

# **CITY OF ELK GROVE**



## **Request for Proposals**

**For**

## **Storm Drainage Master Plan Update**

**City Clerk's Office  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

**Proposals Due by 2:00 PM Thursday, November 30<sup>th</sup>, 2023**

**Introduction:**

The City of Elk Grove (City) is accepting proposals from qualified Consultants (Consultant(s)) for Storm Drainage Master Plan Update in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One signed original, five (5) copies, and one USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by 2:00 PM on November 30<sup>th</sup>, 2023. Proposal shall be submitted in a sealed envelope clearly marked Storm Drainage Master Plan Update and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

Questions regarding this RFP are to be directed by e-mail to: Jose Gomez, Senior Civil Engineer, [igomez@elkgrovecity.org](mailto:igomez@elkgrovecity.org) with a copy to Andrea Koerner, Administrative Analyst, [akoerner@elkgrovecity.org](mailto:akoerner@elkgrovecity.org). Such contact shall be for clarification purposes only. The City must receive all questions no later than Friday, November 10<sup>th</sup>, 2023. Material changes, if any, to the scope of services or proposal procedures shall only be transmitted by written addendum and posted to the City website. Addendums and answers to submitted questions will be available via the City of Elk Grove website under "Notice" for the RFP announcement. Addendums shall be acknowledged, signed and submitted with the proposal.

Proposals shall not be accepted by fax or electronically.

**Late Proposals:**

Proposals arriving after the specified date and time shall not be considered, nor shall late proposals be opened. Each Consultant assumes responsibility for timely submission of its proposal.

**Withdrawal or Modifications of Proposals:**

Any proposal may be withdrawn or modified by a written request signed by the Consultant and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, Consultants are obligated to fulfill the terms of their proposal.

**Proposal Acceptance and Rejection:**

The City reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process in accordance with the Elk Grove Municipal Code.

**Proposal Evaluation and Award:**

Evaluation shall be made based on the criteria noted in Attachment A: Evaluation and Selection Criteria. A contract may be awarded to the responsible Consultant who best meets the City's needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services, and shall not

necessarily be based on the lowest priced proposal, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to the next responsible Consultant if the successful Consultant refuses or fails to execute the contract. All Consultants that were not selected by the City shall be notified in writing. Nothing herein shall obligate the City to award a contract to any responding Consultant. Any contract awarded will be non-exclusive, and the City reserves the right to seek services from other sources, in the City's sole discretion.

### **Solicitation Process Schedule**

The City intends to follow, but will not be bound by, the following schedule of events:

Advertisement	10/25
Clarification Due Date	11/10
Proposals Due Date	11/30 @ 2:00 pm
Consultant Interviews (if necessary)	1/8 – 1/19
Consultant Selection/Negotiation	1/22 – 2/9
Anticipated Award of Contract	4/10
Anticipated Notice to Proceed	4/15

### **Register with the California Secretary of State:**

Unless Consultant is a sole proprietorship, Consultant must be registered and in good standing with the California Secretary of State within 14 days following notification of the City's intent to award a contract to Consultant and prior to execution of a final contract. Failure to timely register with the Secretary of State may result in the City awarding the contract to another Consultant. Additional information regarding the registration process may be found on the Secretary of State's website at: <https://bizfileonline.sos.ca.gov/>.

### **Disclosure of Submitted Materials:**

After selection and execution of the contract(s), (or prior thereto if required by law) all information and materials provided in each submittal received is subject to disclosure through a public records request pursuant to the California Public Records Act, or otherwise as may be required by law. The City, in its sole discretion, may release any submitted materials, regardless of whether such materials are marked by respondents as confidential or otherwise as protected.

### **Waiver of Irregularities:**

The City retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the City reserves the right to award a contract to a Consultant submitting any such non-compliant proposal, all in the City's sole discretion.

### **Validity of Pricing:**

Consultants are required to provide a fee structure including the hourly rate of the principals to be assigned to the matter, and proposed cost (line item descriptions and pricing), and expense reimbursements levels, and total costs. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City; each proposal must stand on its own.

### **No Guarantee of Usage:**

Any quantities listed in this RFP are estimated or projected and are provided for tabulation and information purposes only. No guarantee of quantities is given or implied by the City. Consultant must furnish the City's needs as they arise.

**Demonstrations:**

When required, the City may request full demonstrations prior to award. When such demonstrations are requested, the Consultant shall respond promptly and arrange a demonstration at a convenient location. Failure to provide a demonstration as specified by the City may result in rejection of a proposal.

**Use of Other Governmental Contracts:**

The City reserves the right to reject any part or all of any proposals received and utilize other available governmental contracts.

**Qualification/Inspection:**

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. By responding to this RFP, the Consultant consents to the City's right to inspect the Consultant's facilities, personnel, and organization at any time, or to take any other action necessary to determine Consultant's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all responding Consultants and/or to award a contract without conducting interviews.

**Federal Requirements:**

Should any portion of these services require the use of Federal funds, all Federal requirements shall apply and all Consultants must consent to each certification and assurance, which will be incorporated into the contract.

**Piggybacking:**

"Piggybacking" is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity.

Bidders are requested to indicate on the Bid if they will extend the pricing, terms and conditions of an awarded contract, based on this bid, to other government agencies. If the successful vendor agrees to this provision, participating agencies may enter into a contract with the successful vendor for the purchase of the service and commodities described herein based on the terms, conditions, prices, and percentages offered by the successful vendor to the City. Minor changes in terms and conditions may be negotiated by participating agencies during the term and following the award of the contract. Any such contract shall be entirely independent and separate from the City and City shall have no obligation relating to any third party contract.

**Payment Terms:**

Payment shall be made as set forth in the contract attached hereto as Attachment B. In submitting proposals under these specifications, Consultants should take into account all discounts, both trade and time, allowed in accordance with the payment terms.

**Performance:**

It is the intention of the City to acquire services as specified herein from a Consultant that will give prompt and convenient service.

**Term of Contract:**

The term of the contract will be for a specific period of time, commencing upon execution. The City anticipates the contract to be for a term of two years with two one-year extensions, at the option of the City. The City reserves the right to set the term for a period deemed to be in the best interest of the City, and terminate the contract as set forth therein.

**Amendments:**

If, in the course of the performance of the contract, Consultant or the City proposes changes to the services provided, and informal consultation with the other party indicates that a change in the terms and conditions of the contract may be warranted, Consultant or the City may request a change in the contract. The parties to the contract will meet to discuss and negotiate the required documents. Upon completion of those negotiations, the negotiated documents will be submitted to the City for approval. Upon approval by the City, an amendment to the contract will be approved by all parties for the change to be implemented. An amendment shall not render ineffective or invalidate any unaffected portions of the Contract. Nothing in this section obligates the City to agree to any change order or other amendment, and the City may withhold such agreement in its sole discretion.

**Service and support:**

Consultants shall explain how all on-going service and support shall be handled by the Consultant and the City of Elk Grove.

**Records:**

The Consultant shall maintain complete and accurate records with respect to labor costs, material expenses, and other such information required by City that relates to the performance of services under the contract. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of the services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. The Consultant shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to the contract. Such records, together with supporting documents, shall be maintained for City's inspection for a period of at least three (3) years after receipt of final payment.

**(See next page for Guidelines for Proposal)**

# Guidelines for Proposal

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the City by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP, and should not contain redundancies and conflicting statements.

Proposals shall be printed double sided, submitted on 8-1/2" x 11" recycled paper, with easy to read font size and style. Pages shall be numbered, tabbed, and bound (spiral / comb / three ring binder). Tabbed dividers should separate and identify the response items described below.

One signed original, five (5) copies, and one USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by 2:00 PM on November 30<sup>th</sup>, 2023. Proposal shall be submitted in a sealed envelope clearly marked Storm Drainage Master Plan Update and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Jose Gomez, PE  
Senior Civil Engineer  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758

The letter shall include the Consultant's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Consultant's understanding of the project based on this RFP and any other information the Consultant has gathered. Include a statement discussing the Consultant's interest and qualifications for this type of work. A principal of the firm authorized to legally bind the firm shall sign the letter.

2. Table of Contents

The Consultant shall insert a comprehensive table of contents denoting sections three through nine of the proposal as indicated below.

3. Qualifications and Experience

Describe the Consultant's capability for undertaking and performing the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar work performed by the Consultant in the last five (5) years that best characterizes the quality and past performance. List the office location of the proposed Project Manager, as City prefers this project to be managed by a professional with an office location in Sacramento

County or any of the adjoining counties and has knowledge and experience with the drainage features of Sacramento County. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.

4. Work Plan

The work plan must state the Consultant's ability to meet each specification as outlined in this document. The work plan should address the items of work as described in this RFP. The plan should be simple, easy to read and follow, and address and satisfy the objectives and specifications as listed in the Scope of Work in this RFP.

5. Conflict of Interest Statement

Any activities or relationships of the Consultant that might create a conflict of interest for the Consultant or the City, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the City to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

6. Supportive Information/References

This section may include graphs, charts, photos, resumes, references, and any other relevant information in support of the Consultant's qualifications.

7. Fee

This section should include the cost for requested services outlined in the Scope of Work. Consultants shall clearly describe and outline fees for the services to be provided for each task of the project. Fees should be linked to the tasks of the work plan as provided in Section 4, Work Plan. Upon completion of each task, the Consultant will notify the City and request payment for the products and services by submitting an invoice and a brief description of work performed during the billing period. Upon receipt of the invoice, the City will review in a timely manner the products and services noted, verify completion, and authorize payment. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City.

8. Secretary of State

Consultant shall acknowledge their understanding of needing to be registered with the California Secretary of State as noted in the RFP language above.

9. Consultant Contract:

Attached to the RFP (Attachment B) is a copy of the City's standard Consultant Contract (Contract). The City's standard Contract may be modified, in the City's sole discretion, to address the specific provisions of this RFP and Consultants should note that any specifications or other requirements specific to this RFP shall be included in the Contract and Contract's exhibits following an award of the Contract. Please review the Contract carefully and note in your proposal any exceptions or alterations to the Contract. Alterations or changes to the Contract that are not in the Consultant's response shall not be allowed after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal basis. However, the City reserves the right, in its sole discretion, to accept or reject any and all proposed changes to the City's standard Contract. For reference, the insurance amounts that appear in the attached Contract are summarized below.

<b>TYPE</b>	<b>SINGLE LIMIT / OCCURRENCE</b>	<b>AGGREGATE</b>	<b>ENDORSEMENTS***</b>
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary Non-Contributory
Auto Liability	Non-Commercial Acceptable		
Work Comp Employer's Liability	Statutory \$1,000,000 each		Waiver of Subrogation
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends 1 year past contract expiration

\*\*\***Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable.**

**This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.**



## **BACKGROUND**

The City of Elk Grove (City) is located in Sacramento County, California. It is bisected by Highway 99, and Interstate 5 which forms a border at the most westerly boundary of the City. Elk Grove has a population of approximately 176,124 people and 42 square miles. Located 14 miles south of the State Capital and 60 miles east of the Bay Area. The City's topography is mostly flat and generally slopes from east to west. The elevation ranges from as high as 104 feet in the eastern side of Elk Grove, to as low as 12 feet in the western side.

The City's drainage system consists of approximately 400 miles of underground pipes and 60 miles of natural and constructed channels. The City of Elk Grove has multiple creeks that run across the city including Laguna Creek, Elk Grove Creek, Elder Creek, Deer Creek, Strawberry Creek, Franklin Creek, Erhardt Creek, and the Shed C Channel along with many tributaries. Elk Grove Creek is the most significant drainage feature passing through the City of Elk Grove. Elk Grove Creek enters the City at Grant Line Road east of Waterman Road and traverses through much of the central portions of the City, eventually joining Laguna Creek west of Highway 99 which exits the city at Sheldon Road west of Big Horn Blvd. Laguna Creek enters the City at Calvine Road between Waterman Road and Bradshaw Road and drains significant areas in Sacramento County and the City of Rancho Cordova located northeast of the City.

In the past, the City of Elk Grove has employed two SDMP's, one for the East Area, and another for the rest of the City. Moving forward, the City desires one consolidated SDMP which encompasses and considers the entire City and future development areas identified in the City's General Plan. The East Area is the easternmost portion of the City, and is a triangular shaped area generally bounded by Waterman Road and Laguna Creek on the west, Calvine Road on the north and Grant Line Road on the southeast. It encompasses an area of about 7 square miles and includes the majority of the area designated for Rural Residential and Estate Residential development in the City's General Plan. The majority of the East Area has also been referred to as the "rural area" or "Sheldon Area" in the City's General Plan. The Sheldon/rural Area is an area with unique rural characteristics including a drainage system mostly consisting of roadside ditches and other open channels, large residential lots, and is recognized by the City as a major community asset that needs to be preserved and protected from the effects of urban development.

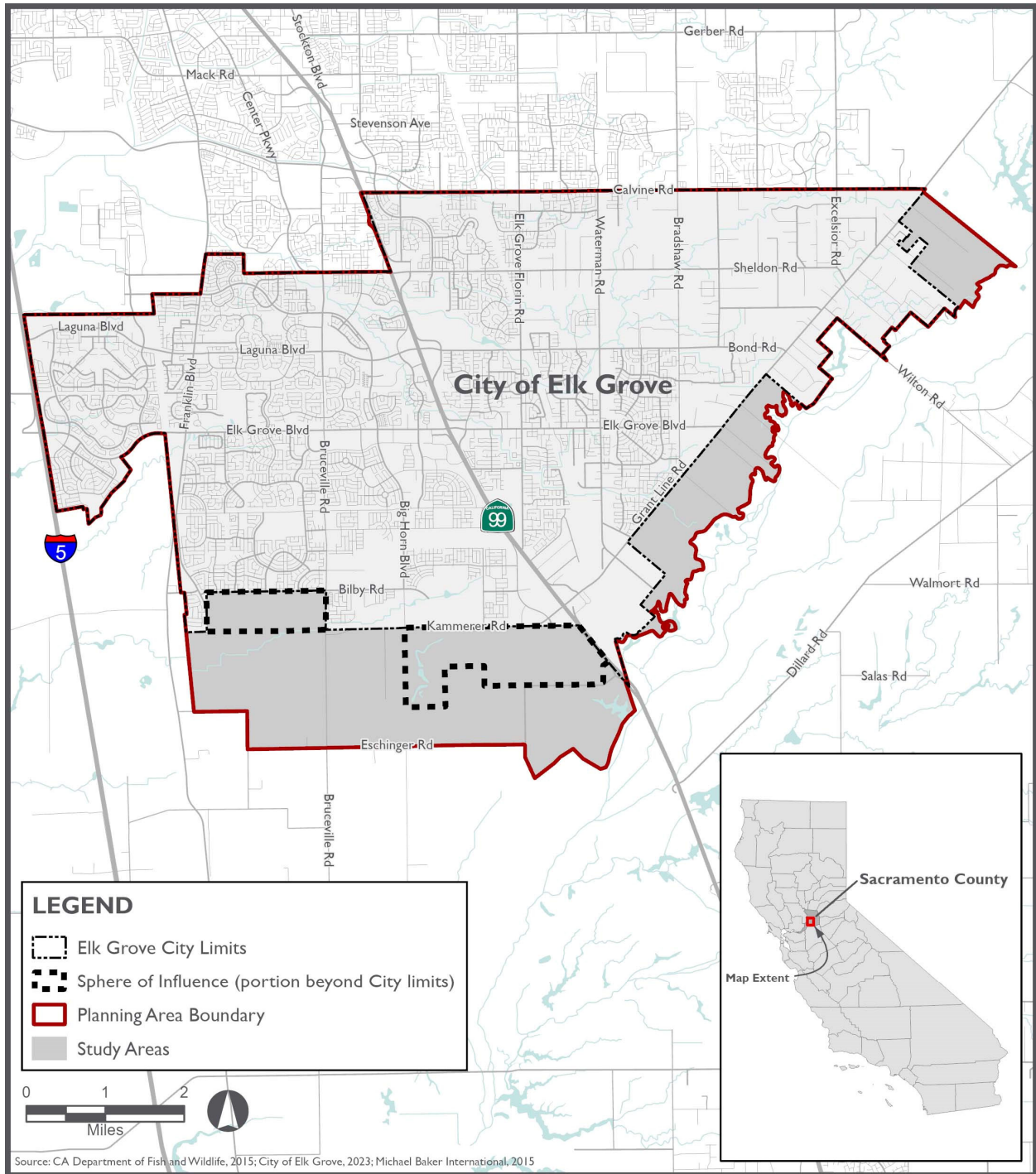


FIGURE 1 – CITY OF ELK GROVE SDMP STUDY BOUNDARY

## SCOPE OF WORK

The City of Elk Grove (City) seeks proposals from all qualified consultant firms, preferably based in Sacramento County or any of the adjoining counties and experienced with Sacramento County specific drainage features to develop a consolidated Storm Drain Master Plan (SDMP), as opposed to the two current SDMP's the City currently has, which were developed in 2005. The study area is the incorporated city limits of the City of Elk Grove and the North, East, South, and West Study Areas as depicted in the City's General Plan and Figure 1. The primary goal of the City SDMP update is to create a new consolidated SDMP for the City of Elk Grove as a whole, update the existing 200-year floodplain map using QL1 LiDAR data that the City expects to receive in January 2024, develop a 2D Hydraulic Model using the QL1 LiDAR data, identify and update facility needs and related costs, and to serve as a comprehensive tool for development of drainage related capital improvement projects in the City of Elk Grove. It is envisioned that this update shall provide uniform design criteria and a list of completed, outstanding, and new drainage capital improvement projects. This SDMP shall quantify and address existing issues and identify and address issues the City will see with future growth. Since the City of Elk Grove Improvement Standards prohibit any net increase in peak flows, it is envisioned that addressing existing deficiencies and establishing a replacement schedule for aging infrastructure will be a major component of this SDMP update. This SDMP shall also consider a variety of existing information, including, but not limited to, City General Plan, Capital Improvement Program, previously developed drainage studies, City budget and other financial information, existing drainage facilities and needs, as well as upcoming changes and future needs by various Public Works Divisions.

### Requirements:

The Consultant shall review and use the following existing reports as needed to perform the work. This list may not include all reports and Consultant shall prepare to include others as necessary including others that become available prior to completion of the scope of work:

- City of Elk Grove – East Area Storm Drainage Master Plan by Harris & Associates (2005).
- City of Elk Grove Storm Drainage Master Plan-Volumes I and II (including 2019 Minor Update).
- City of Elk Grove General Plan
- City of Elk Grove Zoning maps
- Street Right-of-Way maps
- City of Elk Grove Standards
- Existing Drainage system maps, including pipe sizes and locations and general watershed boundaries
- Record drawings of completed subdivisions and projects retained in the City's files to obtain pipe sizing, pipe age, pipe material and open channel information
- General Plan land use designations and policies related to storm drainage
- 2-foot contour interval topographic mapping
- Aerial photographs
- Existing Hydrologic and Hydraulics Studies.
- Elk Grove Creek Detention Basins Study, Technical Memorandum, West Yost, July 1, 2021
- SEPA Drainage Study, West Yost, January 2014
- Bruceville Meadows Drainage Study, Wood Rodgers, April 2, 2019
- Laguna Ridge Storm Drainage Analysis, Mackay & Soms, May 14, 2021
- Kammerer Road Drainage Study, HDR, August 2015
- "East Elk Grove Specific Plan, Preliminary Technical Studies Report" prepared by MacKay & Soms, dated March 1994
- "Lower Laguna Creek Drainage Master Plan, Appendix B, Hydraulics, Technical Report" prepared by Sacramento County Water Resources Department, dated October 1995
- "Lower Laguna Creek Drainage Master Plan" prepared by Sacramento County Water Resources Department, dated May 1996
- "Upper Laguna Creek Drainage Master Plan, Status Report" prepared by Sacramento County Water Resources Department, dated September 1997
- "Vineyard Springs Comprehensive Plan, Drainage Master Plan, Final" prepared by The Spink Corporation, dated March 10, 1998

- “Laguna Creek Hydrologic and Hydraulic Analysis”, draft report prepared by David Ford Consulting Engineers, dated March 2005
- Stormwater Quality Improvement Plan (SQIP) for Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, and Galt
- Fieldstone Units 3A & 3B – Elk Grove Tributary Drainage Analysis – June 2001
- Hydrology and Hydraulics Study for south branch of Laguna Creek – prepared by Mackay & Soms – January 2003
- City of Elk Grove Statewide Trash Amendments Track 2 Implementation Plan by Larry Walker Associates, Revised December 2022

MEETINGS: The Consultant’s Project Manager shall actively participate in and lead the following milestone meetings:

- Project Kickoff Meeting
- Hydrologic Modeling Meeting
- Design Guidelines Meeting
- Shed C and Shed D Alignment Meeting
- Hydrologic Modeling Results and Recommended Projects Meeting
- Draft City SDMP Review Meeting
- Monthly Check-In Meeting

The Consultant may recommend in their proposal additional meetings that may be necessary. All meetings shall be held at the City with a virtual attendance option, unless otherwise notified. The Consultant shall prepare an agenda and provide it to City staff 2 days prior to the meeting. In addition, the Consultant shall prepare meeting minutes and attendance records for each meeting. Draft meeting minutes shall be provided to meeting attendees within 2 business days of the meeting and final meeting minutes within 7 calendar days.

QUALITY CONTROL/QUALITY ASSURANCE: The Consultant shall be responsible for providing Quality Control (QC) and Quality Assurance (QA) on all deliverables prior to submitting to the City. The City’s review of task deliverables shall be assumed to be 20 working days. The Consultant shall maintain an internal Quality Control Plan (QCP) that identifies the products and resources required to adequately perform QC technical reviews. The Consultant shall perform their own internal Independent Technical Review (ITR) of each submittal by an appropriately licensed Staff and the review shall be documented and provided to the City. Deliverables shall be reviewed for the following:

- Compliance with established policy and other appropriate guidance
- Adequacy of the scope of the document
- Appropriateness of data used, including level of detail
- Appropriateness of alternatives evaluated
- Consistency
- Accuracy
- Comprehensiveness
- Reasonableness of results

DELIVERY REQUIREMENTS: The draft and final submittals shall be delivered directly to the City at the following address:

Jose Gomez, PE  
Senior Civil Engineer  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758

REPORT FORMAT: Documents shall be provided in Microsoft Word (.doc) electronic format. Type face of report text shall be Times New Roman. Point size shall be 12. The report numbering shall be outline numbered as follows:

1.
  - 1.1.
    - 1.1.1 .

The first line on each sub paragraph shall be indented from the above paragraph.

**REPORTS REPRODUCTION:** Draft and Final Reports shall be provided bound with USB Flash Drive containing electronic copies of the reports. The Consultant shall submit five bound copies for each of the Draft, and Final versions of report deliverables to the City. A submittal letter shall accompany all items of Work.

**BIBLIOGRAPHY/REFERENCES:** A complete list of all references cited in the report text and/or utilized in the analyses requested herein shall be included in the report.

**COMPUTATIONS:** All computations for the analyses requested herein shall be fully described and included in the technical engineering appendix to the report or other appropriate technical appendix.

**MAPS:** Maps shall include a north arrow, scale, title block and legend. Fold-in or page-size maps shall show the study reach in relationship to nearby towns, rivers, and other major such features. Maps shall be legible when reproduced half-size. The Consultant shall provide full size reproducible maps, reduced size maps suitable for enclosure into the report and originals for all maps.

**GIS:** Maps/data files shall be compatible with geodetic datum NAD\_1983\_StatePlane\_California\_II\_FIPS\_0402\_Feet. The Consultant shall use ArcGIS Desktop 10.8 or ArcGIS Pro 3.1, or greater for layer development. The Consultant shall complete all data collection forms and conduct quality control on the data collection forms. The Consultant shall include all information in a file geodatabase and provide final map packages for any figures/exhibits produced including layer files for symbology.

The Datum of the waypoints shall be NAD\_1983\_StatePlane\_California\_II\_FIPS\_0402\_Feet. Waypoint accuracy shall be Plus or Minus 3 feet.

**PHOTOS:** Any digital pictures produced shall be attached and linked to the appropriate data point and in the file geodatabase.

**ELECTRONIC MEDIA:** All final text files generated under this contract shall be furnished to the City in Adobe Portable Document Format (PDF), with a working copy in Microsoft Office MS Word. Drawing files shall be submitted in AutoCAD or ArcGIS format. Iterative revisions to the draft shall be made using track changes and submitted to the City.

**SUBMITTAL SCHEDULE:** The submittal dates for the work are as follows:

<u>Task</u>	<u>Task Completion (Calendar Days)</u>
1 – Project Guide (Work Plan)	Draft: 30 days after Notice to Proceed Final: 15 days after receipt of review comments
2 – Shed C/D Technical Memorandum	Draft: 10 months after Notice to Proceed Final: 30 days after receipt of review comments
3 – Draft SDMP	Draft: 18 months after Notice to Proceed Final: 30 days after receipt of review comments
4 – Final SDMP	Draft: 24 months after Notice to Proceed Final: 30 days after receipt of review comments

## **Services / Tasks:**

### **Task 1-Project Management**

Upon selection, the consultant shall prepare a Project Guide (Work Plan) and Project Schedule. The schedule shall be updated and submitted with a monthly Project Progress Report. The consultant shall also provide in writing a Quality Control/Quality Assurance procedure for the Project, which shall be submitted with the proposal.

### **Task 2 – Reconnaissance**

The Consultant shall perform a thorough reconnaissance and review effort to secure existing data, input, studies, policies, regulations, and other background materials that will be needed to facilitate the successful completion of the SDMP update. The reconnaissance and review effort shall include, but not be limited, to the following:

- Kickoff meeting with City of Elk Grove
- Obtain and review relevant existing City and County maps and studies to the extent that they are known to exist, including the documents referenced under “Requirements” on page 11-12 of this document.
- Meetings and discussions with City staff, including key engineering and maintenance staff, to identify areas of the study area subjected to frequent flooding and facilities that require frequent maintenance
- Review the City of Elk Grove Design Standards
- Review the FEMA Flood Insurance Study and Flood Insurance Rate Maps pertinent to the study area
- Review the 200-year floodplain map.

### **Task 3 – Design Criteria**

The Consultant shall review the following: City of Elk Grove Standards, County of Sacramento Drainage Manual (all volumes), the City’s NPDES MS4 permit and Stormwater Quality Design Manual to gain an understanding of City of Elk Grove design standards and criteria.

### **Task 4 – Hydrologic Modeling**

Based on the information obtained from the above work effort, the Consultant shall formulate a hydrologic computer model of the primary watersheds, sub-basins and facilities within the City limits, planning areas, and off-site contributing areas. The hydrologic computer model will be prepared pertinent to the 2, 10, 100 and 200-year storms.

The 10-year, 100, and 200-year peak discharge rates will be determined at key points of drainage concentration within the study area. Land use assumptions will consider build-out in conformance with the City’s General Plan or other land use assumptions provided by the City.

### **Task 5 – Determine Capacities of Major Existing Storm Drainage Facilities**

The capacity of key elements of the City’s existing storm drain trunk system will be calculated and/or estimated. The selection of the software will be determined by the City with the assistance of the Consultant. Capacities of manmade or natural open channels, including all detention basins, will be determined based on available studies based on various models. At the completion of the process all models must be in a HEC-RAS format provided to the City in a manner that can be updated as changes occur in the future.

### **Task 6 – Provide Recommendations for New and Upgraded Storm Drainage Infrastructure**

The Consultant shall assess the capacity of existing storm drainage facilities in the City and identify aging

pipes that will require replacement in the near future and estimate the cost of replacement. Based on the findings, the Consultant shall prepare a listing of recommended new and upgraded storm drainage facilities. New storm drainage infrastructure improvements not currently served by storm drainage infrastructure shall be identified and recommended. Recommendations may include enlarging facilities to increase capacity or providing storm water detention and/or pumping to reduce the magnitude of downstream discharges. The storm drainage upgrades will be supported by preliminary hydrologic and hydraulic calculations.

The listing of recommended new and upgraded storm drainage infrastructure facilities shall be compiled, and preliminary cost estimates developed to reflect estimated quantities, unit costs, estimated right-of-way acquisitions requirements, and mark-up factors (such as program implementation, design and planning, construction administration, and contingency).

### Task 7 – Shed C & Shed D Alignment

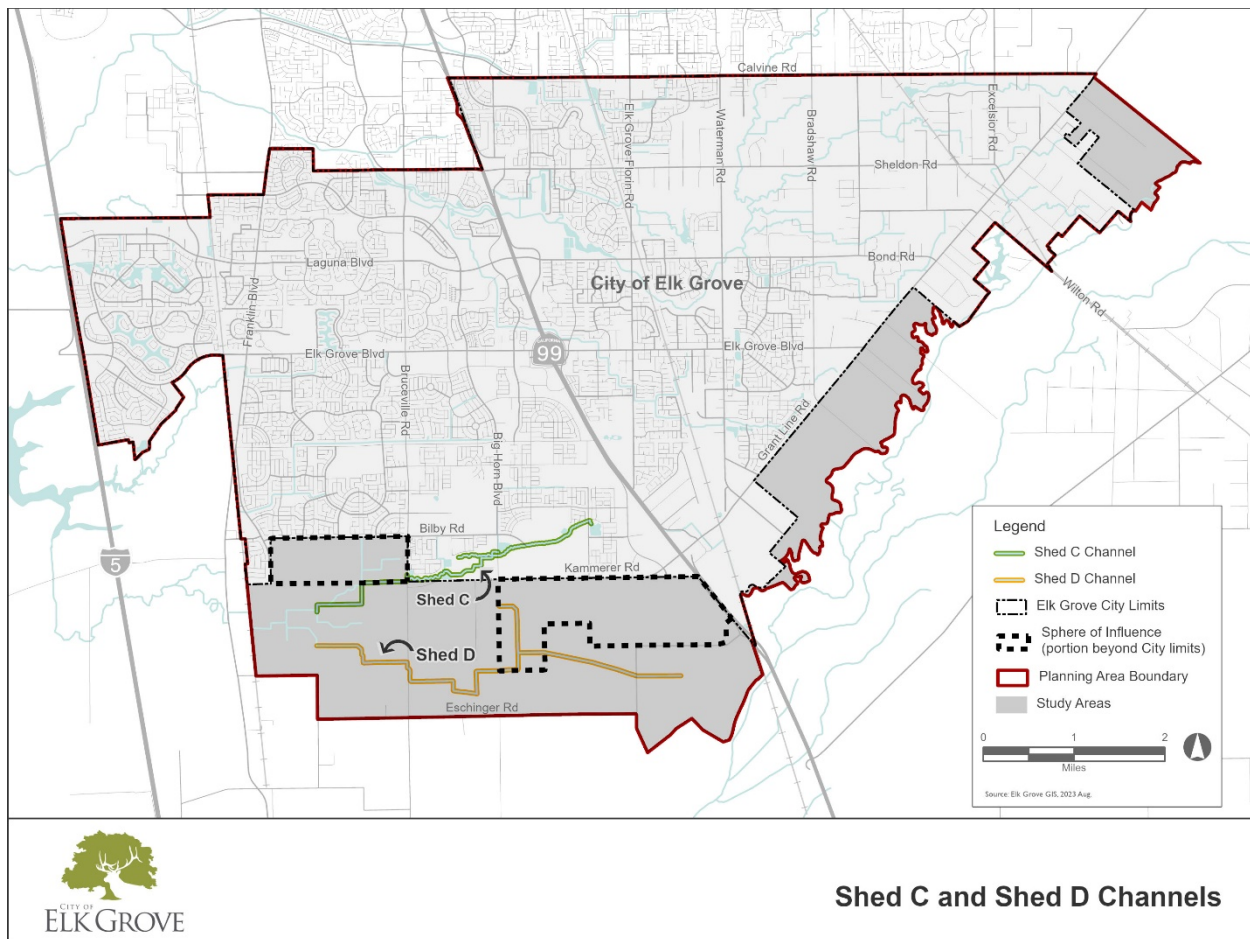


FIGURE 2 – SHED C AND D CHANNELS

Consultant shall develop detailed hydrology and hydraulic analysis for the watersheds known as Shed C and Shed D, which are shown in Figure 2, develop concept improvements and identify the ultimate sizing and alignment of the channels and culverts. Shed C was the modeled watershed in the Southeast Policy Area (SEPA) drainage study. The watershed referred to as Shed D is an unnamed tributary watershed that merges with the Shed C main channel just east of the Union Pacific Railroad (UPRR), approximately 1.5 miles west of Bruceville Road. Both watersheds are located in the South and West Study Areas identified in the City’s General Plan. The alignment of Shed C and Shed D will impact future development and CIP projects. Thus, the City desires to have the analysis completed on an expedited basis as identified in the Submittal Schedule above. This analysis shall be contained in a dedicated chapter of the SDMP, which will be submitted separately to the City in accordance with the schedule above. This chapter shall also be included in the Draft and Final copies of the SDMP.

## **Task 8 - Draft and Final City SDMP**

Based on the results of the evaluations performed, the Consultant shall prepare the updated Draft and Final City SDMP for the study area. The updated City SDMP shall include at a minimum the following information:

- Description of the study area
- Listing of all criteria recommended for use by the City including water quality compliance
- Drainage Zones per major basins and sub-basins within major basins
- Hydrologic and hydraulic evaluations performed for the study area
- Identification of existing storm drainage facilities with capacities that are below the recommended standards
- A storm drainage infrastructure master plan for storm drainage facility improvements for each drainage zone, including descriptions and cost estimates
- Impact fee assessment pertinent to the future development of infill properties
- General guidelines for new development that may be utilized by the City in defining developer responsibilities for constructing storm drainage infrastructure as a development conditions, including general guidelines for future reimbursements for oversizing, where applicable
- A brief, general discussion of funding alternatives for storm drainage infrastructure
- General references to elements of the Stormwater Quality Improvement Plan (SQIP) for Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, and Galt, as related to implementation of the SDMP
- A brief, general discussion of requirements and reconnaissance regarding Trash Amendment Plan "Track 2 Implementation Plan", Larry Walker Associates, December 2022

The Consultant shall provide the City an electronic version of the Final City SDMP, including exhibits (maps, tables, figures), and hydrologic and hydraulic models. Hydrologic and hydraulic models shall each be submitted in duplicate, with one version of each model being preserved as a "read only" file and the second version being made available to the City to modify in the future to reflect changing conditions.

## **Task 9 – Evaluate Parcels to Remove from FEMA’s Special Flood Hazard Area (SFHA)**

Several parcels within City limits are located within the SFHA, but no flooding has been observed during storms exceeding the 100-year event. Based on the results of the hydraulic modeling, Consultant shall identify parcels, if any, that should be removed from the SFHA. Consultant shall prepare a Letter of Map Change (LOMC) for the parcels identified for removal from the SFHA and assist the City with FEMA coordination. Consultant shall also coordinate with and assist the City’s environmental consultant(s) to satisfy all CEQA requirements that may be required as a result of changes to the SDMP including but not limited to removal of any parcels from SFHA.

## **Task 10 – Communication**

As part of the required communication and reporting activities, the following services shall be provided:

- The Consultant shall meet with the City’s Project Manager and designated City representative at least once every 30 days (unless mutually agreed to in advance) during the process to review completed and scheduled activities, to present and discuss work products, approaches and assumptions.
- The Consultant shall prepare and distribute the minutes and agendas of all conferences, meetings and telephone conversations in which important decisions are made and/or direction is given.

## **Task 11 – Public Input**

The Consultant and City staff shall conduct at least two workshops to present the Draft City SDMP. At the workshops, the Consultant shall provide handout materials and a Power Point presentation summarizing the Draft and Final City SDMP. For the meeting, the Consultant shall provide comment cards, name tags, staff the sign in/check in table and take notes and photographs. In addition, dependent upon the location of the meeting, lighted signs may be necessary. Following the workshops, the



Consultant shall summarize and incorporate the comments received into the Final City SDMP, to the extent directed or supported by City staff.

The Consultant shall also make a presentation of the Final City SDMP, when completed, at a public hearing before the Planning Commission and City Council for consideration for adoption.

### **Task 12 – GIS Interface**

The Consultant shall meet with the City's GIS Manager to discuss the GIS deliverables. The GIS deliverables shall be compatible with the City of Elk Grove Basemap. The City will provide the Consultant with an electronic copy of the City's GIS Basemap for use in developing the City SDMP.

The Consultant shall incorporate the results of the drainage analysis into a package compatible with the City's Basemap. GIS drainage data will be limited to identification of drainage areas within the Study Area, associated drainage calculation data and the general location, type, and size of recommended improvements.

### **Deliverables**

The City SDMP shall contain at a minimum, the following information:

- Description of study area.
- Listing of all criteria recommended for use by the City, including water quality (NPDES) requirements.
- Hydrologic and hydraulic analysis performed for the drainage zones.
- Map showing the boundaries of each drainage zone used in the study, including all major basins and sub-basins. The map is to also show the existing development with streets and major conveyances features such as Laguna Creek and its tributaries, Elk Grove Creek, and all detention basins.
- Map(s) showing the existing capacity at all street and channel, creek crossings without exceeding the conveyance feature that delivers flows to the crossings.
- Map(s) showing the recommended drainage facilities in study areas as well as areas where there will be in-fill.

The following shall be submitted separately from the SDMP Document:

- Map(s) showing parcels that should be removed from FEMA's SFHA.
- LOMC request(s) for parcels identified for removal from FEMA's SFHA.
- Shed C and Shed D Alignment analysis (this shall also be included in the Draft and Final SDMP).

Consultant shall provide to the City:

- 10 copies of final City SDMP.
- 1 electronic set of computer models used.

## **ATTACHMENTS**

- A. Evaluation and Selection Criteria
- B. Sample Consultant Contract

## **Attachment A: Evaluation and Selection Criteria**

The following represent the principal selection criteria, which will be considered during the evaluation process:

1. Firm's Qualifications, Experience, and References (25%): Experience in performing work of a closely similar nature and size; experience working with public agencies; preferably based in Sacramento County or any of the adjoining counties and experienced with Sacramento County specific drainage features ; strength, stability, experience, and technical competence; assessment by client references.
2. Qualifications and Experience of Personnel and Staffing (25%): Qualifications and experience of proposed personnel for requested services.
3. Work Plan (20%): Depth of Consultants understanding of City's requirements; overall quality and logic of work plan.
4. Quality and Responsiveness of the Proposal (20%): Completeness of response in accordance with the RFP instructions.
5. Rates and Fees (10%): Reasonableness and competitiveness of the rates and fees proposed; adequacy of data in support of figures quoted, basis on which rates and fees are quoted.

### **Review and Selection Process**

Staff will evaluate the merits of the proposals received in accordance with the evaluation factors stated in this RFP and formulate a recommendation. For each evaluation criteria, proposals will be evaluated on their relative strengths, deficiencies, and weaknesses.

Attachment B: Consultant Contract

CITY OF ELK GROVE



CONSULTANT CONTRACT FOR

**Consultant's Name**

**Storm Drainage Master Plan Update**

CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, 2023, by and between City of Elk Grove, a municipal corporation (the “City”) and \_\_\_\_\_, (the “Consultant”), collectively referred to as the “Parties.”

### WITNESSETH

WHEREAS, Consultant has presented a proposal to provide services, which services are identified in the Scope of Work attached hereto and incorporated herein by this reference as **Exhibit A**, and by reason of its qualifications, experience, and facilities, is duly authorized to perform the type of services contemplated herein; and,

WHEREAS, City desires to hire Consultant to perform the Scope of Work pursuant to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, City and Consultant agree to as follows:

### **SCOPE OF SERVICES**

Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the Scope of Work. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any exhibits shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control.

Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

### **TERM OF CONTRACT**

This Contract shall be effective as of the date executed by the Parties and approved as to form by the City Attorney and shall terminate at 11:59 p.m. on \_\_\_\_\_, unless earlier terminated pursuant to Section 11 of this Contract. Notwithstanding any other provision of this Contract, the City Manager shall be authorized to modify the Scope of Work and/or extend the termination date of this Contract (including, as necessary, modification of the Scope of Work and/or Schedule of Performance as to time of performance) by a writing signed by the City Manager and the Consultant prior to the initial termination or any extended termination date.

### **SCHEDULE FOR PERFORMANCE**

City and Consultant agree that time is of the essence and Consultant agrees that services shall be undertaken and completed in accordance with the schedule of performance (the “Schedule of Performance”), attached hereto and incorporated herein by reference as **Exhibit B**. Deviations from the time schedule stated in the Schedule of Performance may be made with the written approval of City Manager, or his/her authorized representative. Consultant’s failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 0.

**COMPENSATION**

Consultant shall be paid monthly as set forth in Exhibit C, "Compensation and Method of Payment," attached hereto and incorporated herein by reference, for the actual fees, costs and expenses for the time and materials required and expended, and approved by City, but in no event shall total compensation under this Contract exceed [REDACTED] (\$00.00), without City's prior written approval. Said amount shall be paid upon submittal of a monthly invoice showing completion of the tasks that month, including the services rendered, the costs incurred for materials, the person(s) rendering performed services, the amount of time spent by such person(s), and the applicable hourly rate.

If Consultant's performance is not in conformity with the Scope of Work or Schedule of Performance, payments may be delayed or denied, unless otherwise agreed to by City in writing.

If the work is halted at the request of City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 0.

**NOTICES**

Consultant shall transmit invoices and any notices to City, with copy (excepting invoices) to City Attorney, as follows:

City of Elk Grove  
Attn: Finance Department  
8401 Laguna Palms Way  
Elk Grove, California 95758

City of Elk Grove  
Attn: City Attorney's Office  
8401 Laguna Palms Way  
Elk Grove, California 95758

City shall transmit payments on invoiced amounts, and any notices required by this Contract to Consultant as follows:

[REDACTED]

**PROFESSIONAL SERVICES**

Consultant agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged. Consultant shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any information, confidential or otherwise, relative to the work of City or the operations or procedures of City without the prior written consent of City.

Consultant further agrees that it shall not, during the term of this Contract, take any action that would affect its impartiality or professionalism due to City whether perceived or actual.

**INDEPENDENT CONTRACTOR**

It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor, and that no relationship of employer-employee exists between the Parties hereto.

Consultant's assigned personnel shall not be entitled to any benefits payable to employees of City.

City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of the Contract and is not required to issue W-2 Forms for income and employment tax purposes for any of Consultant's assigned personnel.

Consultant, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.

Any third-party person(s) employed by Consultant shall be entirely and exclusively under the direction, supervision, and control of Consultant.

Consultant hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract.

#### **AUTHORITY OF CONSULTANT**

Consultant shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent, or to bind City to any obligations whatsoever.

#### **CONFLICT OF INTEREST**

Consultant certifies that it has disclosed to City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Contract. Consultant agrees to advise City of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this Contract. Consultant further agrees to complete any statements of economic interest if required by either City ordinance or State law.

#### **AMENDMENTS, CHANGES OR MODIFICATIONS**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the Parties hereto and shall be signed by the persons authorized to bind the Parties.

#### **TERMINATION**

This Contract may be terminated by City, provided that City gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination, City shall be entitled to all work, including but not limited to, reports,

investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

City may temporarily suspend this Contract, at no additional cost to City, provided that Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract. A temporary suspension may be issued concurrent with the notice of termination provided for in subsection A of this section.

Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any breach of this Contract by Consultant, and City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due City from Consultant is determined.

In the event of termination, Consultant shall be compensated as provided for in this Contract, except as provided in Section 00. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

## **FUNDING**

Consultant agrees and understands that renewal of this Contract in subsequent years is contingent upon action by City Council consistent with the appropriations limits of Article XIII B of the California Constitution and that the City Council may determine not to fund this Contract in subsequent years.

## **NOTICE TO PROCEED**

Prior to commencing work under this Contract, Consultant shall receive a written "Notice to Proceed" from City. A Notice to Proceed shall not be issued until all necessary bonds and insurances have been received. City shall not be obligated to pay Consultant for any services prior to issuance of the Notice to Proceed.

## **EXTENSIONS OF TIME**

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions must be authorized in advance by City, in writing, and at City's sole discretion. Such extensions, if authorized, shall be incorporated in written amendments to this Contract or the attached Scope of Work in the manner provided in Section 10.

## **PROPERTY OF CITY**

It is mutually agreed that all materials prepared by Consultant under this Contract shall become the property of City, and Consultant shall have no property right therein whatsoever. Immediately upon termination, City shall be entitled to, and Consultant shall deliver to City, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to City which is in Consultant's possession.

Publication of the information derived from work performed or data obtained in connection with services rendered under this Contract must be approved in writing by City.

Additionally, it is agreed that the Parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder to be work made for hire. Consultant acknowledges and agrees that the work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of City without restriction or limitation upon its use or dissemination by City.

Nothing herein shall constitute or be construed to be any representation by Consultant that the work product is suitable in any way for any other project except the one detailed in this Contract. Any reuse by City for another project or project location shall be at City's sole risk.

## **COMPLIANCE WITH LAW**

Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

## **REPRESENTATIONS**

Consultant agrees and represents that it is qualified to properly provide the services set forth herein, in a manner which is consistent with the generally accepted standards of Consultant's profession.

Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

Consultant shall designate a project manager who at all times shall represent Consultant before City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of City, is no longer employed by Consultant, or is replaced with the written approval of City, which approval shall not be unreasonably withheld.

Consultant shall provide corrective services without charge to City for services which fail to meet the above professional and legal standards, and which are reported to Consultant in writing within sixty (60) calendar days of discovery. Should Consultant fail or refuse to perform promptly its obligations, City may render or undertake performance thereof and Consultant shall be liable for any expenses thereby incurred.

## **APPROVAL OF STAFF MEMBERS**

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

## **ASSIGNMENT AND SUBCONTRACTING**



Except as expressly authorized herein, Consultant's obligations under this Contract are not assignable or transferable, and Consultant shall not subcontract any work, without the prior written approval of City. However, claims for money due or which become due to Consultant from City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to City.

Consultant shall be as fully responsible to City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, in the same manner as persons directly employed by Consultant.

## **MATERIALS CONFIDENTIAL**

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of City or except by court order. If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant releasing the information, including, but not limited to, City's attorney's fees and disbursements, including without limitation experts' fees and disbursements.

## **LIABILITY OF CONSULTANT—NEGLIGENCE**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. City shall have no right of control over the manner in which the work is to be done but only as to its outcome and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **INDEMNITY AND LITIGATION COSTS**

To the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, to the extent caused by a negligent act or negligent failure to act, errors, omissions, recklessness or willful misconduct incident to the performance of this Contract on the part of Consultant, except such loss or damage which was caused by the sole negligence, or willful misconduct of City, as determined by a Court of competent jurisdiction. Unless and until such judicial determination is made, or as otherwise agreed by the parties, Contractor shall remain obligated to defend, indemnify, and hold harmless City, its officers, officials, employees, volunteers, and agents pursuant to this Contract. The provisions of this section shall survive termination or suspension of this Contract.

In any contract that Consultant enters into with any subcontractor in any capacity related to any and all duties under this Contract, there must be an indemnification provision identical to the one provided in this Section applicable to the subcontractor requiring the subcontractor to assume the defense, indemnify and save harmless City to the same extent as Consultant. Consultant’s failure to include such an indemnification provision in any contract with a subcontractor shall constitute a material breach of this Contract. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, and save harmless City as prescribed under this Section.

**EVIDENCE OF INSURANCE COVERAGE**

Prior to commencement of any work under this Contract, Consultant shall provide and maintain in effect during the term of this Contract evidence of insurance coverage as set forth in **Exhibit D**, attached hereto and incorporated herein by reference. These insurance requirements are summarized as follows:

<b>TYPE</b>	<b>SINGLE LIMIT / OCCURRENCE</b>	<b>AGGREGATE</b>	<b>ENDORSEMENTS***</b>
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary Non-Contributory
Auto Liability	Non-Commercial Acceptable		
Work Comp Employer’s Liability	Statutory \$1,000,000 each		Waiver of Subrogation
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends 1 year past contract expiration

\*\*\*Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable.

This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.

Furthermore, Consultant shall certify its compliance with Labor Code Section 3700 in the form attached hereto and incorporated by reference, as **Exhibit E**.

**EVIDENCE OF INSURANCE COMPLIANCE**

Consultant or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to City. City may designate an insurance certificate processor (“Processor”) to accept and process Consultant’s proof of insurance. Consultant shall deliver copies of the actual insurance policies, renewals, or replacements directly to City or Processor upon their request.

**EMPLOYMENT PRACTICES**

Consultant, by execution of this Contract, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

## **UNAUTHORIZED ALIENS**

Consultant hereby promises and agrees to comply with all of the provisions of the federal immigration and nationality act (8 U.S.C.A. § 1101 et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Contract, and should the federal government impose sanctions against City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City in connection therewith.

## **LICENSES, PERMITS, AND OTHER APPROVALS**

Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature legally required for Consultant to practice its profession and perform the work described herein. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, obtain and/or keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.

## **RECORDS AND INSPECTION**

Consultant shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Contract in accordance with generally accepted accounting principles and practices. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

## **MISCELLANEOUS PROVISIONS**

Attorneys' Fees: In the event an action or proceeding is instituted by either party for the breach or enforcement of any provision of this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and all litigation expenses, including, but not limited to expert's fees and disbursements.

Venue: This Contract shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Contract governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Contract shall be filed in and adjudicated by a court of competent jurisdiction in the County of Sacramento, State of California.

Enforceability: If any term or provision of this Contract is found to be void, voidable, invalid or unenforceable by a court of competent jurisdiction under the laws of the State of California, any and all of the remaining terms and provisions of this Contract shall remain binding.

Time: All times stated herein or in any other Contract Documents are of the essence.

Binding: This Contract shall bind and inure to the heirs, devisees, assignees and successors in interest of Consultant and to the successors in interest of City in the same manner as if such parties had been expressly named herein.

Survivorship: Any responsibility of Consultant for warranties, insurance, indemnity, record-keeping or compliance with laws with respect to this Contract shall not be invalidated due to the expiration, termination or cancellation of this Contract.

G. Construction and Interpretation: Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity to revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

H. Waiver: The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

I. Severability: The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

J. No Third-Party Beneficiary: It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to City and Consultant. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third party. It is the express intent of City and Consultant that any such person or entity, other than City or Consultant, receiving benefits or services under this agreement shall be deemed as incidental beneficiary.

K. Non-Discrimination/Non-Preferential Treatment Statement: In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

L. Authority to Execute: The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

M. Dispute Resolution: Prior to either party commencing any legal action under this Contract, the parties agree to try in good faith, to settle any dispute amicably between them. If a dispute has not been settled after forty-five (45) days of good-faith negotiations and as may be otherwise provided herein, then either party may pursue available legal and equitable remedies against the other.

N. Force Majeure: Neither party shall be in default by reason of any failure in the performance of this Contract if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.

**ENTIRE AGREEMENT**

This instrument and any attachments hereto constitute the entire Contract between City and Consultant concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by the Parties as follows:

Approved to as form:

**CONSULTANT**

By: \_\_\_\_\_  
Attorney for Consultant

By: \_\_\_\_\_  
Name, Title

Approved as to form:

**CITY OF ELK GROVE**

By: \_\_\_\_\_  
Jonathan P. Hobbs, City Attorney

By: \_\_\_\_\_  
Jason Behrmann, City Manager

Attest to:

By: \_\_\_\_\_  
Jason Lindgren, City Clerk

Dated: \_\_\_\_\_

**EXHIBIT A**  
**Scope of Work**

**EXHIBIT B**

**Schedule of Performance**

## **EXHIBIT C**

### **Compensation and Method of Payment**

Under no circumstances shall the aggregate amount paid under this Contract exceed the amount specified in Section 4A above and if the Contract is approved by the City Manager, all compensation paid to Consultant each year shall meet the cost limitation set forth in City of Elk Grove Municipal Code Chapter 3.42.



## EXHIBIT D

### Insurance Requirements

Prior to commencement of any work under this Contract, Consultant shall provide to the City proof of, and maintain in full force and effect at all times during the term of the Contract, at its sole cost and expense, policies of insurance as set forth herein. Consultant shall comply with all reporting and other provisions of the policies of insurance as set forth herein including, but not limited to, timely reporting of claims and suits. Further, should Consultant maintain any programs of self-insurance, Consultant shall comply with the applicable fulfillment of any self-insured retentions.

#### General Liability:

Comprehensive general liability insurance including, but not limited to, protection for claims of bodily injury, property damage, and personal and advertising injury liability.

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).

Claims-made coverage is not acceptable.

The limits of liability shall not be less than:

Each occurrence:	One Million Dollars (\$1,000,000)
Personal and Advertising Injury:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)

The City, its officials, employees, agents and authorized volunteers shall be covered and specifically named as additional insured as respects liability arising out of activities performed by or on behalf of Consultant, products and completed operations of Consultant, premises owned, occupied, or used by Consultant, or automobiles leased, hired, or borrowed by Consultant on a separate endorsement acceptable to the City.

The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.

The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents, or authorized volunteers.

Provision or endorsement stating that for any claims related to this contract, Consultant's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents, and authorized volunteers to the extent the City is an additional insured. Any insurance or self-insurance maintained by the City, its officials, employees, agents, or authorized volunteers shall be in excess of Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss or judgment.

#### Automobile Liability:

Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of automobiles.

Non-commercial policies are acceptable.

Worker's Compensation:

Worker's Compensation Insurance, with coverage as required by the State of California (unless Consultant is a qualified self-insurer with the State of California or is not required by California law to carry workers' compensation coverage), and Employers Liability coverage. Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in Exhibit E.

Employer's Liability Coverage shall not be less than the statutory requirements.

If an injury occurs to any employee of Consultant for which the employee or his dependents, in the event of his death, may be entitled to compensation from the City under the provisions of the Acts, for which compensation is claimed from the City, there will be retained out of the sums due Consultant under this Contract, an amount sufficient to cover such compensation as fixed by the Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to Consultant.

The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.

Errors and Omissions; Malpractice; Professional Liability:

Errors and omissions, malpractice, or professional liability insurance sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Contract.

The limits of liability shall not be less than:

Each occurrence or claim: One Million Dollars (\$1,000,000)

Aggregate: One Million Dollars (\$1,000,000)

Both occurrence and claims-made policies are acceptable. Upon termination of this Contract the same insurance requirements in this section will apply for a one (1) year period following such termination. A "tail" policy may be purchased as an alternative to satisfy this requirement.

**Acceptability of Insurers: Insurance is to be placed with insurers with a **Bests' rating of no less than A:VII.****

Any deductibles, aggregate limits, pending claims or lawsuits that may diminish the aggregate limits, or self-insured retention(s), must be declared to, and approved by, the City.

Consultant shall furnish the City with certificates of insurance and original endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this Contract. At the written request of the City, Consultant agrees to furnish a duplicate original or certified copy of each required policy including the declaration pages, conditions, provisions, endorsements, and exclusions.

The City, due to unforeseen risk or exhaustion, failure, or dilution of Consultant's insurance coverage, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.

Consultant shall serve the City notice, in writing by certified mail, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.

If Consultant fails to procure or maintain insurance as required by this section, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due Consultant under the contract.

Failure of the City to obtain such insurance shall in no way relieve Consultant from any of its responsibilities under the contract.

The making of progress payments to Consultant shall not be construed as relieving Consultant or its Sub-Consultants or agents of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.

The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.

The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

**EXHIBIT E**

**Certificate of Compliance With Labor Code § 3700, Release and Indemnification**

The undersigned, on behalf of and as the duly certified representative of Consultant, certifies as follows:

1. Consultant is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant has complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor Code §§1860, 1861.)
2. Should Consultant fail to secure Workers' Compensation coverage as required by the State of California, Consultant shall release, hold harmless, defend and indemnify City of Elk Grove from and against any damage, liability, claim, cause of action and any other loss, including without limitation, court costs, reasonable attorney's fees and costs resulting from any failure to take and/or maintain Workers' Compensation insurance as required by law. The provisions of this Exhibit shall survive termination, suspension and/or completion of this Contract. It is further understood and agreed that this release and assumption of risk is to be binding on Consultant's successors, heirs and assigns.

CONSULTANT

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_