



Request for Proposals
(RFP)

Professional Consulting Services for:
Menlo Park Safe Routes to School Program

Proposals Due:
Wednesday, May 23, 2018 5:00 p.m.

Attn: Nicholas Yee, TDM Coordinator
Department of Public Works
701 Laurel St.
Menlo Park, CA 94025
ngyee@menlopark.org

STATEMENT OF PURPOSE

The City of Menlo Park is seeking written proposals from qualified transportation and/or engineering consulting professionals and firms (hereinafter called “Consultant”) to provide services establishing and managing a Citywide Safe Routes to School program as described herein.

BACKGROUND INFORMATION

The City of Menlo Park has over 15 schools serving local residents, both within City limits and in Atherton. These schools represent four public school districts and the private sector, serving grade levels from pre-kindergarten to twelfth. Additionally, students not only come from Menlo Park to attend school, but also Atherton, East Palo Alto, Portola Valley, and other neighboring cities.

The goal of Safe Routes to School is that children can travel to school via bicycling or walking, thus increasing independence and reducing the need for parents to drive children. The key to this program, in addition to City infrastructure, is having informational resources available for both parents and children to know their commute options to school. However, the City of Menlo Park recognizes that Safe Routes to School programs currently vary from school to school, with some having informational maps and resources both in print and online, to others having a minimal amount of information available.

Therefore, the City seeks a Consultant(s) that will develop resources and strategies to create a Citywide Safe Routes to School program. This program will offer all schools resources to offer their students, along with support to continue the longevity of the Safe Routes to School program. Additionally, the Consultant(s) will act as a liaison between the City, schools, community members, and other relevant stakeholders to ensure cooperation and facilitation between all groups for a successful program throughout the City and region.

SCOPE OF WORK

The following tasks shall herein out be known as Phase 1, Phase 2, and Optional Task. Phase 1 is the establishment phase of the Safe Routes to School program and Phase 2 is the operational phase of Safe Routes to School program and may be extended for up to two additional years after award of initial contract. The City requests a scope and fee estimate for the Optional Task from any proposer that is qualified and has the resources available to complete the task. The Optional Task may be awarded in addition to work under either Phase 1 or Phase 2.

The City may select up to two Consultants (one for each Phase) based on qualifications for each task of the RFP. The City respectfully requests that Consultants itemize tasks that they will be able to complete and their respective costs. If a potential Consultant cannot perform all the tasks under one of the two Phases, it will not preclude them from being selected for part of the project.

Phase 1: Establishment of Safe Route to Schools Program

Task 1 – Use data to identify and prioritize which schools (both public and private) need support and resources from City to become more equal with others. Priority for schools will be based by analyzing data such as schools that have highest level of non-auto households served, free/reduced lunch participation, car and pedestrian/bicyclist collisions, etc.

Task 2 – Develop policies and recommendations to City to establish a Safe Routes to School program based on stakeholder feedback and research.

- Call and/or meet with City departments, School representatives to assess what resources are currently available.
- Review Safe Routes to School programs in neighboring cities and San Mateo County and develop best practices for specific topics, such as establishing a crossing guard program.
- Provide recommendations to establish a Safe Routes to School program, including but not limited to the following:
 - Identify the appropriate level of staffing (e.g., part-time - or full-time? approximate number of hours per week?) needed to establish and operationalize the program over a five-year period
 - Identify the anticipated annual funding levels necessary to establish and operationalize the program over a five-year period
 - Identify potential funding sources to maintain the program over time
 - Provide a sample job description for a Safe Routes to School coordinator
 - Identify any other resources needed based on best practices to establish a Safe Routes to School program
- The Coordinator (see Phase 2) shall work with various City departments to coordinate the Safe Routes to School program with similarly-goaled policies and projects, such as the Transportation Management Association, Transportation Master Plan, bicycle education/rodeos, and General Plan. In Phase 1, the Consultant shall develop a list of resources and framework for the Coordinator to work on Safe Routes to School across these various, ongoing efforts.

Task 3 – Organize an Advisory Committee composed of representatives that include but are not limited to: Menlo Park Transportation, Menlo Park Police, school districts, schools, parent-teacher groups, community groups, and any other relevant Safe Routes to School stakeholders.

Phase 2: Safe Routes to School Program Operations

Services for Phase 2 shall be on a part-time basis of approximately 20 hours per week for a one-year contract, with an option to extend for up to two additional years based on Consultant performance.

Task 1 – Develop working relationships with public school districts, private schools, parent-teacher groups, community groups, County officials, neighboring cities, and any other relevant stakeholders as they relate to transportation and child safety. Consultant shall act as a liaison between the City and Safe Routes to School stakeholders in Menlo Park, San Mateo County, and the region.

Task 2 – Engage community through education and promotion of Safe Routes to School program. This may include but is not limited to newsletters, social media, participation in community events, planning safety demonstrations, planning bicycle/walking themed school events, etc.

Task 3 – Convene Safe Routes to School Advisory Committee to meet on regular basis (e.g., quarterly or monthly) for all stakeholders to share information, discuss issues, and implement strategies that will strengthen the program. As previously described in Phase 1, the Advisory Committee shall be composed of representatives that include but are not limited to: Menlo Park Transportation, Menlo Park Police, school districts, schools, parent-teacher groups, community groups, and any other relevant Safe Routes to School stakeholders.

Task 4 – Assist individual schools and districts as City's liaison of the Safe Routes to School program. This will include but is not limited to assisting with grant writing, creating school specific walk and roll programs, planning safety demonstrations, planning bicycle/walking themed school events, etc.. Consultant shall help schools empower themselves so that the longevity of the program will be sustained through the schools themselves with minimal City support.

Task 5 – Work with schools, school districts, and community centers to create educational curriculum focused on bicycling and walking skills. This curriculum will form the basis for more standardized education that may be integrated into physical education classes, elective classes, and after-school clubs/programs.

Schools will also have access to walk and roll brochures as educational resources in addition to standardized curriculum.

Optional Task: Safe Routes to School Maps

Task 1 – Create walk and roll brochures for up to approximately 15 schools on an as-needed basis.

- **Task 1a** – Cost for creating standard walk and roll brochure template.
 - Template shall be standardized but allow for customization by each school (e.g. name, logo, address, etc.).
- **Task 1b** – Cost per school for walk and roll map
 - Maps that include, but are not limited to, suggested travel routes, bicycle lanes, traffic lights/stop signs, and bus stops within at least a one mile radius.
 - Deliverable shall include a map file that is editable for changes to transportation infrastructure in Menlo Park that may affect future accuracy of maps.

QUALIFICATIONS

Up to two (2) Consultants shall be selected based on proposal qualifications. As aforementioned in the Scope of Work, a Consultant shall be selected to complete work for Phase 1 and/or Phase 2.

The City may select up to two Consultants (one for each Phase) based on qualifications for each task of the RFP. If a potential Consultant cannot perform all the tasks under one of the two Phases, it will not preclude them from being selected for part of the project.

PROPOSAL PREPARATION AND SUBMITTAL

Submittals shall be prepared on standard size paper with removable binding on the left hand side. The proposal shall be double sided, not to exceed 25 pages. Qualifications and work samples may be included as an appendix, and will not count against the page limit. The submittal shall include, but not limited to:

1. **Project Overview** – The proposal must contain a project overview which describes the relative roles of its staff, as well as the proposer's approach to completing the overall scope of the service. Bidder shall clearly specify if submitting a bid for the entire scope of work of Phase 1, Phase 2, and Optional Task, or specific individual sections of the scope of work.
2. **Description of Qualifications** – Applicable bidder qualifications must be presented in this section covering the proposer's experience on similar or related including experience. The bidder shall include identification of up to 3 similar projects and provide at least one work samples, which shall not count towards page limits if included in the appendix.
3. **Staffing** – This section must contain resumes and references identifying all key staff, including the project manager.
4. **Scope of Work and Schedule** - Bidder shall include scope of work outlining each task to be performed. Bidder shall also include proposed schedule.
5. **Fee Estimate** – In a separate, sealed envelope, bidder shall provide a fee estimate for the areas of service as proposed in Section 1, Project Overview. Fees shall be itemized for each phase; e.g., for Phase 1, the Optional Task, and a rate schedule that identifies hourly rates for the proposed staff for Phase 2 shall be provided.
6. **Table of Exceptions** – The summary must state whether the proposal does or does not fully comply with the requirements as defined in this RFP and shall provide a detailed list of disclosures to the scope of services or other RFP requirements including all exhibits.
7. **References** – Each proposal shall also include a list of up to three (3) references for which you have recently provided similar services. Include contact names, phone numbers and email addresses for each reference.

Submit an electronic pdf file (email to ngyee@menlopark.org, or USB drive preferred) and three (3) bound copies of the full proposal no later than **Wednesday, May 23, 2018 at 5:00 p.m.** to:

Attn: Nicholas Yee, TDM Coordinator
 Department of Public Works
 701 Laurel St.
 Menlo Park, CA 94025

City staff will review the proposals and select the most qualified firm based on the following criteria:

1. Ability to perform the specific tasks
2. Qualifications of the specific individuals who will work on the project
3. The specific method or techniques to be used
4. Reasonableness of the schedule to complete each task element
5. Overall cost of the proposal

After reviewing each proposal, the City will notify each Consultant in writing. The City reserves the right to complete the selection process without proceeding to an interview phase, and the City may choose to select a consultant based upon information supplied in the proposal.

The City will check the references of the top ranked consultant(s) for items such as record in accomplishing work in a timely manner for similar projects within budget, quality of work completed for public agencies, and ability to work with City staff and the public.

PROCESS SCHEDULE

The following is a tentative schedule of milestones. The consultant shall state in the proposal a commitment to the project schedule outlined below, including project staff resources.

Questions Due	May 9, 2018
Responses to Questions Issued	May 16, 2018
Proposals Due	May 23, 2018
Interviews (if needed)	Week of May 28, 2018
Consultant Selection/Approval by City Council	By June 30, 2018
Notice to Proceed	July 2018
Phase 1 Project Completion	June 2019
Phase 2 Project Completion	June 2019
Optional Phase 2 Extensions	July 2019 to June 2020, July 2020 to June 2021

POINT OF CONTACT FOR FUTURE CORRESPONDENCE

Requests for information regarding this project should be directed to:

Nicholas Yee, TDM Coordinator
 Department of Public Works
 701 Laurel St.
 Menlo Park, CA 94025
ngyee@menlopark.org
 650-330-6754

Written questions about this RFP should be submitted by email on or before **Wednesday, May 9, 2018 by 5:00 p.m.** Responses to questions will be posted on the City website at www.menlopark.org/bids by **Wednesday, May 16, 2018 by 5:00 p.m.**

TERM OF CONTRACT

The City intends to execute a contract with the most qualified contractor(s) with an option to execute the Optional Task for the duration of the original contract. The Contract(s) will be awarded at the discretion of the Menlo Park City Council. The City of Menlo Park reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP. Proposals and materials submitted will become the property of the City and will not be deemed confidential or proprietary and are subject to public record and may be released upon request.

CONTRACTUAL TERMS AND CONDITIONS

The Consultant will be required to sign the City's Standard Agreement for Services.

Section continues on the next page.

Choose agreement type
City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



SAMPLE	Agreement #:
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND FIRST PARTY	
THIS AGREEMENT made and entered into at Menlo Park, California, this ____ day of _____, _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and FIRST PARTY, hereinafter referred to as "FIRST PARTY."	
<p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: click here to enter text</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>	
1. SCOPE OF WORK	
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.	
2. SCHEDULE FOR WORK	
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>	
3. PROSECUTION OF WORK	
FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).	

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$enter amount as described in Exhibit "A," Scope of Services. This compensation shall be based on the rates described in Exhibit "A." All payments, including fixed hourly rates, shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- F. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- G. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- H. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- I. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- J. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- K. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- B. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- C. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Department Head
 Department
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
 650-330-xxxx
 Email

Notices required to be given to FIRST PARTY shall be addressed as follows:

Name
 Company
 Address
 City, State Zip
 Phone
 Email

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California 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 the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- B. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- C. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of Select start date through Select end date unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant Choose an item required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

William L. McClure, City Attorney

Date

FOR CITY OF MENLO PARK:

Signature Authority, Title

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Project Manager's title.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT "B" - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.