

# **CITY OF ELK GROVE**



## **Request for Proposals**

**For**

## **Laguna Creek Inter-Regional Trail Master Plan**

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

**Proposals Due by May 28, 2021 at 1:00pm**

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## **Introduction:**

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

### **Written Submissions:**

One signed original, seven (7) copies, and one USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by May 28, 2021 at 1:00pm. Proposal shall be submitted in a sealed envelope clearly marked **Laguna Creek Inter-Regional Trail Master Plan** and addressed to:

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

### **Electronic Submission:**

As an alternative to written proposals, proposals may be submitted electronically in pdf form, and emailed to City Clerk Jason Lindgren at [jlindgren@elkgrovecity.org](mailto:jlindgren@elkgrovecity.org), with a copy to Carrie Whitlock, Strategic Planning and Innovation Program Manager at [cwhitlock@elkgrovecity.org](mailto:cwhitlock@elkgrovecity.org), prior to the deadline stated above. Submittals in pdf format must be fully ADA compliant. Large files may be sent using a cloud-based system such as Dropbox. Consultants shall be responsible for ensuring that proposals submitted electronically are received by the City Clerk prior to the deadline. Proposals that are not received prior to the deadline shall not be considered by the City, even if the late submission is due to a technical or other error, including, without limitation, the City's inability to open or access the electronic file. If the proposing Consultant does not receive a confirmation from the City Clerk that the proposal has been received, Consultant should assume the transmission failed and either resubmit or arrange for another method of delivery. Consultants are also encouraged to contact the City Clerk to confirm receipt of their proposal prior to the deadline. Proposals shall not be accepted by fax.

Questions regarding this RFP are to be directed by e-mail to:

Carrie Whitlock  
Strategic Planning & Innovation Program Manager  
[cwhitlock@elkgrovecity.org](mailto:cwhitlock@elkgrovecity.org)

Such contact shall be for clarification purposes only. The City must receive all questions no later than May 28, 2021. Material changes, if any, to the scope of services or proposal procedures shall only be transmitted by written addendum and posted to the City web site. Addendums and answers to submitted questions will be available via the City of Elk Grove web site under "Notice" for the RFP announcement.

### **Late Proposals:**

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

### **Withdrawal or Modifications of Proposals:**

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

### **Proposal Acceptance and Rejection:**

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

**Proposal Evaluation and Award:**

Evaluation shall be made based on the criteria noted in Attachment A: Evaluation and Selection Criteria. A contract may be awarded to the responsible Consultant who best meets the City's needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services, and shall not necessarily be based on the lowest priced proposal, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to the next responsible Consultant if the successful Consultant refuses or fails to execute the contract. All Consultants that were not selected by the City shall be notified in writing. Nothing herein shall obligate the City to award a contract to any responding Consultant. Any contract awarded will be non-exclusive, and the City reserves the right to seek services from other sources, in the City's sole discretion.

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

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

**Disclosure of Submitted Materials:**

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

**Waiver of Irregularities:**

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

**Validity of Pricing:**

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

**No Guarantee of Usage:**

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

**Demonstrations:**

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

**Use of Other Governmental Contracts:**

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

**Qualification/Inspection:**

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. By responding to this RFP, the Consultant consents to the City's right to inspect the Consultant's facilities, personnel, and organization at any time, or to take any other

action necessary to determine Consultant's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all responding Consultants and/or to award a contract without conducting interviews.

**Other Governmental Entities:**

If the Consultant is awarded a contract as a result of this RFP, the Consultant shall, if the Consultant has sufficient capacity, provide to other governmental agencies, so requesting, the services awarded in accordance with the terms and conditions of the RFP.

**Payment Terms:**

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

**Performance:**

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

**Term of Contract:**

The term of the contract will be for a specific period of time, commencing upon execution. The City reserves the right to set the term for a period deemed to be in the best interest of the City, and terminate the contract as set forth therein.

**Amendments:**

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

**Service and support:**

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

**Records:**

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

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

# Guidelines for Proposal

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

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

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

Digital submissions shall include bookmarks for each section with an easy to read font size and style.

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Carrie Whitlock  
Strategic Planning & Innovation Program Manager  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758

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

2. Table of Contents

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

3. Qualifications and Experience

Describe the Consultant's capability for actually undertaking and performing the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar work performed by the Consultant in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.

4. Work Plan

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

5. Conflict of Interest Statement

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

6. Supportive Information/References

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

7. Fee

This section should include the cost for requested services outlined in the Scope of Work. Utilize Table One (1) in the Pricing section of the Scope of Work. Consultants shall clearly describe and outline fees for the services to be provided for each task of the project. Fees should be linked to the tasks of the work plan as provided in Section 4, Work Plan. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City.

8. Secretary of State

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

9. Professional Services Contract:

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

TYPE	SINGLE LIMIT / OCCURRENCE	AGGREGATE	ENDORSEMENTS***
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary & Non-Contributory
Automobile Liability	\$300,000 Non-Commercial Acceptable		
Work Comp Employer's Liability	Statutory \$1,000,000 each		Waiver of Subrogation

\*\*\*Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable. This is a summary only. Please refer to the insurance section and/or exhibit of this Agreement for specific requirements.

**(See next page for Scope of Work)**

# SCOPE OF WORK

## Laguna Creek Inter-Regional Trail Master Plan

### Introduction

The City of Elk Grove is the second largest city in the Sacramento Region and is located in southern Sacramento County. The western portion of the City includes suburban areas, whereas the eastern portion includes a large rural community. Elk Grove is a geographically and ethnically diverse, family-oriented community. Historically, the City has been a suburban bedroom community with many residents commuting outside of the City for employment. The City is working to attract additional employment opportunities to allow for a greater number of residents to find employment closer to home.

In 2020, the City of Elk Grove was awarded a grant from the California Department of Transportation (Caltrans) Sustainable Communities Grants to develop a Laguna Creek Inter-Regional Trail Master Plan (LCIRTMP). The City of Elk Grove is the Lead Agency for this effort, which will be done in cooperation with the City of Sacramento, County of Sacramento, Sacramento Regional Transit District (SacRT), the San Joaquin Joint Powers Authority (SJJPA) and the California Department of Transportation (Caltrans).

The LCIRT is intended to be a multi-use connection between the City of Sacramento and the City of Elk Grove to encourage more active transportation connections. The completion of the Laguna Creek Trail system is a high priority for both the City's Trails Committee and the City Council. The LCIRTMP will provide a conceptual multi-modal planning foundation for the City and adjacent communities. The LCIRTMP will identify gaps, needed trail improvements, access to existing and future transit, a connection to SacRT light rail, connections into the City of Sacramento's trail network and access for disadvantaged communities to create a continuous, equitable and safe corridor. The LCIRTMP will complement work currently wrapping up on the City's Bicycle, Pedestrian, and Trails Master Plan (BPTMP) Update by providing greater detail, a holistic approach, and a broader geographic scope related specifically to the LCIRT.

### Background

#### General Plan

In February 2019, the City Council approved the current General Plan. This was the first comprehensive update since the City's original General Plan, which was adopted in 2003. The current General Plan includes supporting principles of active transportation and a sustainable and healthy community, and highlighting the City's increased focus on pedestrian, bicycle and alternative transportation infrastructure. These principles are further articulated in the Transportation Plan (in Chapter 3), the Mobility Chapter (Chapter 6), and the Community and Resource Protection Chapter (Chapter 7).

The General Plan is available on the City's website at [this link \(http://www.elkgrovecity.org/city\\_hall/departments\\_divisions/city\\_manager/strategic\\_planning\\_and\\_innovation/general\\_plan/documents\)](http://www.elkgrovecity.org/city_hall/departments_divisions/city_manager/strategic_planning_and_innovation/general_plan/documents).

#### Climate Action Plan

The City's first Climate Action Plan was adopted in February 2019. This document demonstrates Elk Grove's commitment to reducing greenhouse gas emissions, in support of both State legislation and creating a healthier, more sustainable and resilient community. The Climate Action Plan is consistent with the principles of the General Plan but adds specific actions and targets intended to reduce impact on the environment. Creating an extensive, well-designed and well-connected active transportation infrastructure, that will encourage residents to choose active transportation options, will help support the targets in the Climate Action Plan.

The Climate Action Plan is available on the City's website at [this link \(http://www.elkgrovecity.org/city\\_hall/departments\\_divisions/city\\_manager/strategic\\_planning\\_and\\_innovation\)](http://www.elkgrovecity.org/city_hall/departments_divisions/city_manager/strategic_planning_and_innovation).

[ation/general\\_plan/documents](#)).

### The Current Bicycle, Pedestrian, and Trails Master Plan

The City has been working to update the Bicycle, Pedestrian and Trails Master Plan (BPTMP) since January 2020. The last document was adopted by the City Council in July 2014. The current update is expected to be adopted in May 2021. The BPTMP is intended to guide and influence pedestrian, bicycle, and trail policies, programs, and development standards to make active transportation options in the City more safe, comfortable, convenient, and enjoyable for all community members. The ultimate goal of the BPTMP is to increase the number of persons who walk and bicycle for transportation to work, to school, for errands, and for recreation. The City seeks to have exemplary bicycle, pedestrian, and trail facilities that provide connectivity throughout the City and the wider Sacramento region in order to offer recreational opportunities and a safe, alternative method of transportation for City residents.

The BPTMP can be found on the City's website at [this link \(https://www.elkgrovecity.org/city\\_hall/departments\\_divisions/planning/resources\\_and\\_policies/bicycle\\_pedestrian\\_and\\_trails\\_master\\_plan\)](https://www.elkgrovecity.org/city_hall/departments_divisions/planning/resources_and_policies/bicycle_pedestrian_and_trails_master_plan).

### Trails Committee

The City has a Trails Committee, comprised of a group of residents appointed by the Mayor and confirmed by the City Council, who provide input on City trails, bikeways, walkways and connectivity throughout the City. The Trails Committee is an advisory committee that reviews and comments on development applications and City Capital Improvement Program (CIP) projects that include pedestrian, bicycle or trail facilities. The Trails Committee will need to be consulted during development of the LCIRTMP and will need to be involved in the review prior to the Plan moving to the Planning Commission and then to City Council for final consideration.

Information on the City Trails Committee can be found on the website at [this link \(https://www.elkgrovecity.org/city\\_hall/city\\_government/commission\\_and\\_committees/trails\\_committee\)](https://www.elkgrovecity.org/city_hall/city_government/commission_and_committees/trails_committee).

### Disability Advisory Committee

The City has a Disability Advisory Committee (DAC), a group of residents appointed by the Mayor and confirmed by the City Council, who provide input on accessibility and disability issues related to the City of Elk Grove. The DAC is an advisory committee that reviews the accessibility of services, programs and facilities, including CIP projects and those related to pedestrian, bicycle or trail facilities. The DAC will need to be consulted during the development of the LCIRTMP and will need to be involved in the review prior to moving to the Planning Commission and then to City Council for final consideration.

Information on the City DAC can be found on the website at [this link \(https://www.elkgrovecity.org/city\\_hall/city\\_government/commission\\_and\\_committees/disability\\_advisory\\_committee\)](https://www.elkgrovecity.org/city_hall/city_government/commission_and_committees/disability_advisory_committee).

### Partner Agencies and Other City Services Relevant to the LCIRTMP

One of the key methods of ensuring the LCIRTMP is successful is to identify and engage Key Stakeholders who will be instrumental in the development of the plan. Stakeholder meetings will be utilized to present current conditions, identify deficiencies, and develop solutions that will improve connectivity, public health, and provide innovation. These meetings will also allow Key Stakeholders and the community to stay informed on the overall project including trail design/connections features. Preliminary stakeholders include, but are not limited to: the City of Elk Grove Trails Committee, the City of Elk Grove Disability Advisory Committee, City of Sacramento, County of Sacramento, SACOG, SacRT, SJJPA, Cosumnes Community Services District (CCSD), Elk Grove Police Department, Elk Grove Unified School District, e-Tran, Cosumnes River College, Wilton Rancheria, Laguna Creek Watershed Council, multiple neighborhood associations and HOAs, walking groups, cycling groups, and residents within disadvantaged communities. The City will assemble an advisory committee, consisting of representatives from public service agencies and residents from disadvantage communities, to attend the Stakeholder meetings and provide input.

The City's Transit Division (e-tran) recently completed a Comprehensive Operational Analysis (COA) with new transit routes. The updated system was adopted by City Council in April 2017 and the routes were implemented in October 2017. The BPTMP Update reflects this new route structure and the LCIRTMP needs consider this new route structure as well.

The City's Capital Improvement Program (CIP) for 2020-2025 is available to understand anticipated five-year investments in facilities and infrastructure. The CIP is updated annually and is currently undergoing updating for the 2021-2026 period. The 2020-2025 CIP can be found at [this link \(https://www.elkgrovecity.org/city\\_hall/departments\\_divisions/public\\_works/capital\\_improvements\)](https://www.elkgrovecity.org/city_hall/departments_divisions/public_works/capital_improvements). As part of planning for the CIP, in the fall of 2018 the City undertook three transportation surveys to gather community feedback on cycling, traffic and walking. This input should be considered in the development of new City projects, planning efforts and budget planning. A summary from these survey findings can be found at [this link \(http://www.elkgrovecity.org/city\\_hall/departments\\_divisions/public\\_works/capital\\_improvements\)](http://www.elkgrovecity.org/city_hall/departments_divisions/public_works/capital_improvements). More detailed survey results will be made available for the LCIRTMP.

The City recently purchased Strave Metro data for calendar years 2017, 2018, and 2019. Strave Metro aggregates and de-identifies riding, running, and walking data and then partners with departments of transportation and city planning groups to improve infrastructure for bicyclists and pedestrians. This data will be made available for the LCIRTMP.

As part of the 2021 BPTMP update, a Social PinPoint online, interactive mapping survey was conducted to gather input and feedback from the community. More than 400 responses were received across the City. A summary from the survey findings can be found in the BPTMP available at [this link \(https://www.elkgrovecity.org/city\\_hall/departments\\_divisions/planning/resources\\_and\\_policies/bicycle\\_pedestrian\\_and\\_trails\\_master\\_plan\)](https://www.elkgrovecity.org/city_hall/departments_divisions/planning/resources_and_policies/bicycle_pedestrian_and_trails_master_plan). More detailed survey results related to the LCIRTMP locations will be made available.

#### Disadvantaged Community Outreach

Disadvantaged communities are a key constituent group for the LCIRTMP. The cultivation of trusted relationships with disadvantaged communities is a project objective and will need to be considered and included throughout the Plan development. Creative and innovative outreach efforts will be needed for these communities given the potential for ongoing concerns related to social distancing and in-person meetings and the lack of access and connectivity to technology within these communities.

#### Caltrans Grant

This project is funded through a Caltrans Sustainable Communities Grant. The grant agreement is included as Attachment C. As noted in the scope of work, all work must be performed in compliance with grant requirements.

### **Consultant Scope of Work**

#### Objectives and Key Elements of the Project

The overall objectives of the LCIRTMP include:

- Develop a list of concerns and needs the LCIRTMP will solve.
- Cultivate trusted relationships with disadvantaged communities.
- Develop a map of Elk Grove and adjacent communities showing existing and needed multi-modal transportation infrastructure. (note: there will be other improvements identified that are outside the Laguna Creek Trail.)
- Develop conceptual design, summary of approval process, preliminary cost estimate, and schedule for different segments.
- Identify potential funding sources.
- Gain regional and local stakeholders' support for the final LCIRTMP.

The Consultant shall prepare the LCIRTMP. Perform all work in compliance with the grant requirements.

Key elements of the scope of work shall include, but are not limited to, the following:

**1. Identify Existing Condition**

- a. Gather existing conditions and background data by identifying opportunities and constraints, as well as standards that should be used to guide preparation of the plan, for example, existing and planned land uses, pedestrian and bicyclist counts, transit use, accident data, population demographics, and travel projections within the City and surrounding communities.
- b. Map existing trail facilities and identify current connections to streets, neighborhoods, and civic amenities.
- c. Inventory and evaluate existing bicycle and pedestrian facilities.

Task	Deliverable
1.1	Meeting minutes
1.2	Existing Conditions Report

**2. Public Outreach/Community Workshops**

In addition to Stakeholder engagement, public input will be a driving force in the development of the LCIRT. Public notification will occur with mailers, as well as other outreach tools including the City newsletter, public websites, and social media, to ensure maximum attendance. All public outreach work will be done in coordination with City staff and the City Public Affairs Office. Public notices will be in English and Spanish. Spanish translators and sign language interpreters will be present at workshops, as needed.

Public meetings will occur in locations surrounding the LCIRT, including:

- a. Built-environment location, e.g. completed trail segment
- b. Middle school and high schools
- c. Light rail station
- d. Community center/civic amenity

Stakeholder Outreach and Engagement

One of the key methods of ensuring the LCIRTMP is successful is to identify and engage Key Stakeholders who will be instrumental in the development of the plan. Stakeholder meetings will be utilized to present current conditions, identify deficiencies, and develop solutions that will improve connectivity, public health, and provide innovation. These meetings will also allow Key Stakeholders and the community to stay informed on the overall project including trail design/connections features. Stakeholder involvement will begin at the Project Kickoff and will continue throughout development through to the final plan.

Preliminary stakeholders include, but are not limited to: Trails Committee, Disability Advisory Committee (DAC), City of Sacramento, County of Sacramento, SacRT, SJJPA, Cosumnes CSD, Elk Grove Police Department, Elk Grove Unified School District, e-Tran, Cosumnes River College, Wilton Rancheria, Laguna Creek Watershed Council, multiple neighborhood associations and HOAs, walking groups, cycling groups, and residents within disadvantaged communities. Caltrans staff will also be invited to the LCIRTMP development meetings. Additionally, an advisory committee will be assembled, consisting of representatives from public service agencies and residents from disadvantaged communities, to attend the Stakeholder meetings and provide input. Stakeholder input should also include one (1) meeting each with the Trails Committee and the DAC to solicit specific input related to the design and development of the trail. A schedule for the LCIRTMP development meetings will be created so participants are well aware of times and locations.

Community Workshops

Community workshops are a key component of the LCIRTMP development. They will need to include:

- a. One (1) walking tour of a completed trail segment and workshop. This workshop will introduce the LCIRTMP to the public, define project parameters, inform the community of LCIRTMP opportunities and constraints, and solicit opinions from the community to shape trail concept and alternatives.
- b. Three (3) interactive workshops that should use real-time, interactive technology and present exhibits, maps, modeling tools and/or renderings of trail design concept features and alternatives. Participants will provide feedback and/or decide on preferred alternatives and design features via round-table discussions and through real-time input using clickers, their phones, or simply anonymous comment cards. In addition, a physical exhibit and presentation along the existing multi-use trail within or adjacent to a disadvantaged community will occur to present the LCIRT and obtain feedback. The exhibit will be present during a busy time on the trail, likely on a weekend and be another opportunity for residents to learn about the project. This will acquire input from the community to shape the draft Master Plan.
- c. (2) community workshops to present draft design concept and LCIRTMP and continue to acquire feedback for public comments to shape the final LCIRTMP.

<b>Task</b>	<b>Deliverable</b>
2.1	Meeting minutes and synopsis of comments, and any presentations or materials provided at the meetings
2.2	PowerPoint presentation, design boards, maps, photos, workshop summary from each of the 6 community workshops

### 3. LCIRTMP Development

- a. Based on the existing conditions report and the community input from Workshop #1, a trail concept will be developed. Trail conceptual design will incorporate trail concepts and will include plans, sketches, and photos.
- b. Up to three trail conceptual design alternatives will be developed. Illustrations will be made in plan-view, as trail and street cross sections, and as sketches. A model simulation using a combination of MicroStation and PhotoShop will be developed for each alternative. The alternatives will be prepared and presented at Community Workshops 2, 3 and 4.
- c. Based on the preferred design alternative chosen in Workshops 2, 3 and 4, a draft LCIRTMP will be prepared. The draft plan will be presented at Workshops 5 and 6 for public comment.
- d. Review and identify potential funding sources for future implementation of the preferred alternative.
- e. Prepare matrix identifying LCIRTMP objectives and scores for each alternative.
- f. Present Draft LCIRTMP to the Trails Committee, the DAC and the Planning Commission at scheduled meetings. Obtain feedback, respond to questions, and resolve any critical issues. Meetings should be scheduled with sufficient time intervals to appropriately incorporate feedback from Trails Committee and DAC prior to presenting to Planning Commission. Further comments may need to be incorporated following Planning Commission prior to the Final LCIRTMP presentation to City Council.
- g. Complete the Final LCIRTMP that addresses the comments given from Workshops 5 and 6 and Committee Meetings.
- h. Present the Final LCIRTMP at a City Council meeting. Resolve any critical issues. Action will be taken by the City Council to adopt or reject the Final LCIRTMP.

<b>Task</b>	<b>Deliverable</b>
3.1	Plans, sketches, photos for conceptual design
3.2	Plans, segment sections, sketches, photos for conceptual design alternatives
3.3	Draft LCIRTMP

3.4	Funding source report
3.5	Alternatives comparison matrix
3.6	PowerPoint, design boards, maps, photos, meeting summary for sessions with Planning Commission, Trails Committee and DAC
3.7	Final LCIRTMP
3.8	Meeting minutes from City Council

## PRICING

TABLE 1: Budget and Schedule of Performance

<i>Task #</i>	<i>Task Name</i>	<i>Cost Estimate</i>	<i>Hours</i>	<i>Jul-21</i>	<i>Aug-21</i>	<i>Sep-21</i>	<i>Oct-21</i>	<i>Nov-21</i>	<i>Dec-21</i>	<i>Jan-22</i>	<i>Feb-22</i>	<i>Mar-22</i>	<i>Apr-22</i>	<i>May-22</i>	<i>Jun-22</i>	<i>Jul-22</i>	<i>Aug-22</i>	<i>Sep-22</i>	<i>Oct-22</i>	<i>Nov-22</i>	<i>Dec-22</i>	<i>Jan-23</i>	<i>Feb-23</i>
<b>1</b>	<b>Plan Initiation</b>	\$ -	0																				
1.0	Project Management																						
1.3	Existing Conditions																						
<b>2</b>	<b>Public Outreach</b>	\$ -	0																				
2.0	Project Management																						
2.1	Stakeholder Outreach and Engagement																						
2.2	Community Workshop #1																						
2.3	Community Workshop #2																						
2.4	Community Workshop #3																						
2.5	Community Workshop #4																						
2.6	Community Workshop #5																						
2.7	Community Workshop #6																						
<b>3</b>	<b>Plan Development</b>	\$ -	0																				
3.0	Project Management																						
3.1	Develop Trail Concept																						
3.2	Develop Conceptual Design Alternatives																						
3.3	Draft LCIRT MP																						
3.4	Identify Potential Funding Sources																						
3.5	Analyze and Compare Alternatives																						



# ATTACHMENTS

## Attachment A: Evaluation and Selection Criteria

The City shall appoint an evaluation team to review the RFP Proposals. Each member of the team shall be provided with copies of the Proposals and will evaluate the Proposals based on the criteria in the table below.

<b>WRITTEN PROPOSAL</b>	
<b>Category</b>	<b>Description</b>
<b>Project Approach and Draft Work Plan</b>	Comprehensive understanding of the Project, identifying critical issues with corresponding solutions and thorough understanding of the delivery process tied to a detailed Project schedule. Work Plan that includes assignment, understanding, and organization of tasks, understanding of interrelationship of critical tasks, appropriate level of effort for each task, and deliverables.
<b>Project Team</b>	Project Manager with a proven history of successful delivery for Projects of similar size/complexity, will be directly involved for the full duration of the Project, highly organized, an effective communicator, responsive and collaborative, will ensure a thorough Quality Control process is delivered and willing to explore innovative strategies. Other design team members with appropriate levels of skills, knowledge, and experience. The ideal team will have successfully accomplished other Projects of similar nature in recent years.
<b>Related Project Experience</b>	Evidence of successful completion of Projects with similar scope and complexity within the past 5 years, preferably with Caltrans District 3 funded projects. The ideal team will demonstrate their experience on Projects of a similar nature for public agencies (including Elk Grove).
<b>Schedule of Services</b>	Evidence of detailed draft schedule of services, in requested format with cost estimates and expected hours, with task detail based on the draft work plan with appropriate relationships and time durations that are reasonably accurate and achievable. Reasonableness and competitiveness of the rates and fees proposed; adequacy of data in support of figures quoted, basis on which rates and fees are quoted.
<b>References</b>	Project Manager service, adherence to schedule, design services and quality of the final product.
<b>INTERVIEW (If applicable)</b>	
<b>Presentation by Project Manager</b>	Project understanding, communication abilities, critical issues, innovation and solutions.
<b>Presentation by Project Team</b>	Experience, roles and responsibilities, communication and coordination between team members, agencies and City.
<b>Questions &amp; Answers</b>	Response to panel's questions.

### **Review and Selection Process**

Staff will evaluate the merits of the proposals received in accordance with the evaluation factors stated in this RFP and formulate a recommendation. For each evaluation criteria, proposals will be evaluated on their relative strengths, deficiencies, and weaknesses. As part of the review and selection process, in-person or virtual interviews may be requested to provide further clarification on proposal submittals.

# CITY OF ELK GROVE



CONSULTANT CONTRACT FOR

**CONSULTANT**

**Title of Contract**

## CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, 20\_\_, by and between City of Elk Grove, a municipal corporation (the “City”) and \_\_\_\_\_, a \_\_\_\_\_ (the “Consultant”), collectively referred to as the “Parties.”

### WITNESSETH

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

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

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

### **1. SCOPE OF SERVICES**

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

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

### **2. TERM OF CONTRACT**

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

### **3. SCHEDULE FOR PERFORMANCE**

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

work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 4.

#### **4. COMPENSATION**

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

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

C. If the work is halted at the request of City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 11.

#### **5. NOTICES**

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

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

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

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

C. The receiving party may change the address for notices, invoices, or payment by delivering to the other party written notice of the new address for notices, invoices, or payment, which notice shall be effective ten (10) days after receipt.

#### **6. PROFESSIONAL SERVICES**

Consultant agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged. Consultant shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party

any information, confidential or otherwise, relative to the work of City or the operations or procedures of City without the prior written consent of City.

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

## **7. INDEPENDENT CONTRACTOR**

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

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

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

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

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

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

## **8. AUTHORITY OF CONSULTANT**

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

## **9. CONFLICT OF INTEREST**

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

## **10. AMENDMENTS, CHANGES OR MODIFICATIONS**

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

## **11. TERMINATION**

A. This Contract may be terminated by City, provided that City gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

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

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

D. In the event of termination, Consultant shall be compensated as provided for in this Contract, except as provided in Section 11C. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

## **12. FUNDING**

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

## **13. NOTICE TO PROCEED**

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

## **14. EXTENSIONS OF TIME**

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

## **15. PROPERTY OF CITY**

A. It is mutually agreed that all materials prepared by Consultant under this Contract shall become the property of City, and Consultant shall have no property right therein whatsoever. Immediately upon termination, City shall be entitled to, and Consultant shall deliver to City, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates

performed to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to City which is in Consultant's possession. Publication of the information derived from work performed or data obtained in connection with services rendered under this Contract must be approved in writing by City.

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

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

## **16. COMPLIANCE WITH LAW**

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

## **17. REPRESENTATIONS**

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

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

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

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

## **18. APPROVAL OF STAFF MEMBERS**

A. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of

all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

## **19. ASSIGNMENT AND SUBCONTRACTING**

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

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

## **20. MATERIALS CONFIDENTIAL**

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

## **21. LIABILITY OF CONSULTANT—NEGLIGENCE**

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

## **22. INDEMNITY AND LITIGATION COSTS**

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

termination or suspension of this Contract.

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

**23. EVIDENCE OF INSURANCE COVERAGE**

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

<b>TYPE</b>	<b>SINGLE LIMIT / OCCURRENCE</b>	<b>AGGREGATE</b>	<b>ENDORSEMENTS***</b>
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary & Non-Contributory
Automobile Liability	\$300,000 Non-Commercial Acceptable		
Work Comp Employer's Liability	Statutory \$1,000,000 each		Waiver of Subrogation

**\*\*\*Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable. This is a summary only. Please refer to the insurance section and/or exhibit of this Agreement for specific requirements.**

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

**24. EVIDENCE OF INSURANCE COMPLIANCE**

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

**25. EMPLOYMENT PRACTICES**

Consultant, by execution of this Contract, certifies that it does not discriminate against any

person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

## **26. UNAUTHORIZED ALIENS**

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

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

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

## **28. RECORDS AND INSPECTION**

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

## **29. MISCELLANEOUS PROVISIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

N. Force Majeure: Neither party shall be in default by reason of any failure in the performance of this Contract if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight

embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.

**30. ENTIRE AGREEMENT**

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

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

Approved to as form:

**CONSULTANT**

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

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

Approved as to form:

**CITY OF ELK GROVE**

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

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

Attest to:

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

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

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

**EXHIBIT B**

**Schedule of Performance**

**EXHIBIT C**  
**Compensation and Method of Payment**

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

**EXHIBIT D**  
**Insurance Requirements**

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

1. General Liability:
  - a. Comprehensive general liability insurance including, but not limited to, protection for claims of bodily injury, property damage, and personal & advertising injury liability.
  - b. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).
  - c. Claims-made coverage is not acceptable.
  - d. The limits of liability shall not be less than:

Each occurrence:	One Million Dollars (\$1,000,000)
Personal & Advertising Injury:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
  - e. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by the Consultant.
2. Automobile Liability:
  - a. Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of automobiles.
  - b. Non-commercial policies are acceptable.
3. Worker's Compensation
  - a. Worker's Compensation Insurance, with coverage as required by the State of California (unless the Consultant is a qualified self-insurer with the State of California), and Employers Liability coverage. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in Exhibit E.
  - b. Employer's Liability Coverage shall not be less than One Million Dollars (\$1,000,000).
  - c. If an injury occurs to any employee of the Consultant for which the employee or the employee's dependents, in the event of the employee's death, may be entitled to compensation from the City under the provisions of the Acts, for which compensation is claimed from the City, there will be retained out of the sums due the Consultant under this Contract, an amount sufficient to cover such compensation as fixed by the Acts, until such compensation is paid or it is

determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to the Consultant.

- d. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by the Consultant.
4. Other Insurance Provisions: The general liability coverage shall contain the following provisions and endorsements:
    - a. The City, its officials, employees, agents and authorized volunteers shall be covered and specifically named as additional insured as respects liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied, or used by the Consultant, or automobiles leased, hired, or borrowed by the Consultant on a separate endorsement acceptable to the City.
    - b. The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents, or authorized volunteers.
    - c. Provision or endorsement stating that for any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents, and authorized volunteers to the extent the City is an additional insured. Any insurance or self-insurance maintained by the City, its officials, employees, agents, or authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss or judgment.
  5. Acceptability of Insurers: Insurance is to be placed with insurers with a **Bests' rating of no less than A:VII**.
  6. Any deductibles, aggregate limits, pending claims or lawsuits that may diminish the aggregate limits, or self-insured retention(s), must be declared to, and approved by, the City.
  7. The Consultant shall furnish the City with certificates of insurance and original endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this Contract. At the written request of the City, Consultant agrees to furnish a duplicate original or certified copy of each required policy including the declaration pages, conditions, provisions, endorsements, and exclusions.
  8. The City, due to unforeseen risk or exhaustion, failure, or dilution of Consultant's insurance coverage, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.
  9. The Consultant shall serve the City notice, in writing by certified mail, within 2 days of any notices received from any insurance carriers providing insurance

coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.

10. If the Consultant fails to procure or maintain insurance as required by this section, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due the Consultant under the contract.
11. Failure of the City to obtain such insurance shall in no way relieve the Consultant from any of its responsibilities under the contract.
12. The making of progress payments to the Consultant shall not be construed as relieving the Consultant or its Sub-Consultants or agents of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.
13. The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.
14. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

**EXHIBIT E**

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

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

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

CONSULTANT

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

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

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

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

**Attachment C: Grant Agreement for the Laguna Creek Inter-Regional Trail Master Plan**



C-20-734 - Restricted  
Grant Agreement - FL