

CITY OF MENIFEE

PROFESSIONAL SERVICES AGREEMENT

CIP 22-25 BELL MOUNTAIN MIDDLE SCHOOL PEDESTRIAN PROJECT FOR CIVIL DESIGN PLANS, SPECIFICATIONS AND ESTIAMTE (PS&E) SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and effective this _____ day of _____, 2023 (“Effective Date”) by and between the CITY OF MENIFEE, a California municipal corporation, (“City”) and **CIVILPROS**, a California Corporation (“Consultant”). City and Consultant may sometimes herein be referred to individually as a “Party” and collectively as the “Parties.”

SECTION 1. SERVICES.

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Services, attached hereto as Exhibit A and incorporated herein by this reference (the “Services”). Consultant will perform subsequent task orders as requested by the Contract Administrator (as defined below), in accordance with the Scope of Services. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on **March 1, 2023** and shall end on **June 30, 2024** unless the term of this Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Consultant to complete the Services required by this Agreement shall not affect City’s right to terminate this Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the Services contemplated herein and, in light of such status and experience, Consultant shall perform the Services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession and to the sole satisfaction of the Contract Administrator.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform the Services pursuant to Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of the Services pursuant to this Agreement as may be reasonably necessary to satisfy Consultant’s obligations hereunder.

1.5 Authorization to Perform Services. Consultant is not authorized to perform any of the Services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

1.6 Covid-19 Safety. If Consultant enters City property or meets in person with City employees during the performance of the Services, Consultant shall comply with all State, County, and local emergency orders, directives, protocols, and best practices related to the COVID-19 pandemic, including, but not limited to: (A) wearing facial coverings, (B) maintaining adequate physical distancing when possible, (C) regular hand washing, and (D) regular hand sanitizing.

SECTION 2. COMPENSATION.

City hereby agrees to pay Consultant a sum not to exceed **SIXTY EIGHT THOUSAND NINE HUNDRED FORTY ONE DOLLARS AND THIRTEEN CENTS (\$68,941.13)** notwithstanding any contrary indications that may be contained in Consultant's proposal, for the Services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. City shall pay Consultant for the Services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for the Services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Consultant shall not bill City for duplicate services performed by more than one person.

2.1 Invoices. Consultant shall submit invoices monthly during the term of this Agreement, based on the cost for the Services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- a. Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- b. The beginning and ending dates of the billing period;
- c. A "Task Summary" containing the original contract amount, the amount of prior billings, the total due this period, the balance available under this Agreement, and the percentage of completion;
- d. At City's option, for each item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person performing the Services, the hours spent by each person, a brief description of the Services, and each reimbursable expense;
- e. The total number of hours of work performed under this Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing the Services hereunder necessary to complete the Services described in Exhibit A;
- f. Receipts for expenses to be reimbursed;

g. The Consultant Representative's signature.

Invoices shall be submitted to:

City of Menifee
Attn: Accounts Payable
29844 Haun Road
Menifee, CA 92586

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for the Services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last ten percent (10%) of the total amount due pursuant to this Agreement within sixty (60) days after completion of the Services and submittal to City of a final invoice, if all of the Services required have been satisfactorily performed.

2.4 Total Payment. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering the Services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entirety of the Services performed pursuant to this Agreement, unless this Agreement is modified in writing prior to the submission of such an invoice.

2.5 Hourly Fees. Fees for the Services performed by Consultant on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A.

2.6 Reimbursable Expenses. Reimbursable expenses are included within the maximum amount of this Agreement.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

2.8 Payment upon Termination. In the event that City or Consultant terminates this Agreement pursuant to Section 8, City shall compensate Consultant for all outstanding costs and reimbursable expenses incurred for Services satisfactorily completed and for reimbursable expenses as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs and reimbursable expenses incurred to that date.

SECTION 3. FACILITIES AND EQUIPMENT.

Except as otherwise provided, Consultant shall, at its sole cost and expense, provide all facilities and equipment necessary to perform the services required by this Agreement. City shall make available to Consultant only physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees

and reviewing records and the information in possession of City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be required to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

SECTION 4. INSURANCE REQUIREMENTS.

Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in Consultant's compensation. Consultant shall not allow any subcontractor, consultant or other agent to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant acknowledges the insurance policy must cover inter-insured suits between City and other Insureds.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant pursuant to the provisions of the California Labor Code. Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident, ONE MILLION DOLLARS (\$1,000,000.00) disease per employee, and ONE MILLION DOLLARS (\$1,000,000.00) disease per policy. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against City and its officers, officials, employees, and authorized volunteers for loss arising from the Services performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

a. General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage, for risks associated with the Services contemplated by this Agreement, TWO MILLION DOLLARS (\$2,000,000.00) general aggregate, and TWO MILLION DOLLARS (\$2,000,000.00) products/completed operations aggregate. If a Commercial General Liability Insurance or an Automobile Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection

against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from the Services contemplated under this Agreement, including the use of hired, owned, and non-owned automobiles.

b. Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 Code 2, 8, and 9. No endorsement shall be attached limiting the coverage.

c. Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

a. General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing the Services pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall be shown on the Certificate. If the deductible or self-insured retention exceeds TWENTY-FIVE THOUSAND DOLLARS (\$25,000), it must be approved by City.

b. Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be no later than the commencement of the Services.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after the expiration or termination of this Agreement or completion of the Services, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the Effective Date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after the expiration or termination of this Agreement or the completion of the Services. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the Services under this Agreement. City shall have the

right to exercise, at Consultant's sole cost and expense, any extended reporting provisions of the policy, if Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to City prior to the commencement of the Services under this Agreement.

4.4 All Policies Requirements.

a. Acceptability of insurers. All insurance required by this Section is to be placed with insurers with a Bests' rating of no less than A:VII and admitted in California.

b. Verification of coverage. Prior to beginning the Services under this Agreement, Consultant shall furnish City with Certificates of Insurance, additional insured endorsement or policy language granting additional insured status complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. The Certificate of Insurance must include the following reference: **CIP 22-25 BELL MOUNTAIN MIDDLE SCHOOL PEDESTRIAN PROJECT FOR CIVIL DESIGN PLANS, SPECIFICATIONS AND ESTIAMTE (PS&E) SERVICES.** The name and address for Additional Insured endorsements, Certificates of Insurance and Notice of Cancellation is: City of Menifee, 29844 Haun Road, Menifee, CA 92586. City must be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of Consultant.

c. Notice of Reduction in or Cancellation of Coverage. Consultant shall provide written notice to City within ten (10) working days if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

d. Additional insured; primary insurance. City and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of the Services performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by Consultant in the course of providing the Services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or authorized volunteers. The insurance provided to City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by City. Additional insured status shall continue for one (1) year after the expiration or termination of this Agreement or completion of the Services.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to City and its officers, officials, employees, and volunteers, and that no insurance or self-insurance maintained by City shall be called upon to contribute to a loss under the coverage.

e. Deductibles and Self-insured Retentions. Consultant shall obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the Services.

During the term of this Agreement, only upon the prior express written authorization of the Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

f. Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

g. Variation. The Contract Administrator may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that City's interests are otherwise fully protected.

4.5 Remedies. In addition to any other remedies at law or equity City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;
- b. Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- c. Terminate this Agreement.

SECTION 5. INDEMNIFICATION.

5.1 Indemnification for Professional Liability. Where the law establishes a professional standard of care for performance of the Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend (with counsel selected by City), and hold harmless City and any and all of its officers, employees, officials, volunteers, and agents from and against any and all claims, losses, costs, damages, expenses, liabilities, liens, actions, causes of action (whether in tort, contract, under statute, at law, in equity, or otherwise) charges, awards, assessments, fines, or penalties of any kind (including reasonable consultant and expert fees and expenses of investigation, costs of whatever kind and nature and, if Consultant fails to provide a defense for City, the legal costs of counsel retained by City) and any judgment (collectively,

“Claims”) to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Consultant, its officers, agents, employees, or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

5.2 Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, protect, defend (with counsel selected by City), and hold harmless City, and any and all of its officers, employees, officials, volunteers, and agents from and against any and all Claims, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

5.3 Limitation of Indemnification for Design Professionals. Notwithstanding any provision of this Section 5 to the contrary, design professionals are required to defend and indemnify City only to the extent permitted by Civil Code Section 2782.8. The term “design professional” as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code.

5.4 Limitation of Indemnification. The provisions of this Section 5 do not apply to claims occurring as a result of City’s sole or active negligence. The provisions of this Section 5 shall not release City from liability arising from gross negligence or willful acts or omissions of City or any and all of its officers, officials, employees, and agents acting in an official capacity.

SECTION 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of the Services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes the Services rendered pursuant to this Agreement. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant’s exclusive direction and control. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner. Except for the fees paid to Consultant as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing the Services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing the Services hereunder. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees

Retirement System ("PERS") as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

SECTION 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder. Consultant shall not hire or employ any person to perform work within City or allow any person to perform the Services required under this Agreement unless such person is properly documented and legally entitled to be employed within the United States. Any and all work subject to prevailing wages, as determined by the Director of Industrial Relations of the State of California, will be the minimum paid to all laborers, including Consultant's employee and subcontractors. It is understood that it is the responsibility of Consultant to determine the correct scale. The State Prevailing Wage Rates may be obtained from the California Department of Industrial Relations ("DIR") pursuant to California Public Utilities Code, Sections 465, 466, and 467 by calling 415-703-4774. Appropriate records demonstrating compliance with such requirement shall be maintained in a safe and secure location at all times, and readily available at City's request. Consultant shall indemnify, defend, and hold City and its elected and appointed boards, members, officials, officers, agents, representatives, employees, and volunteers harmless from and against any liability, loss, damage, cost or expenses (including but not limited to reasonable attorneys' fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of Section 1781 of the Labor Code, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Consultant or any party performing the Services to provide any required disclosure or identification as required by Labor Code Section 1781, as the same may be amended from time to time, or any other similar law. It is agreed by the Parties that, in connection with performance of the Services, including, without limitation, any and all public works (as defined by applicable law), Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law. Consultant acknowledges and agrees that it shall be independently responsible for reviewing the applicable laws and regulations and effectuating compliance with such laws. Consultant shall require the same of all subcontractors.

7.3 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

SECTION 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Consultant.

8.2 Termination by Consultant. Consultant may cancel this Agreement upon 30 days' written notice to City.

8.3 Consequences of Termination. In the event of termination, Consultant shall be entitled to compensation for the Services performed up to the date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or City in connection with this Agreement.

8.4 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.5 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.6 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in Consultant's proposal, without prior written approval of the Contract Administrator. In the event that key personnel leave Consultant's employ, Consultant shall notify City immediately.

8.7 Survival. All obligations arising prior to the expiration or termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the expiration or termination of this Agreement.

8.8 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:

- a. Immediately terminate this Agreement;
- b. Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

c. Retain a different consultant to complete the Services described in Exhibit A; and/or

d. Charge Consultant the difference between the cost to complete the Services described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the Services.

SECTION 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of City. Consultant hereby agrees to deliver those documents to City upon the expiration or termination of this Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for City and are not necessarily suitable for any future or other use. Any use of such documents for other projects by City shall be without liability to Consultant. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports, and other documents are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

9.2 Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, rights of reproduction, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, test data, survey results, models, renderings, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings, digital renderings, or data stored digitally, magnetically, or in any other medium, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents and Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents and Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents and Data. Consultant makes no such representation and warranty in regard to Documents and Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

9.3 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for the Services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

9.4 Inspection and Audit of Records. Any records or documents that Section 9.3 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

SECTION 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If either Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and expenses including costs, in addition to any other relief to which that Party may be entitled; provided, however, that the attorneys' fees awarded pursuant to this Section shall not exceed the hourly rate paid by City for legal services multiplied by the reasonable number of hours spent by the prevailing Party in the conduct of the litigation. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Applicable Law; Venue. The internal laws of the State of California shall govern the interpretation and enforcement of this Agreement. In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in Riverside County.

10.3 Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

10.4 Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

10.5 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.6 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.7 Consultant Representative. All matters under this Agreement shall be handled for Consultant by Matt Britten, Senior Project Manager ("Consultant's Representative"). The Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

10.8 City Contract Administration. This Agreement shall be administered by a City employee, Jenny McConville, Management Analyst I (“Contract Administrator”). All correspondence shall be directed to or through the Contract Administrator or his designee. The Contract Administrator shall have the power to act on behalf of City for all purposes under this Agreement. Unless otherwise provided in this Agreement, Consultant shall not accept direction or orders from any person other than the Contract Administrator or his designee.

10.9 Notices. Any written notice to Consultant shall be sent to:

CIVILPROS
Attn: Matt Britten, Senior Project Manager
3850 Vine Street, Suite 110
Riverside, CA 92507

Any written notice to City shall be sent to the Contract Administrator at:

City of Menifee
29844 Haun Road
Menifee, CA 92586
Attn: Jenny McConville, Management Analyst I

with a copy to:

City Clerk
City of Menifee
29844 Haun Road
Menifee, CA 92586

10.10 Professional Seal. Where applicable in the determination of the Contract Administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled “Seal and Signature of Registered Professional with report/design responsibility,” as in the following example.

Seal and Signature of Registered Professional with report/design responsibility.

10.11 Rights and Remedies. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

10.12 Integration. This Agreement, including the scope of services attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between City and

Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.14 Execution of Contract. The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound.

10.15 Nondiscrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

10.16 No Third Party Beneficiaries. With the exception of the specific provisions set forth in this Agreement, there are no intended third-party beneficiaries under this Agreement and no such other third parties shall have any rights or obligations hereunder.

10.17 Nonliability of City Officers and Employees. No officer, official, employee, agent, representative, or volunteer of City shall be personally liable to Consultant, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

10.18 No Undue Influence. Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.

10.19 No Benefit to Arise to City Employees. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Services to be performed under this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties hereto have executed and entered into this Agreement as of the Effective Date.

CITY OF MENIFEE

CONSULTANT

Armando G. Villa, City Manager

Larry Shaw, San Diego Regional Manger

Attest:

Kay Vinson, Acting City Clerk

Matt Britten, Civil Engineering Department
Manger

Approved as to Form:

Jeffrey T. Melching, City Attorney

[Corporation must have two signatures]

EXHIBIT A

SCOPE OF SERVICES

Services shall include CIP 22-25 Bell Mountain Middle School Pedestrian Project for Civil Design Plans, Specifications and Estimate (PS&E) Services in the amount not to exceed **SIXTY EIGHT THOUSAND NINE HUNDRED FORTY ONE DOLLARS AND THIRTEEN CENTS (\$68,941.13)** as further detailed in the following page(s).

City of Menifee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

Project Name: CIP 22-25 Bell Mountain Middle School Pedestrian Project - SB821 (Civil Design Plans, Specifications, and Estimate (PS&E) Services)

Goods/Service Requested (Short Description): The primary objective is to obtain professional services in completing the design, improvement plans, specification, construction bid documents, and engineering support during construction for this Bicycle and Pedestrian Facilities Improvement Project.

Requested By: Jennifer Dominguez

Department: Finance

Date Requested: 1/6/2023

Response Deadline (Date & Time): January 24, 2023, at 2:00 p.m.

Clarification of specifications is to be directed to:

Accepted Response Methods:

- ☒ Email: jdominguez@cityofmenifee.us
- ☒ Mail: City of Menifee (*Must be received by the Response Deadline Indicated in the Request*)
Attn: Jennifer Dominguez, Contract/Purchasing
29844 Haun Road
Menifee, CA 92586
- ☐ In-Person: City of Menifee (*Must be received by the Response Deadline Indicated in the Request*)
Attn:
29844 Haun Road
Menifee, CA 92586

Goods, Equipment, Services Requested Detail/Specifications:

Project Location

The work will be located along La Piedra Road, between Antelope Road and Menifee Road. (See Exhibit A).

Scope of Work will include:

The project will require a full-service consulting team with the ability to deliver a wide range of services including, but not limited to, project management, preliminary engineering, final engineering, preparation of plans, specifications, cost estimate (PS&E), and utility coordination (if any). The project includes restriping an existing four-lane road to a two-lane (one lane in each direction) roadway, including a class 2 bike lane on both sides of the road within the project limit, and resurfacing the roadway with Type II slurry seal; fifteen ADA ramps along with the installation of truncated domes; six



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

high visibility crosswalks; one location for a mid-block rectangular rapid-flashing beacon (RRFB) (3 units for each location) with a protected raised median at the crosswalk; one dual streetlight at the mid-block pedestrian crosswalk (See Exhibit B for preliminary conceptual layout). The following is the outline for the scope of the work to be performed by the consultant.

Project Management and Coordination

- Prepare a detailed project schedule showing key milestone dates, tasks to be completed, review times, utility coordination, and overall project progress. The schedule will be regularly updated through the completion of the design, and updates will be submitted to appropriate project members to maintain project progress.
- Submit monthly progress reports, a list of issues requiring resolution, milestones achieved, any conflicts requiring resolution, coordination issues, and schedule impacts. Hold kick-off meeting and monthly progress meetings.

Environmental Analysis

- Project is CEQA Exempt, the City will file a Notice of Exemption.

Utility Research and Coordination

- Obtain all necessary as-builts from the city and each utility agency for this project. Plans will incorporate necessary as-built information.
- Coordinate, research, and verify the location of existing utilities that have potential conflict with the Project. Inform the City for further direction if any utility relocation is required for the project.
- Traffic devices, such as RRFBs and dual streetlights, are solar-powered.
- Coordination with City Traffic Engineer for all devices associated with Traffic Devices.

Survey

- Survey is completed by the City and will be provided upon award of the project.

Civil Design Plans

- Prepare civil engineering improvement plans. The improvement plans shall be designed by the current City of Meniffee standard plans; the City Engineer must approve other standards and design exceptions. All plans shall be prepared at an appropriate scale sufficient for project bidding on 24" x 36" improvement plan sheets at a 1" = 20' scale.



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

- Prepare detailed demolition plan of curb returns (this includes ADA ramps, curb, gutter, sidewalk, and spandrels).
- Title page
- General and Standard notes
- Plan and Profile Sheets
- Details and street cross-sections
- Prepare precise grading plans of curb returns (this includes ADA ramps, curb, gutter, sidewalk, and spandrels)
- Precise grading plans of ADA ramps at a 1" =10' scale
- Erosion Control Plans

Traffic Signal Design Plans

- There is no traffic signal proposed under the Project.

Signing and Striping Design Plans

- Prepare signing/striping design plans for the roadway improvements along La Piedra Road and surrounding streets affected by the improvements. The signing/striping plans will be prepared at 1" =20' scale on Meniffee standard title block sheets and follow Meniffee standard plans and specifications, Greenbook, and Caltrans standards and specifications. The plans will incorporate all aspects of the existing and proposed signing/striping design. Perform field work to verify field conditions.

Cost estimate and Specifications

- The Consultant shall provide a construction quantity and cost estimate with the 30%, 90%, and Final submittal of plans. The unit costs shall be based upon the most current cost information for recent similar projects in the area compiled by the Consultant and approved by the City.
- The estimated work items with quantities shall include but not be limited to itemizing all removals, relocations, survey monument wells, pavement legends & striping, signs, traffic control, raised pavement markers, and project signs. The estimated work items with quantities shall be arranged in chronological order of construction.
- The latest edition of the Greenbook (Standard Specifications for Public Works Construction



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

and subsequent amendments) will be used on the project, except for traffic signals, striping, and traffic signing. Caltrans Standard Specifications will be used for the traffic signals, striping, and signing.

- The City will provide the Consultant with its Design Guidelines, boilerplate Specifications, and Special Provisions in Microsoft Word format. The City will be responsible for compiling the Project Specifications. The consultant shall edit the Special Provisions as needed so that the package is project specific. The consultant shall also prepare a bid item schedule that will be incorporated into the bid package.

Deliverables

- The design deliverables shall include, but not be limited to, Providing Improvement Plans in ink on Mylar ready for advertising and bidding, along with Specifications (including appendices) and a complete Estimate, all wet seal stamped and signed by a licensed California Civil Engineer.
- All drawings shall be prepared with AutoCAD software or design software compatible with the AutoCAD Version 2018 software approved by the City. The design shall be plotted using permanent drafting ink on Mylar and drafted on twenty-four-inch by thirty-six-inch (24" x 36") Mylar sheets. The final plans shall be signed by a Civil Engineer registered in California. The originals and the electronic data of these drawings are to be always considered property of the City and shall be submitted to the City, along with a USB Flash Drive in AutoCAD format upon completion or as otherwise directed by the City. The electronic data shall also include all survey data and point information.
- The Consultant will provide a write-up for the project-specific scope of work in the Technical Specifications and provide special Technical Provisions beyond the City's standard Technical Provisions. The Specifications shall be signed by the consultant Civil Engineer registered in the state of California that is complete and ready for bidding purposes and awarding contracts for the construction of the improvements.

Submittals to the City

- The Consultant shall submit pdf copies of the design drawings with each submittal for checking by the City, along with the previous red-lined check prints. The design drawings should be as complete, accurate, and error-free as possible before Plan checking is considered to reduce the number of Plan checks required and related costs to the City and Consultant. Submittals shall be 30%, 60%, 90%, and final (Mylar).



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

- 30% - Preliminary/Conceptual Engineering
- 60% - Layout/Design incorporating all comments – Final layout
- 90% - Final PS&E for review by City and associated agencies/companies
- 100% - Final (Mylar) – Complete PS&E signed including final specifications package.
- The Consultant shall submit quantity calculations with each submittal for checking by the City, along with the previously checked calculations.
- The Consultant shall submit Specifications (Special Provisions) with the City's 60% and 90% submittals for checking.
- The City shall receive electronic copies of all correspondence, transmittals, submittals, and letters sent to utilities and agencies regarding the project.
- CAD (Civil 3D 2018) drawings (base files, sheet files, and survey files) will need to be submitted along with final signed drawings.

Final Estimate of Quantities and Cost

- The Consultant's final construction cost estimate shall be based upon and in agreement with the final work items with estimated quantities. Computations showing estimated quantities and costs for each location of work and the sum totals shall be submitted to the City for review along with a set of plans showing work items with quantities on each sheet. Submission of computations does not relieve the Consultant's responsibility of submitting an accurate estimate of quantities.

Schedule

- Consultant shall complete 90% of design in 4 months. The consultant shall submit the final design and specifications within one month after receiving 90% comments.

OPTIONAL ITEMS:

Bidding

- The Consultant shall provide engineering and technical support to address RFIs from potential bidders and develop responses to Bid Document Addendums as needed.

Construction Support

- Upon completion of the Construction Contract Award, the Preconstruction meeting will be



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

scheduled and held within ten days. The consultant shall be available to attend the Preconstruction meeting (in-person or virtually). Upon construction and throughout construction, the Consultant shall provide engineering and technical support to address RFIs, Submittals, and notice of potential change orders.

Insurance Requirements: (selected vendor/service provider to provide insurance certificates during Purchase Order/Contract process)

☒ General Liability* ☒ Automobile Insurance* ☒ Worker's Compensation ☐ N/A
☒ Professional Liability Insurance*

* the City of Meniffee must be listed as additional insured

Funding Source(s):

☒ Local funds: DIF Citywide- Circulation)
☒ Other Funding: ☐ Federal: _____ ☒ State: SB 821
(Specify) (Specify)

Subject to Prevailing Wages Requirements: (Construction, alteration, demolition, installation, maintenance, or repair work)

☒ Yes ☐ No

(Actual Construction work, not labor compliance (professional services))

Scope of project, estimated project start date & Duration:

Scope of project:

- restriping to include class 2 bike lane
- (15) ADA ramps
- (6) high visibility crosswalks
- (1) location for RRFBs (3 units per)
- (1) raised median for protecting pedestrian crosswalk
- (1) dual streetlight at the mid-block pedestrian crosswalk

The estimated construction starts: In spring 2023



City of Meniffee – 29714 Haun Road, Meniffee CA 92586 – Phone: (951) 672-6777 – www.cityofmeniffee.us

City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

ADDITIONAL TERMS & CONDITIONS

FIRM QUOTATION: All quotations shall remain firm for at least **ninety (90)** days.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the quotation, it will be assumed that they are included in the total quoted.

TAXES, PERMITS & FEES: The successful bidder shall pay for and include all federal, state, and local taxes, direct or indirect, upon all materials; pay all fees for, and obtain all necessary permits and licenses unless otherwise specified herein.

SPECIFICATIONS AND EQUALS: Brand names, where used, are a means of establishing quality and style. Bidders are invited to quote their equals. Alternate offers are to be supported by literature, which fully describes items that you are bidding. No exceptions to or deviations from this specification will be considered unless the bidder specifically states each exception or deviation in the designated places. If no exceptions or deviations are shown, the bidder must furnish items exactly as specified herein. The burden of proof of compliance with this specification is the bidder's responsibility.

Time of delivery is a part of the consideration, must be stated in definite terms, and must be adhered to. F.O.B. Point shall be the destination, or freight charges must be stated.

Each item shall be separately bid. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoices not quoted herein will be disallowed.

All bids must be dated and signed with the firm's name and by an authorized officer or employee.

Bids received after the closing date/time will NOT be considered.

The City of Meniffee reserves the right to reject any bids and to waive informalities or irregularities in bids.

After the award, all bids shall be open to public inspection. The City of Meniffee assumes no responsibility for the confidentiality of information offered in a bid.



City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

Bidder Response Form

Project Name: CIP 22-25 Bell Mountain Middle School Pedestrian Project - SB821 (Civil Design Plans, Specifications, and Estimate (PS&E) Services)

Response Deadline: January 24, 2023, at 2:00 p.m.

Goods/Service Requested (Short Description): The primary objective is to obtain professional services in completing the design, improvement plans, specification, construction bid documents, and engineering support during construction for this Bicycle and Pedestrian Facilities Improvement Project.

Please note that the response to this Request for Price/Quotation is not an offer or a binding contract. A contract will be established only when the vendor or service provider accepts an offer from the City of Meniffee. Once the City has selected a vendor or service provider, the selected entity MUST receive a Purchase Order (PO) from the City before the vendor/service provider can proceed with the request.

Company Name: CivilPros

Address: 401 B St, Suite 2360

City: San Diego State: CA Zip Code: 92101

Email Address: matt.britten@civilpros.com Phone: 619-929-3362

Applicable License(s): ☒ N/A Description: _____ License Number: _____

DIR Registration Number* (#): 1000040683 ☐ N/A

* Required for projects which involve construction, alteration, demolition, installation, maintenance, or repair work that requires payment of prevailing wages AND are greater than \$25,000 for new construction, alteration, installation, demolition, or repair OR greater than \$15,000 for maintenance work

Price/Quote for Requested Goods/Services:

Description	Unit Type	Unit Quantity	\$ Amount
PS&E Services	Attach Cost Estimate and Schedule of Fees	1	\$68,941.13
TOTAL			\$68,941.13



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City of Meniffee: Request for Price/Quotation

(Informal Bid Request for Professional Services)

Additional Quote Details (inclusions/exclusion etc.):

1. **Survey services will not be provided**
2. **Geotechnical services will not be provided**
3. **No environmental services will be provided other than the inclusion of BMPs for water quality control.**

Additional Attachments (Optional): Please briefly describe any attachments included with the response.

Detailed fee schedule breakdown

Contact Person: Matt Britten

Title: Civil Department Manager

Undersigned agrees to furnish the commodity or services stipulated above, any addendum(s) issued, and any applicable attachments at the price and terms stated within the request. In addition, the undersigned agrees to provide any applicable insurance requirements as identified with this request.

Authorized Signature:  Date: 1/30/2023





Attachment A-Cost Proposal
CIP 22-25
Bell Mountain Middle School Pedestrian Project

Firm Name: CIVILPOD

Task	Rates and Hours*														Subconsultant Cost (No Subs used)												
	Principal Charge (\$/hr)	Project Manager (\$/hr)	Chief Design Lead (\$/hr)	Chief Design BAC (\$/hr)	Traffic Design Lead (\$/hr)	Traffic Design Support (\$/hr)	Traffic Design QA/QC (\$/hr)	Chief Support BAC (\$/hr)	Chief Design Support (\$/hr)	Chief Design Support (\$/hr)	Traffic Design Support (\$/hr)	Project Controls (\$/hr)	Admin Support (\$/hr)	Total Hours	Total Cost	Sub Consultant Cost	RECON	GEOTECH	EPIC	RTSA	ETC	CMBA	MHI	Total Cost			
Description	\$ 500.00	\$ 124.84	\$ 117.47	\$ 121.17	\$ 131.51	\$ 108.42	\$ 121.87	\$ 148.18	\$ 120.50	\$ 100.00	\$ 115.51	\$ 100.00	\$ 69.43														
Task A - Project Management		18			6									18	\$6,273.00												
Project Management		6												6	\$1,479.64												
Prepare Project Schedule		2												2	\$493.43												
Monthly Project Schedule updates		2			4									2	\$1,479.64												
Project Kickoff Meeting		2												2	\$493.43												
Monthly Project Team Meetings		2												2	\$493.43												
Task B - Environmental & Field Survey			6											12	\$1,479.64												
Field Visit/Photo Storage			6											12	\$1,479.64												
Task C - Utility Coordination									2					2	\$249.67												
Utility coordination									2					2	\$249.67												
Utility Coordination (P&E)																											
Utility Coordination (Survey - All Utilities)												2		2	\$249.67												
Utility (sewer) (as-built/field visit)												4		4	\$493.43												
Other Utilities on File																											
Task D - Topographic Survey (Data Review Only)										2				2	\$249.67												
Topographic Survey Review and Processing										1				1	\$124.84												
Export of raw data and coordinate extension																											
Prepare Data Map														1	\$124.84												
Review Data/Coordinate from Notes																											
Task E - Permitting									2					2	\$249.67												
Processing City Permits									2					2	\$249.67												
Task F - Construction Documents		30	92	17	5					77.5	11			428	\$60,344.74												
F.1 - Preliminary Engineering (Milestone 1 - 10% Plans)		9	32	1	1					31	2			65	\$8,167.32												
10% Plans		6	10	1	1					26	2			35	\$7,556.13												
10% Cost Estimate										4				4	\$493.43												
10% Quantities			1							4				5	\$493.43												
F.2 - Engineering/Construction Documents (10% Plans)		12	38	10	2					122	8			160	\$22,490.38												
10% Plans		10	18	6	2					92	8			146	\$19,589.41												
10% Estimate		1	2	1						18				14	\$1,917.13												
10% Special Provisions (Greenbook)		1	8	1										14	\$1,917.13												
10% Quantities			2							6				8	\$1,061.14												
F.3 - Engineering/Construction Documents (10% Plans)		8	26	4	1					32				111	\$14,694.63												
10% Plans		6	18	2	1					30				77	\$10,104.22												
10% Estimate		1	2	1						6				10	\$1,311.13												
10% Special Provisions (Greenbook)		1	4	1						18				18	\$2,362.43												
10% Quantities			2							6				8	\$1,061.14												
F.4 - Final Engineering/Construction Documents (100% Plans)		4	16	2	1					36	1			50	\$6,546.18												
Final Plans		4	10	2	1					28	1			36	\$4,727.57												
Final Estimate			2							2				5	\$655.91												
Final Special Provisions (Greenbook)		1	2							4				7	\$917.13												
Final Quantities			2							2				4	\$493.43												
Total Design Labor Hours															479												
Total Design Labor Costs															\$63,741.33												
MHI															\$200.00												
Total Bid															\$63,941.33												
Sub-Grand Total																											

*This form is purposed as a template for the City's required submission format only. To see a comprehensive list and description of the required scope of work, please refer to [CIP 22-25]

