

**CONTRACT SERVICES AGREEMENT**

**By and Between**

**CITY OF CARSON**

**and**

**MDG ASSOCIATES INC.**

**AGREEMENT FOR CONTRACT SERVICES  
BETWEEN THE CITY OF CARSON AND  
MDG ASSOCIATES INC.**

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this 10 day of June, 2020 by and between the CITY OF CARSON, a California municipal corporation ("City") and MDG ASSOCIATES INC., a California corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

**RECITALS**

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of Carson's Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

**OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

**ARTICLE 1. SERVICES OF CONSULTANT**

**1.1 Scope of Services.**

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those

standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

#### 1.2 Consultant's Proposal.

The Scope of Service shall include the Consultant's scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

#### 1.3 Compliance with Law.

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

#### 1.4 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

#### 1.5 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer.

#### 1.6 Care of Work.

The Consultant shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

### 1.7 Further Responsibilities of Parties.

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

### 1.8 Additional Services.

City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or \$25,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

### 1.9 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

## **ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.**

### 2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed **Three Hundred Thousand Dollars (\$300,000)** (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

## 2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

## 2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

## 2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

## 2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

## ARTICLE 3. PERFORMANCE SCHEDULE

### 3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

### 3.2 Schedule of Performance.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

### 3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

### 3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

## ARTICLE 4. COORDINATION OF WORK

### 4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Rudy Munoz

President

(Name)	(Title)
(Name)	(Title)
(Name)	(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

#### 4.2 Status of Consultant.

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

#### 4.3 Contract Officer.

The Contract Officer shall be Saied Naaseh, Community Development Director. It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

#### 4.4 Independent Consultant.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein,

except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

#### 4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

### ARTICLE 5. INSURANCE AND INDEMNIFICATION

#### 5.1 Insurance Coverages.

The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than \$1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Consultant against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Consultant in the course of carrying out the work or services contemplated in this Agreement.



(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than \$1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars and any automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Consultant's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) 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 include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(g) Broader Coverages and Higher Limits. Notwithstanding anything else herein to the contrary, if Consultant maintains broader coverages and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverages and/or higher limits maintained by Consultant.

## 5.2 General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Consultant's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention.

All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with Section 5.1 to the Contract Officer.

No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of

Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsements to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

All certificates shall name the City as additional insured (providing the appropriate endorsement) and shall conform to the following "cancellation" notice:

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATED THEREOF, THE ISSUING COMPANY SHALL MAIL THIRTY (30)-DAY ADVANCE WRITTEN NOTICE TO CERTIFICATE HOLDER NAMED HEREIN.

[to be initialed]

  
Consultant Initials

City, its respective elected and appointed officers, directors, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or any automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, and their respective elected and appointed officers, officials, employees or volunteers. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims. The Consultant agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which the Consultant may be held responsible for the payment of damages to any persons or property resulting from the Consultant's activities or the activities of any person or persons for which the Consultant is otherwise responsible nor shall it limit the Consultant's indemnification liabilities as provided in Section 5.3.

In the event the Consultant subcontracts any portion of the work in compliance with Section 4.5 of this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to Section 5.1, and such certificates and endorsements shall be provided to City.

### 5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

#### 5.4 Sufficiency of Insurer.

Insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City ("Risk Manager") due to unique circumstances. If this Agreement continues for more than 3 years duration, or in the event the risk manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Consultant agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the Risk Manager.

### **ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION**

#### 6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

#### 6.2 Reports.

Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Consultant hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

### 6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

### 6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of Consultant's conduct.

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests

provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

## **ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION**

### **7.1 California Law.**

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

### **7.2 Disputes; Default.**

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

### **7.3 Retention of Funds.**

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

#### 7.4 Waiver.

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

#### 7.5 Rights and Remedies are Cumulative.

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.

#### 7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue a legal action under this Agreement.

#### 7.7 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to

this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

**7.8     Termination for Default of Consultant.**

If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

**7.9     Attorneys' Fees.**

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

**ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION**

**8.1     Non-liability of City Officers and Employees.**

No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

**8.2     Conflict of Interest.**

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation,



partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

### 8.3 Covenant Against Discrimination.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

### 8.4 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 Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

## ARTICLE 9. MISCELLANEOUS PROVISIONS

### 9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Carson, 701 East Carson, Carson, California 90745 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

### 9.2 Interpretation.

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.

### 9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

### 9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the parties. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

### 9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

### 9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "non-interests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto 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) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

**[SIGNATURES ON FOLLOWING PAGE]**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:



CITY OF CARSON, a municipal corporation

Albert Robles, Mayor

ATTEST:

Donesia Gause-Aldana, City Clerk

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

Sunny K. Soltani, City Attorney  
[rjl]

CONSULTANT:

MDG ASSOCIATES INC., a California corporation

By:

Name: RUDY MUNOZ

Title: PRESIDENT

By:

Name: GUADALUPE R. MUNOZ

Title: CHIEF FINANCIAL OFFICER

Address: 10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:

CITY OF CARSON, a municipal corporation

\_\_\_\_\_  
Albert Robles, Mayor

ATTEST:

\_\_\_\_\_  
Donesia Gause-Aldana, City Clerk


APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney  
[rjl]

CONSULTANT:

MDG ASSOCIATES INC., a California corporation

By:   
Name: RUDY MUNOZ  
Title: PRESIDENT

By:   
Name: GUADALUPE R. MUNOZ  
Title: CHIEF FINANCIAL OFFICER  
Address: 10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF ~~LOS ANGELES~~ SAN BERNARDINO GMA

On Jun. 19, 2020 before me, GIOVANNI M. ARELLANO NOTARY PUBLIC, personally appeared RUDY MUÑOZ, proved to me on the basis of satisfactory evidence to be the person (X) whose name (X) (S) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature (s) on the instrument the person (s), or the entity upon behalf of which the person (s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: [Signature]



## OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

☐ CAPACITY CLAIMED BY SIGNER  
INDIVIDUAL  
☐ CORPORATE OFFICER

☐ TITLE(S)  
PARTNER(S) ☐ LIMITED  
☐ GENERAL  
☐ ATTORNEY-IN-FACT  
☐ TRUSTEE(S)  
☐ GUARDIAN/CONSERVATOR  
☐ OTHER \_\_\_\_\_

SIGNER IS REPRESENTING:  
(NAME OF PERSON(S) OR ENTITY(IES))  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF ATTACHED DOCUMENT

\_\_\_\_\_  
TITLE OR TYPE OF DOCUMENT

\_\_\_\_\_  
NUMBER OF PAGES

\_\_\_\_\_  
DATE OF DOCUMENT

\_\_\_\_\_  
SIGNER(S) OTHER THAN NAMED ABOVE

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

SAN BERNARDINO  
COUNTY OF LOS ANGELES Comp

On Jun 19, 2020 before me, GIOVANNI M. ARELLANO, personally appeared GUADALUPE R. MUÑOZ, proved to me on the basis of satisfactory evidence to be the person(s) whose names (A) is / are subscribed to the within instrument and acknowledged to me that he / she / they executed the same in his / her / their authorized capacity(ies), and that by his / her / their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: [Signature]



## OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER		DESCRIPTION OF ATTACHED DOCUMENT
<input type="checkbox"/>	INDIVIDUAL	_____
<input type="checkbox"/>	CORPORATE OFFICER	_____
<input type="checkbox"/>	PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL	TITLE OR TYPE OF DOCUMENT _____
<input type="checkbox"/>	ATTORNEY-IN-FACT	NUMBER OF PAGES _____
<input type="checkbox"/>	TRUSTEE(S)	DATE OF DOCUMENT _____
<input type="checkbox"/>	GUARDIAN/CONSERVATOR	
<input type="checkbox"/>	OTHER _____	
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES)) _____ _____		SIGNER(S) OTHER THAN NAMED ABOVE _____

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

**I. Summary of Services:**

Under the CDBG and/or HOME programs, Consultant shall perform services for inspections, appraisal evaluations, coordination of residential and commercial rehabilitation projects and administrative and HUD IDIS training tasks on an as-needed basis. Consultant shall provide a sufficient complement of qualified inspection personnel to perform the services listed below on an as-needed basis. The City processes and completes approximately 35 to 40 residential and 2 commercial projects per year. Primary objectives and duties shall include the following:

1. The initial assessment and determination of the scope of work necessary to complete rehabilitation projects in the City. Structure types consist of single-family, multi-family, and mobile home type housing and neighborhood commercial structures;
2. Project coordination and job progress/compliance monitoring.
3. Administrative and IDIS training tasks on an as-needed basis; and
4. Appraisal evaluations and reporting services.

**II. Consultant will perform the following Services:**

1. Initial Inspection of the Property: Identify rehabilitation items eligible under current CDBG and/or HOME (as applicable) program guidelines.
2. Description of Work: Based on the results of the initial inspection, a description of work will be created summarizing the items identified in the initial inspection including a construction cost estimate (refer to the Residential Rehabilitation Standards Checklist [**Attachment No. 1**] for additional detail about the requirements and guidelines issued under this program).
  - Consultant shall ensure that all general or subcontractors engaged to perform the eligible rehabilitation work will correct and abate the identified deficiencies within any eligible property (refer to the Residential Rehabilitation Standards Checklist [**Attachment No. 1**] for additional detail about the requirements and guidelines issued under this program), including, but not limited to:
    - Code violations, and health and safety issues;
    - Roofing;
    - Plumbing;
    - Electrical;
    - Heating;
    - Pest infestation;
    - Interior and exterior painting window replacement;
    - Lead-based paint and asbestos abatement as needed on a case by case basis;



- Interior carpet or other flooring;
- Foundation;
- Structure; and
- Garage (where there is one).

(Including all items per the City of Carson Residential Rehabilitation Standards checklist and the program guidelines under the program)

3. Bid Procedure: Compile information for projects that will be used to implement the bid process.
4. Coordination of Pre-Construction Meetings and Job Walks. Coordinate the holding of Pre-Construction Meetings and Job Walks between the eligible homeowner and awarded contractor.
5. Coordination and Monitoring of Job Progress: Conduct inspections to determine work progress and keep written log of inspections and comments.
6. Recommend/Request Payments: Based on results of inspection(s) of work performed, recommend progress and final payments to the contractor.
7. Case File Completion: Complete all paperwork needed to complete and close out each assigned project. Case file shall include a completed check-off list or punch-list.
8. Compliance Monitoring: Monitor compliance with State of California prevailing wage requirements and Federal Davis-Bacon and Related Acts (DBRA) provisions.
9. Section 3 Compliance: Monitoring compliance with Section 3 of the Housing and Community Development Act of 1968, which states that HUD-funded jobs and contracts are to be directed, to the greatest extent possible, to local low-income residents and the businesses that employ them.
10. Administrative Tasks (AS NEEDED):
  - Training on the HUD IDIS system for employees responsible for administrating the federal and state grant programs
  - Assist and coordinate with the City's Finance Department to prepare HUD IDIS system required drawdown submissions;
  - Preparation of Notice of Funding Availability (NOFA) funding applications for the grant programs; and
  - Assist City staff with evaluation oversight of Public Service recipients
11. Appraisal Evaluation Services:
  - Prepare interior and exterior evaluations of subject properties
  - Provide a summary appraisal report, photographs, sketches, comparable photographs, comparable property locations, and a signed statement of limiting conditions specifically for the HOME program.

12. **Notary**: Consultant shall perform required notary services, and shall hold a current notary commission at all times during the term of this Agreement.
13. **Insurance**: Consultant shall ensure that any awarded contractor or subcontractor carry errors and omissions insurance, as well as liability insurance in the following amounts: not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of any accident, and \$1,000,000 for property damage. Such insurance shall also name City as an additional insured.
14. **Compliance with Laws**: The requested services shall be performed in accordance with all Federal and State laws and regulations applicable to contract involving CDBG and HOME program funding, including but not limited to, 12 USC 1706e *et seq.*, 42 USC 12701 *et seq.*, 24 CFR Part 92, 24 CFR Part 570, 2 CFR Part 200, and 25 CCR 8200 *et seq.*

**III. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City apprised of the status of performance by delivering the following status reports:**

- A. As requested by City, meet with City staff on a regular basis to provide project updates.
- B. Any and all reports requested by City.

**IV. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.**

**V. Consultant will utilize the following personnel to accomplish the Services:**

- A. Rudy Munoz, President, overall management
- B. Clint Whited, Vice President, Integrated Disbursement Information System reporting system training
- C. Esther Luis, Director, on-site or as requested by City administrative tasks and overall project coordination
- D. Frank Perez, Senior Associate, assistance with administrative tasks and overall project coordination, as needed
- E. Miguel Ramirez, Senior Associate, assistance with inspection and project coordination functions of the Commercial Rehabilitation Program
- F. Arthur Gomez, Senior Associate, on-site management of day to day functions of the housing rehabilitation and project coordination and assistance with Commercial Rehabilitation Program, as needed

# ATTACHMENT I

## Rehabilitation Standard Checklist

### Rehabilitation Assessment

Property Owner:			Date of Inspection:		
Resident Names (if different from above):			Inspection Type:		
			Inspector:		

Property Address:		Property Type:	
Year Constructed:	Census Tract No.:	Were residents present for inspection?	

### EXTERIOR ASSESSMENT

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
GENERAL SITE CONDITIONS				
Walls and Fencing				
Landscaping				
Free of Debris				
Access to unit				
Refuse Disposal Area				
RESIDENCE EXTERIOR				
Condition of Foundation				
Condition of Stairs/Rails/Porches				
Condition of Roofs				
Roof Mounted Appliances				
Condition of Gutters				
Condition of Exterior Surfaces				
Driveway				
Walkways - free of hazards				
Garage Door				
Windows - Operative / condition				
Condition of Screens				
Exterior Doors Condition				
Entry Door Locks – No Dbl Cyl.				
Security Door – No Dbl Cyl.				

## INTERIOR ASSESSMENT

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	

### GENERAL- ALL ROOMS

Smoke Detectors				
All Functioning				
minimum # required installed				
Carbon Monoxide (CO) Detector				
Electricity on-all rooms				
Visible Mold Conditions				
Window condition				
Furniture blocking windows				
Electrical hazards - exposed wires				

### KITCHEN

Electrical Hazards				
Grounded Outlets				
GFCI				
Outlets / Switches / Fixtures				
Floor / VCT / Tile condition				
Walls / Ceiling condition				
Stove				
Oven				
Refrigerator				
Cabinets & Drawers				
Counter				
Sink				
Garbage Disposal				
Visible Mold Conditions				
Space for storage of food				
Space for preparation of food				
Washer / Dryer				
Light/Ventilation				

### DINING ROOM

Walls / Ceiling condition				
Carpet / Flooring condition				
Outlets / Switches / Fixtures				
Light/Ventilation				

### LIVING ROOM

Carpet / Flooring condition				
-----------------------------	--	--	--	--

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
Walls / Ceiling condition				
Door(s)				
Window Coverings present				
Drapes / Blinds				
Outlets / Switches / Fixtures				
Light/Ventilation				

#### BATHROOM # 1 (hallway/guest)

Grounded Outlets				
Floorcoverings				
GFCI				
Outlets / Switches / Fixtures				
Tub / Shower / Enclosure				
Toilet				
Counter				
Vanity/Cabinets				
Sink				
Mirror				
Door				
Ventilation (Fan / window)				
Visible Mold Conditions				
Walls / Ceiling condition				

#### BATHROOM # 2 (Master)

Grounded Outlets				
Floorcoverings				
GFCI				
Outlets / Switches / Fixtures				
Tub / Shower / Enclosure				
Toilet				
Counter				
Sink				
Vanity/Cabinets				
Mirror				
Door				
Ventilation (Fan / window)				
Visible Mold Conditions				
Walls / Ceiling condition				

#### MASTER BEDROOM

Wall / Ceiling condition				
Carpet / Flooring condition				

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
Passage Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

#### BEDROOM (left of hall)

Wall / Ceiling condition				
Carpet / Flooring condition				
Passage Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

#### BEDROOM (right of hall)

Wall / Ceiling condition				
Carpet / Flooring condition				
Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

#### HEATING & PLUMBING

Adequacy of Space Heating				
Safety of Heating Equipment				
Ventilation				
A/C Unit				
Approvable Water Supply				
Plumbing – Water Supply Lines				
Plumbing – Waste Lines				
Sewer Connection				
Water Heater Correctly Installed				

#### ELECTRICAL

Condition of Service Panel				
Condition of Service Drop				

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
Functioning Labeled Breakers				
GFCI on Exterior Outlets				

GENERAL HEALTH & SAFETY

Evidence of Infestation				
Garbage & Debris				
Refuse Disposal				
Interior Air Quality				
Site & Neighborhood conditions				

## LEAD BASED PAINT REVIEW

Did owner/residents receive a copy of the pamphlet entitled "Renovate Right"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the construction of the subject building completed on or after January 1, 1978? If yes, record the year of construction _____ and stop here; this part is completed. If no, proceed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this rehabilitation that will not disturb a painted surface, or whose disturbance is limited to 20 square feet of exterior painted surfaces or 2 square feet painted surfaces in any one interior room? [See §35.1350(d)]. If yes, stop here; this part is completed. If no, proceed to the number below, associated with the level of Federal rehabilitation assistance applicable to this project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit limited to \$5,000 or less? If yes, conduct paint testing per Sec. 35.930(a)(1) and implement safe work practices per §35.930(a)(2) or presume LBP and implement safe work practices. Either way, conduct a clearance examination, per §35.930(b)(3) after rehabilitation. Attach a copy of the paint test (if applicable) and clearance examination reports, after completion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit more than \$5000 but not exceeding \$25,000? If Yes, conduct paint testing per Sec. 35.930(c)(1) and a risk assessment per Sec. 35.930(c)(2); perform interim controls per Sec. 35.1330 (see Sec. 35.930(c)(3)) or presume LBP and/or hazards present and use standard treatments per Sec. 35.120(a). Either way, conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy of the paint test and risk assessment (if applicable), and clearance examination reports, after completion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit more than \$25,000? If Yes, conduct paint test and perform a risk assessment per §35.930(d)(2), or presume LBP. Abate all LBP hazards identified by the paint test or risk assessment and any LBP hazards created as a result of the rehabilitation work, in accordance with §35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation. Either way, conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy (if applicable) of the paint test and risk assessment, and (in all cases, upon completion) the clearance examination reports.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Note:</b> If Federal rehabilitation assistance under the HOME program is used, recipient shall require property owner to incorporate ongoing LBP maintenance activities into regular building operations, per Sec. 35.1355(a) (see Sec. 35.935).		

I certify that a property inspection was performed on the date indicated below, and that this assessment represents an accurate appraisal of property conditions at the time of inspection:	
Inspector's Signature _____	Date _____
Homeowner's Signature _____	Date _____
Homeowner's Signature _____	Date _____



## PAINT EVALUATION REPORT (PER)

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

Property Address: \_\_\_\_\_

**Program Purpose:** Repaint single family owner occupied residences located in the City of Redlands for the purpose of correcting existing or potential paint related code deficiencies.

**Eligible Single Family Residences:**

1. A property that has been cited by an Redlands Code Enforcement Officer for a defective exterior paint condition pursuant to the Redlands Municipal Code; or,
2. A property that Program Staff has determined has a defective exterior paint condition that could warrant a code violation pursuant to the Redlands Municipal Code.

**Paint Exterior**

- ☐ Metal
- ☐ Stucco
- ☐ Wood Ship lap siding      \_\_\_\_\_ Entire Wall      \_\_\_\_\_ Upper Wall      \_\_\_\_\_ Mid Wall      \_\_\_\_\_ At foundation
- ☐ Wood Ship lap façade      \_\_\_\_\_ Chipped      \_\_\_\_\_ Blistered      \_\_\_\_\_ Peeling
- ☐ Wood Other Decorative      \_\_\_\_\_ Cracked      \_\_\_\_\_ Dry rot      \_\_\_\_\_ Alligatoring
- ☐ Facia Boards
- ☐ Under Eaves
- ☐ Canopy Posts Support
- ☐ Patio Posts Support
- ☐ Decorative Posts      Location(s) \_\_\_\_\_
- ☐ Rafter Tails      \_\_\_\_\_ Structural      \_\_\_\_\_ Decorative
- ☐ Planters / Window Boxes/ Shutters
- ☐ Other

**Condition of Paint**

- ☐ Very Good
- ☐ Good
- ☐ Faded      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate
- ☐ Cracked      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate
- ☐ Chipped      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate
- ☐ Peeling      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate
- ☐ Blistering      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate
- ☐ Alligatoring      \_\_\_\_\_ Heavy      \_\_\_\_\_ Moderate

**Location**

- |  | Extreme | Moderate | Light | V-Light | NVP   |
|--|---------|----------|-------|---------|-------|
| <input type="checkbox"/> Front of House          | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Left of Entryway        | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Right of Entryway       | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> At the Entryway         | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Second Floor            | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> North Side of the House | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> South Side of the House | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> West Side of the House  | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> East Side of the House  | _____   | _____    | _____ | _____   | _____ |

**Garage / Carport**

- |  | Extreme | Moderate | Light | V-Light | NVP   |
|--|---------|----------|-------|---------|-------|
| <input type="checkbox"/> Garage                | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> No Garage             | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Carport               | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Attached              | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Detached              | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> At the Garage Door    | _____   | _____    | _____ | _____   | _____ |
| <input type="checkbox"/> Above the Garage Door | _____   | _____    | _____ | _____   | _____ |



<input type="checkbox"/> Right side of Garage	_____	_____	_____	_____	_____
<input type="checkbox"/> Left side of Garage	_____	_____	_____	_____	_____
<input type="checkbox"/> Rear of Garage	_____	_____	_____	_____	_____
<input type="checkbox"/> Man Door	_____	_____	_____	_____	_____
<input type="checkbox"/> Support Posts	_____	_____	_____	_____	_____
<input type="checkbox"/> Support Beams / Rafters	_____	_____	_____	_____	_____

**Certification**

In the opinion of the undersigned, the herein described paint conditions at the above-noted address:

- ☐ D  
O  
  
o  
r  
☐ DO NOT

Constitute a condition that could be cited by a Redlands Code Enforcement Officer for a defective exterior paint condition pursuant to the Redlands Municipal Code.

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

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

**EXHIBIT "B"**  
**SPECIAL REQUIREMENTS**  
**(Superseding Contract Boilerplate)**  
**(new text shown in *bold italics*, deleted text in ~~strikethrough~~)**

I. Section 3.4, "Term," of the Agreement is hereby amended to read as follows:

"3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding *three (3)* ~~one (1)~~ years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D")."

II. A new Article 10, "Federal Contracting Requirements," is hereby added to the Agreement to read as follows:

**"ARTICLE 10. FEDERAL CONTRACTING REQUIREMENTS**

The Agreement shall be subject to compliance with all applicable Federal laws, including those listed below. Consultant shall further agree to require compliance with such laws, to the extent applicable, in any contracts or subcontracts entered into involving HOME or CDBG funding.

A. Anti-Lobbying Certification

Pursuant to the Byrd Anti-Lobbying Amendment (31 USC §1352), Consultant warrants that it has filed the required certification, using the form previously provided by City.

B. Clean Air and Water Pollution Control Acts

Consultant shall agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC §7401–7671q) and the Water Pollution Control Act as amended (33 USC §1251–1387). Any and all violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

C. Conflict of Interest

Under 24 CFR §92.356, this Agreement shall be subject to the conflict of interest provisions of 24 CFR §§200.318 through 200.326. In accordance with 24 CFR §200.318, Consultant shall comply with all applicable City and State requirements regarding conflicts of interest, and no employee, officer or agent shall participate in the selection, award or administration of this Agreement if employee, officer or agent has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of said parties, has a financial interest or other interest in or a tangible personal benefit from a firm considered for a contract.

Under Carson Municipal Code Section 2615, it is unethical for any City employee or official to participate directly or indirectly in a procurement contract when the City employee or official

knows that: (1) The City employee or official, or any member of the City employee's or official's immediate family has a financial interest pertaining to the procurement contract; or (2) any other person, business, or organization with whom the City employee or official, or any member of the City employee's or official's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Consultant shall disclose all conflicts of interest to the City's Contract Officer within the meaning of the foregoing authorities, including any known financial interest in connection with the award or implementation of this Agreement. Consultant shall agree to comply with the foregoing authorities and to require all subcontractors to do the same.

#### D. Environmental Review

Consultant shall acknowledge that, pursuant to 24 CFR §92.352 and other applicable Federal laws and regulations, the National Environmental Policy Act of 1969, 42 USC §§4321-4347 (NEPA), and its implementing regulations (24 CFR Parts 50 and 58) apply to the HOME program, and that applicability of NEPA does not preclude applicability of the California Environmental Quality Act (CEQA) to discretionary approvals of projects of State and local agencies made in connection with the HOME program. Consultant shall agree to comply with, and to require compliance with, any mitigation measures or other applicable environmental restrictions or obligations pursuant to NEPA and CEQA in connection with the activities performed using HOME funding received pursuant to this Agreement.

#### E. Equal Opportunity

Consultant shall agree to comply with the following laws, and to require its subcontractors to comply with the following laws, to the extent applicable, in connection with performance under said contracts:

##### 1. The Civil Rights Act, Fair Housing Act, and Age Discrimination Act:

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*), the Fair Housing Act (42 USC §§ 3601- 3620), and the Age Discrimination Act of 1975 (29 USC § 6101), and applicable implementing regulations, which prohibit Consultant from discriminating or excluding from employment or program participation any person due to race, color, national original origin, sex, age, handicap, religion, familial status or religious preference.

##### 2. Rehabilitation Act of 1973 and the "504 Coordinator"

The Rehabilitation Act of 1973 (29 USC §§791 *et seq.*), and the regulations implementing Section 504 thereof (28 CFR Part 42, Subpart G (§§42.501-42.540)). This involves evaluating Consultant's current policies and practices and making modifications to ensure compliance with Section 504. Consultants employing 50 or more persons and receiving CDBG assistance of \$25,000 or more shall designate at least one person to coordinate compliance with 28 CFR Part 42, Subpart G.

##### 3. Americans with Disabilities Act of 1990 (ADA):

The Americans with Disabilities Act of 1990 (ADA) (42 USC §12101 *et seq.*) and applicable

implementing regulations and guidelines, which prohibit discrimination on the basis of disability in employment, State and local government service, and public accommodations and commercial facilities.

#### 4. Construction Contract Equal Employment Opportunity Provisions.

Except as otherwise provided under 41 CFR Part 60, all contracts meeting the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

#### F. Flood Disaster Protection

Consultant shall comply with Section 202(a) of the Flood Disaster Protection Act of 1973 (42 USC §4106), which prohibits Federal financial assistance for buildings located in Special Flood Hazard Areas (SFHAs) within communities not participating in the National Flood Insurance Program. Section 102(a) (42 USC §4012) of that act mandates the purchase of flood insurance for buildings located in SFHAs as a condition of acquisition, construction, re-construction, repair and improvements activities. However, flood Insurance is not required for routine maintenance activities.

#### G. Labor Standards

For prime construction contracts in excess of \$2,000, the consultant shall agree to comply with the Davis- Bacon Act of 1931 (40 USC §§3141-3144, §§3146-3148), as supplemented by 29 CFR Part 5. In accordance with the statute, Consultant shall agree to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor, which will be disclosed to Consultant. In addition, contractors shall be required to pay wages not less than once a week. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Compliance with said requirements shall not excuse compliance with California prevailing wage laws. The consultant shall also agree to comply with, and to require compliance with, the Copeland “Anti-Kickback” Act (40 USC 3145), as supplemented by 29 CFR Part 3. The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

#### H. Contract Work Hours and Safety Standards Act (40 USC §§3701-3708)

Contracts in excess of \$100,000 involving the employment of mechanics or laborers shall include a provision for compliance with 40 USC §3702 and §3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC §3702, each contractor shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one-and-a-half times the basic rate of pay for all hours worked in excess of 40

hours in the work week. The requirements of 40 USC §3704 are applicable to construction work and provide that no mechanic or laborer must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

I. National Labor Relations Board (NLRB) Certification

By signing the Agreement, Consultant is stating under penalty of perjury that it has had no more than one non-appealable finding of contempt of court issued by a federal court in the preceding two years because of failure to comply with a federal court order or with a NLRB order.

J. Records Retention

Consultant shall retain all records and files relating to this Agreement, including but not limited to the records specified in 24 CFR §92.508, for a period of five years following the final payment under the Agreement or any extensions thereto. Consultant shall make all records and files available upon request by the City, the State of California Department of Housing and Community Development or HUD during the record retention period.

K. Relocation, Displacement and Acquisition

Projects involving acquisition of real property must comply with federal relocation law to accommodate those persons temporarily or permanently displaced by the project. Consultant shall comply with Federal relocation law for projects including rehabilitating rental housing units and results in increased rents to "Targeted Income Group" (TIG) households.

L. Debarment and Suspension Certificate (Executive Orders 12549 and 12689)

A contract award (see 2 CFR §180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR Part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by federal agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Consultant warrants that it has submitted a completed and signed Debarment and Suspension Certificate using the form previously provided by City. Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals submitted.

M. Recovered Materials

Consultant shall agree to comply with, and to require compliance with, Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include: procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition,

where the purchase price of the item exceeds \$10,000 or the value of the



quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner maximizing energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**N. Contract Remedies and Termination Provisions**

Consultant shall be aware that contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC §1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate, and all contracts in excess of \$10,000 shall address both termination for cause and for convenience by the contractor including the manner by which it will be effected and the basis for settlement.

**O. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.**

In accordance with 2 CFR §200.321, Consultant shall take all necessary affirmative steps (including those set forth in 2 CFR §200.321, to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**P. Filing of Protests**

Pursuant to 2 CFR §200.318(k), the City's procedures apply to protests of contract awards. Proposers may file a protest of a contract award with the City's Community Development Director. In order for a protest to be considered valid, the protest must:

1. Be actually received by the Community Development Director in writing within five calendar days after the date of the contract award.
2. Clearly identify the specific recommendation being protested.
3. Specify, in detail, the grounds of the protest and the facts supporting the protest.
4. Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each and every one of these requirements, it will be rejected as incomplete. If the protest is complete, the City's Community Development Director or assigned designee shall review the basis of the protest and all relevant information. The Community Development Director will deny or concur with the protest and provide a written decision to the protestor. The protestor may then appeal the decision of the Community Development Director to the City Manager, by submitting a written appeal containing the information set forth above to the City Clerk within five days of the date the City notifies the protestor of the decision."

**EXHIBIT "C"**  
**SCHEDULE OF COMPENSATION**

**I. Consultant shall perform the following tasks at the following rates:**

**Time and Personnel Commitment:**

The following is a list of personnel that Consultant will commit to City. City will be given the first opportunity to establish the number of hours required for each individual to assure that their services are being provided in accordance with the needs of the City. Adjustments to be made throughout the Agreement period in accordance with the City's needs.

<b>Program</b>	<b>Staff</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Hrs./ Wk.*</b>	<b>Hours per 50 Wks.*</b>	<b>Total Fees (50 Wks) *</b>
Administrative Tasks	Esther Luis	Director	\$108.00/Hr	As needed up to 12 hrs.	600 Hrs. or as needed	\$64,800*
Administrative Tasks	Frank Perez	Senior Associate	\$97.50/Hr	As needed	As needed	Depending on Need
Commercial Rehabilitation	Miguel Ramirez	Senior Associate	\$97.50/Hr	As needed up to 10 hrs.	500 Hrs. or as needed	Depending on Need
Housing/Commercial Rehabilitation	Arthur Gomez	Senior Associate	\$97.50/Hr	As needed up to 30 hrs.	1,500 Hrs. or as needed	\$146,250*
HUD IDIS Training	Clint Whited	Vice President	\$113.00/Hr	As needed	As needed	Depending on Need
	Rudy Munoz	President	\$118.00/Hr			

**\*The number of hours noted depicts the number of hours in which each individual is available to the City. The actual number of hours required to implement the programs shall be those determined by the City.**

**REIMBURSABLE ITEMS:**

Appraisals – per Unit	\$390.00
Project Supplies	At Cost plus 10% surcharge (if applies)
Prints/Reproductions	At Cost plus 10% surcharge (if applies)
Postage/Delivery	At Cost plus 10% surcharge (if applies)

- II. A retention of ten percent (10%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.**

Not Applicable.

- III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task sub-budget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.**

- IV. The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A.** Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.
- B.** Line items for all materials and equipment properly charged to the Services.
- C.** Line items for all other approved reimbursable expenses claimed, with supporting documentation.
- D.** Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

- V. The total compensation for the Services shall not exceed \$300,000 as provided in Section 2.1 of this Agreement.**

- VI. The Consultant's billing rates for all personnel are attached as Exhibit C-1.**

**EXHIBIT “C-1”**

<b>Staff Person</b>	<b>Hourly Rate</b>		
<b>Title</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
President	\$118.00	\$121.00	\$124.50
Vice President	\$113.00	\$116.00	\$119.00
Director	\$108.00	\$111.00	\$114.00
Manager	\$102.50	\$105.50	\$108.50
Senior Associate	\$97.50	\$100.00	\$102.50
Associate	\$87.50	\$90.00	\$92.50
Senior Project Assistant	\$72.00	\$74.00	\$76.00
Project Assistant	\$67.00	\$69.00	\$71.00
Secretary	\$46.50	\$48.00	\$49.50

**EXHIBIT "D"**  
**SCHEDULE OF PERFORMANCE**

- I. Consultant shall perform all services timely in accordance with the following schedule:**

Consultant shall perform the services on a task order basis as assigned by the City's Contract Officer from time-to-time.

- II. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.**