District, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional



and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3** PAYMENTS. For City/District to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit A."
- 4** TIME OF PERFORMANCE. The services of the CONTRACTOR are to commence upon receipt of a notice to proceed from the City/District and shall continue until all authorized work is completed to the City/District's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the City/District.
- 5** FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- 6** KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is _____. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City/District.
- 7** TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 8** CHANGES. City/District may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and City/District. The cost or credit to City/District resulting from changes in the services will be determined in accordance with written agreement between the parties.
- 9** TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide City/District with a Taxpayer Identification Number.
- 10** PERMITS AND LICENSES. CONTRACTOR will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11** TERMINATION. Except as otherwise provided, City/District may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONTRACTOR shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at City/District's option, become City/District's

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property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, City/District may procure on its own terms services similar to those terminated.

- 12** INDEMNIFICATION. CONSULTANT shall indemnify, defend with counsel approved by City/District, and hold harmless City/District, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of City/District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City/District. Should City/District in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse the City/District its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The CONSULTANT shall promptly pay any final judgment rendered against the City/District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by City/District, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

- 13** ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without City/District's written approval are prohibited and will be null and void.
- 14** INDEPENDENT CONTRACTOR. City/District and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with City/District. CONSULTANT is not an agent or employee of City/District and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City/District provides for its employees. Any provision in this Agreement that may appear to give City/District the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the City/District as to end results of the work only.
- 15** AUDIT OF RECORDS. CONSULTANT agrees that City/District, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide City/District, or designee, with any relevant information requested and will permit City/District, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.



CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

16 CORRECTIVE MEASURES. CONSULTANT will promptly implement any corrective measures required by City/District regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City/District to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

17 INSURANCE REQUIREMENTS.

A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City/District at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the City/District, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for City/District.
2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by City/District arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is

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approved in writing by City/District, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.

1. "The City/District, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
 2. This policy shall be considered primary insurance as respects the City/District, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the City/District, including any self-insured retention the City/District may have, shall be considered excess insurance only and shall not contribute with this policy.
 3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 4. The insurer waives all rights of subrogation against the City/District, its elected or appointed officers, officials, employees, or agents.
 5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City/District, its elected or appointed officers, officials, employees, agents, or volunteers.
 6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City/District.
- C. CONSULTANT agrees to provide immediate notice to City/District of any claim or loss against Contractor arising out of the work performed under this agreement. City/District assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City/District.
- D. Any deductibles or self-insured retentions must be declared to and approved by the City/District. At the City/District's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the City/District as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City/District on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City/District at all times during the term of this Agreement.
- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the City/District may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City/District, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City/District pay the SIR or deductible on Consultant's behalf upon



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the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City/District may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City/District due to the breach.

- 18** USE OF OTHER CONSULTANTS. CONSULTANT must obtain City/District's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 19** FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE. The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the City/District from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the City/District's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the City/District shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City/District for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.
- 20** CORRECTIONS. In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City/District's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the City/District, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City/District may deduct the cost of such correction from any retention amount held by the City/District or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.
- 21** NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by City/District for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City/District does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which City/District appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
- 22** NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	DISTRICT	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	Hermosa Beach City School District 425 Valley Drive ATTN:	ATTN:

City of Hermosa Beach & Hermosa Beach City School District

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

- A. SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, City/District may rescind this Agreement without liability.
- B. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and City/District and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or City/District's obligations under this Agreement.
- C. INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
- D. ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
- E. RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
- F. AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's City Manager, or designee, may execute any such amendment on behalf of CITY. DISTRICT Superintendent, or designee, may execute such amendment on behalf of DISTRICT
- 23 ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES.** The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 24 FORCE MAJEURE.** Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements,



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or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

25 TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

26 ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

27 STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to City/District. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

28 OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City/District shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City/District shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City/District on any other project without prior written consent of the Consultant shall be at the sole risk of the City/District.

29 DISCLOSURE REQUIRED. (City/District and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City/District and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18701(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City/District. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City/District shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the Conflict of Interest Code.

City Initials _____

Consultant Initials _____

OR



City of Hermosa Beach & Hermosa Beach City School District

By their initials next to this paragraph, City/District and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18701(a)(2)(A) and is otherwise not serving in staff capacity in accordance with the Conflict of Interest Code.

City Initials _____

District Initials _____

Consultant Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

HERMOSA BEACH CITY
SCHOOL DISTRICT

CONSULTANT

MAYOR

SCHOOL BOARD PRESIDENT

By: _____
TITLE

ATTEST:

ATTEST:

Elaine Doerfling, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Michael Jenkins , City
Attorney

Terry Tao , School District
Attorney



6.3 Required Forms

6.3.1 Certification of Proposal

RFP #: _____

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City or School District have been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City or School District, during the term of his/her service with the City or School District shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City and School District in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City and School District are not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City and School District reserve the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City and School District may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:



6.3.2 Non-Collusion Affidavit

RFP #: _____

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or Hermosa Beach City School District or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach or Hermosa Beach City School District public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:



6.3.3 Compliance with Insurance Requirements

RFP #: _____

The selected consultant will be expected to comply with the City and School District's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:



6.3.4 Acknowledgement of Professional Services Agreement

RFP #: _____

The selected consultant will be expected to comply with and sign the Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney and School District's Attorney or their designee(s) retains the discretion to accept or reject proposed exceptions or modifications to the Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:
