

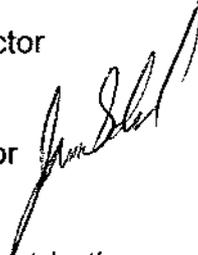
AGENDA ITEM NO.	2C
COUNCIL MEETING	03/20/14
APPROVED BY _____	

**Date:** March 20, 2014

DEPARTMENT DIRECTOR \_\_\_\_\_

CITY MANAGER 

**FROM:** BRUCE A. RUDD, Interim Director  
Department of Transportation

**BY:** JIM SCHAAD, Assistant Director   
Department of Transportation

**SUBJECT:** Approve a consultant agreement in the amount of \$360,534 with Provost and Pritchard Engineering Group, Inc., a Fresno-based California corporation, for design and engineering services for Department of Transportation/Fresno Area Express (FAX) transit shelters and related amenities in the Courthouse Park area

### RECOMMENDATION

Staff recommends City Council approve a consultant agreement in the amount of \$360,534 with Provost and Pritchard Engineering Group, Inc., a Fresno-based California corporation, for design and engineering services for FAX transit shelters and related amenities in the Courthouse Park area.

### EXECUTIVE SUMMARY

The Department of Transportation is seeking to award a professional consulting contract for design and engineering services to replace FAX transit shelters and update related amenities at three Major Transfer Centers located within Courthouse Park. These facilities are major transit hubs located both on Van Ness and Fresno Streets. Staff recognizes the facility is approximately 30 years old and has had no significant updates or improvements since originally constructed. The facility has suffered from deferred maintenance due to economic constraints. Update of this major transit hub will provide a safer, more welcoming, attractive and convenient environment for the large population of FAX customers using the facility. This project will contribute to overall efforts by FAX to improve service and rehabilitate facilities in the downtown area. Staff recommends City Council award a contract in the amount of \$360,534 to Provost and Pritchard Engineering Group, Inc. of Fresno California, a California corporation, as the consultant most qualified.

### BACKGROUND

The present condition and aesthetics of the three Major Transfer Centers, as well as the surrounding area, do not provide a safe, clean and convenient atmosphere that would attract ridership. Redesign of these facilities would require the completion of construction drawings and other documents necessary in moving forward towards inviting bids from interested construction companies.

Activities will include the following elements:

- New design for "A", "B", and "L" shelters
- Design for path of travel connecting shelters
- Design of lighting and hardscaping
- Design of informational kiosk placement
- Engineering of electrical, plumbing and telecom utilities associated with shelters
- Coordination with various stakeholders

Following Fresno Municipal Code Chapter 4 Article 1 and Administrative Order 6-19, the Department of Transportation sent notifications requesting qualifications to over one hundred consulting firms. The Department received three statements of qualifications. A four person review panel determined that Provost and Pritchard Engineering Group, Inc. of Fresno California offered the best value to the City. A consultant services agreement has been negotiated in the amount of \$360,534.

The City Attorney has reviewed the contract and approved it as to form.

#### **ENVIRONMENTAL FINDING**

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378 the award of this contract does not qualify as a "project" and is therefore exempt from the CEQA requirements.

#### **LOCAL PREFERENCE**

This award complies with Fresno Municipal Code Chapter 4 Article 109 (*Local Preference in Contracts for Consulting Services and Other Contracts*).

#### **FISCAL IMPACT**

This project has no fiscal impact to the General Fund. The funding for the activity is appropriated in the Department of Transportation FY2014 budget. Funding is comprised of American Recovery and Reinvestment Act (ARRA) grant funds. There is approximately \$1.2 million in Federal Transit Congestion Mitigation and Air Quality (CMAQ) and Federal Transit Bus and Bus Facilities (5309) funding available to fund construction for this project.

Attachments:

- Fiscal Impact Statement
- Consultant Agreement

## FISCAL IMPACT STATEMENT

PROGRAM: Courthouse Park Transit Shelter Design and Engineering

<u>RECOMMENDATION</u>	<u>TOTAL OR CURRENT</u>	<u>ANNUALIZED COST</u>
Direct Cost	<u>\$ 360,534.00</u>	_____
Indirect Cost	<u>          \$0.00</u>	_____
TOTAL COST	<u>\$ 360,534.00</u>	_____
Additional Revenue or Savings Generated	<u>          \$0.00</u>	_____
Net City Cost	<u>\$360,534.00</u>	_____
Amount Budgeted (If none budgeted, Identify source)	<u>\$ 375,000.00</u>	_____

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**AGREEMENT  
CITY OF FRESNO, CALIFORNIA  
CONSULTANT SERVICES**

THIS AGREEMENT is made and entered into effective the 28th day of March, 2014, by and between the CITY OF FRESNO, a California municipal corporation (hereinafter referred to as "CITY"), and Provost & Pritchard Engineering Group, Inc., (hereinafter referred to as "CONSULTANT").

**RECITALS**

WHEREAS, CITY desires to obtain professional Architectural & Engineering services for the design of plans and general construction contract documents for Courthouse Park Transit Shelter Design and Engineering Project, hereinafter referred to as the "Project;" and

WHEREAS, CONSULTANT is engaged in the business of furnishing technical services as a Engineer and hereby represents that it desires to and is professionally and legally capable of performing the services called for by this Agreement; and

WHEREAS, this Agreement sets forth the terms and conditions under which CONSULTANT shall provide professional services, to be paid with Fresno Area Express/ Transportation Department funds and reimbursed with pledged Federal Transportation Administration Funds as they are made available; and

WHEREAS, CONSULTANT acknowledges that this Agreement is subject to the requirements of Fresno Municipal Code Section 4-107 and Administrative Order No. 6-19; and

WHEREAS, this Agreement will be administered for CITY by the Fresno Area Express/ Transportation Department Director (hereinafter referred to as "Director") or his/her designee.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, it is mutually agreed as follows:

1. Scope of Services. CONSULTANT shall perform the services described herein and in **Exhibit A** to complete the Project more fully described in **Exhibit A**, and this shall include all work incidental to, or necessary to perform, such services even though not specifically described in **Exhibit A**. The services of CONSULTANT shall consist of five Parts as described below. A separate Notice to Proceed will be issued for each of the aforementioned Parts. By entry into this Agreement and upon CITY'S issuance of a written "Notice to Proceed," CITY contracts for the services in Part One. CONSULTANT shall not perform any other Part of the Agreement, and this Agreement shall not be a contract for any other Part, until further performance is authorized by CITY'S issuance of a written "Notice to Proceed." It shall, however, remain CONSULTANT'S offer to perform all remaining Parts described herein. In the event CONSULTANT performs services without CITY'S prior written authorization, CONSULTANT will not be entitled to compensation for such services.

(a) Part One. Schematic Design Phase.

(1) CONSULTANT shall review the description of the Project set forth in **Exhibit A** and consult with designated representatives of CITY to ascertain the requirements of the Project.

(2) CONSULTANT shall conduct studies and investigations as necessary to confirm requirements of design including, but not limited to, (i) consulting with the various utility agencies, and (ii) obtaining all information and data from the respective responsible CITY department/division that is available in CITY'S records and is required by CONSULTANT in connection with the consulting services including, but not limited to, maps, surveys, reports, information, restrictions and easements. CONSULTANT shall notify CITY if a topographic survey is required.

(3) CONSULTANT shall provide a preliminary evaluation of the Project taking into consideration CITY'S estimate of the cost of construction ("Construction Budget") of \$1,500,000.00, including alternative approaches to design and construction of the Project.

(4) Based upon the mutually agreed upon Project requirements and any adjustments authorized by CITY in the Construction Budget, CONSULTANT shall design and prepare schematic design drawings and other documents for review, modification, if required, and acceptance by CITY staff sufficient to show the concept and scope of the proposed Project and the scale and relationship of Project components.

(5) CONSULTANT shall submit a preliminary estimate of construction cost for review and acceptance by CITY. As used herein, "construction cost" means the cost of construction under the general construction contract and does not include CONSULTANT'S compensation as herein provided. Such estimate shall include, and shall separately state, the cost of any add or deduct alternatives, the cost of any work which may be let on a segregated bid basis and any equipment or fixtures which may be incorporated in or excluded from the general construction contract as may be necessary to stay within the Construction Budget.

(6) CONSULTANT shall make as many submittals as may be necessary or desirable to obtain the acceptance by CITY and shall assist CITY in applying for and obtaining from applicable public agencies any approval permit, or waiver required by law, which assistance shall include, but not be limited to, making Project information available to CITY.

(7) CONSULTANT may not rely upon any as-builts provided by CITY, but shall investigate the existing conditions and ascertain the adequacy of such as-builts for CONSULTANT'S design. CONSULTANT shall bring to CITY'S attention any discrepancies in the as-builts that are discovered by CONSULTANT. CITY makes no representations regarding any as-builts.

(8) Services shall be undertaken and completed in a sequence assuring expeditious completion. All services shall be rendered and deliverables submitted within [70] calendar days from the issuance of a Notice to Proceed for this Part unless an extension of time is approved in writing by the Director. Re-submittals, as necessary to obtain the acceptance by CITY, shall be submitted to CITY within [7] calendar days from receipt of CITY'S comments unless an extension of time is approved in writing by the Director.

(b) Part Two. Design Development Phase. After review and acceptance of the schematic design phase and issuance of a written Notice to Proceed with this Part Two:

(1) Based upon the accepted schematic design documents and the Construction Budget, including authorized revisions thereto, CONSULTANT shall prepare for review and acceptance by CITY the design development documents consisting of drawings and other documents to fix and describe the size and character of the Project as necessary to show treatment of significant details. In addition, CONSULTANT shall provide outline specifications of the work as to kinds of materials, systems, and other such design elements as may be required. Such design development documents and specifications shall be subject to review and acceptance by CITY.

(2) CONSULTANT shall submit a revised estimate of construction cost for review and acceptance by CITY. The revised estimate shall include, but shall separately state, the cost of any add or deduct alternates, any work which may be let on a segregated bid basis, and any furnishings, equipment or fixtures which may be incorporated in or excluded from the general construction contract as may be necessary to stay within the Construction Budget, including authorized revisions thereto.

(3) In the event that the revised estimate of construction cost exceeds the preliminary estimate of construction cost previously accepted, excluding therefrom any add alternate, any work which may be let on a segregated bid basis and any furnishing, equipment or fixtures which was identified in Part 1 as that which may be excluded from the general construction contract, CITY shall have the option of accepting or rejecting the revised estimate and CONSULTANT shall, at no additional cost to CITY, make such design changes as may be necessary to reduce the revised estimate so that it shall not exceed the preliminary estimate of construction cost previously accepted by CITY. CITY shall not increase the scope of the Project except by modification of this Agreement which shall include an agreed upon increase in CONSULTANT'S compensation.

(4) CONSULTANT shall make as many submittals as may be necessary or desirable to obtain the acceptance by CITY and shall assist CITY in applying for and obtaining from applicable public agencies any approval, permit, or waiver required by law, which assistance shall include, but not be limited to, making Project information available to CITY.

(5) Services shall be undertaken and completed in a sequence assuring expeditious completion. All services shall be rendered and deliverables submitted within [70] calendar days from the issuance of a Notice to Proceed for this Part unless an extension of time is approved in writing by the Director. Re-submittals, as necessary to obtain the acceptance by CITY, shall be submitted to CITY within [7] calendar days from receipt of CITY'S comments unless an extension of time is approved in writing by the Director.

(c) Part Three. Construction Document Phase. After review and acceptance of the design development phase and issuance of a written Notice to Proceed with this Part Three:

(1) CONSULTANT shall prepare from the accepted design development documents, detailed plans and specifications setting forth the complete work to be done, and the materials, workmanship, finishes and equipment, fixtures, and

site work required. CONSULTANT shall also prepare necessary bidding information, general and special conditions of the general construction contract, technical specifications of the general construction contract, and the bid proposal and general construction contract forms. Such documents shall be subject to the review and acceptance by CITY. CONSULTANT shall cooperate with, assist and be responsive to CITY'S Purchasing Manager in preparation of all documents including, without limitation, slip-sheeting final documents for printing when requested. CITY'S Standard Specifications must be used by CONSULTANT where possible. Final drawings shall be drawn, printed or reproduced by a process providing a permanent record in black on vellum, tracing cloth, polyester base film, or high quality bond copy. Bid, general conditions, contract and bond document forms or formats regularly used by CITY shall be used by CONSULTANT unless the Director determines they would be impractical for this Project. CONSULTANT shall be responsible for assuring that the special conditions, technical specifications and any other documents prepared by CONSULTANT are consistent with any documents regularly used by CITY that are used for this Project.

(2) Upon request of CITY, CONSULTANT shall provide the calculations used to determine the general construction contract quantities; and structural calculations for the purpose of obtaining any building permits.

(3) CONSULTANT shall make as many submittals as may be necessary or desirable to obtain the acceptance by CITY and shall assist CITY in applying for and obtaining from applicable public agencies any approval, permit, report, statement, or waiver required by law, which assistance shall include, but not be limited to, making Project information available to CITY.

(4) CONSULTANT shall provide CITY with [4] sets of completed plans and [2] sets of completed specifications for review and final acceptance by CITY. Should the plans and specifications as submitted by CONSULTANT not be accepted by CITY, CONSULTANT shall revise the plans and specifications as needed to obtain final acceptance at no additional cost to CITY.

(5) After acceptance of final corrections, if any, CONSULTANT shall provide CITY with one set of accepted reproducible tracings and bid documents for the Project. In addition, CONSULTANT shall provide CITY with one complete set of CAD/System disk files of drawings and complete disk files of specifications in the following format: [PDF and AutoCAD 2013 format].

(6) CONSULTANT shall submit a final estimate of construction cost for review and acceptance by CITY. Such estimate shall be calculated as of the date all general construction contract documents are delivered to CITY in final form ready for reproduction and advertising. Such estimate shall include, but shall separately state, the cost of any add or deduct alternates, any work which may be let on a segregated basis, and any equipment, or fixtures which may be incorporated in or excluded from the general construction contract.

(7) In the event that the final estimate of construction cost exceeds the revised estimate of construction cost previously accepted, excluding therefrom any add alternate, any work which may be let on a segregated bid basis and any furnishings, equipment or fixtures which was identified in the final revised estimate in Part 2 as that which may be excluded from the general construction contract, CITY shall have the

option of accepting or rejecting the final estimate. If CITY elects to reject the final estimate, CONSULTANT shall at no additional cost to CITY, make such design changes as may be necessary to reduce the final estimate so that it shall not exceed the revised estimate of construction cost previously accepted by CITY.

(8) Services shall be undertaken and completed in a sequence assuring expeditious completion. All services shall be rendered and deliverables submitted within 56] calendar days from the issuance of a Notice to Proceed for this Part unless an extension of time is approved in writing by the Director. Re-submittals, as necessary to obtain the acceptance by CITY, shall be submitted to CITY within [7] calendar days from receipt of CITY'S comments unless an extension of time is approved in writing by the Director.

(d) Part Four. Bidding Phase. After review and acceptance of the construction document phase and if CITY elects to proceed to bid, which shall constitute a written Notice to Proceed with this Part Four:

(1) CONSULTANT shall assist CITY in obtaining bids. CONSULTANT shall not communicate with potential bidders regarding this Project without the express prior written authorization of CITY'S Purchasing Manager.

(2) CONSULTANT shall, within 7 calendar days of any request by CITY, expeditiously draft and promptly provide addendum as determined by CITY to be reasonable or necessary for the bidding process.

(3) If the lowest responsible bid received for the general construction contract exceeds by 10% or more the final estimate of construction cost previously accepted by CITY, excluding therefrom any add alternate, any work which may be let on a segregated bid basis and any furnishings, equipment or fixtures which are excluded from the general construction contract, CONSULTANT shall, within 14 calendar days of any request by CITY, revise the plans and specifications as may be necessary to stay within 10% of such final estimate of construction cost, at no additional cost to CITY provided such bid is received within 180 calendar days after completion of services in Section 1(c) of this Agreement. CONSULTANT shall also submit such revised plans and specifications, together with a new final estimate of construction cost, to CITY for review and acceptance. This procedure, using the latest accepted final estimate of construction cost, shall, upon written notice to CONSULTANT from the Director, be repeated until an acceptable bid is received that does not exceed the accepted final estimate of construction cost by more than 10%.

(e) Part Five. Construction Phase and General Construction Contract Administration. The construction phase will begin with the award of the general construction contract, which shall constitute a written Notice to Proceed with this Part Five, and will terminate when a Notice of Completion is filed. Upon award of a general construction contract for the Project and under the direction of the Director through CITY'S designated Construction Manager for the Project:

(1) CONSULTANT shall attend the pre-construction conference and, if called upon by CITY, act on CITY'S behalf in discussing the various aspects of the construction phase.

(2) CONSULTANT shall review and recommend in writing to CITY acceptance or non-acceptance of shop drawings, equipment and material submittals of the general construction contractor as required by the general construction contract and applicable laws and regulations in a timely manner. The period for CONSULTANT review shall be as specified in the general construction contract, except if such period is not so specified, the period shall be as determined in the pre-construction conference as mutually agreed upon by CITY, CONSULTANT and the general construction contractor.

(3) CONSULTANT shall, at intervals appropriate to the state of construction, familiarize itself with the progress and quality of the work and determine in general if the work is proceeding in accordance with the general construction contract documents, and keep CITY informed of the progress of the work. In the event that CONSULTANT'S visit to the site results in the discovery of any defect or deficiencies in the work of the general construction contractor, CONSULTANT shall immediately advise CITY and document, in writing, the work CONSULTANT deems substandard, and make recommendations where appropriate to reject any work not conforming to the intended design or specifications. Based on CONSULTANT'S best knowledge, information and belief, CONSULTANT shall provide CITY a general written assurance that the work covered by a payment application meets the standards in the general construction contract. As to technical aspects, CONSULTANT shall provide a written judgment of the acceptability of the work for payment applications and final acceptance, subject to CITY'S right to overrule CONSULTANT.

(4) Upon written request by CITY, CONSULTANT shall render interpretations of the general construction contract documents necessary for the proper execution or progress of the work.

(5) Upon written request by CITY, CONSULTANT shall render written recommendations on change orders, claims, disputes or other questions arising out of the general construction contract, in a timely manner. Recommendations by CONSULTANT in favor of a change order that is consequently accepted by CITY shall constitute approval by CONSULTANT who shall then approve the change order in writing. CONSULTANT shall not unreasonably withhold written approval in the event CITY accepts a change order that CONSULTANT recommended to be rejected. In the event of any technical disputes, CONSULTANT shall provide CITY with CONSULTANT'S written interpretation of the contract documents. The period for CONSULTANT review shall be as specified in the general construction contract, except if such period is not so specified, the period shall be as determined in the pre-construction conference as mutually agreed upon by CITY, CONSULTANT and the general construction contractor. If CITY, CONSULTANT and the respective general construction contractor are unable to mutually agree on such period for CONSULTANT review, then CITY will make the determination and that determination will be final.

(6) Upon written request by CITY, CONSULTANT shall provide such design and specification services as may be requested by CITY to implement change orders necessary for clarification or interpretation of the general construction contract documents or which may have resulted from errors or omissions by CONSULTANT.

(7) Where change orders arise as a result of an increase in the scope of work or are due to unforeseeable conditions, the parties may modify this Agreement, which modification shall include an agreed upon increase in CONSULTANT'S compensation.

(8) Upon written request of CITY, CONSULTANT shall assist CITY in the preparation of Progress Payment Estimates and other related construction reports.

(9) CONSULTANT shall provide CITY with two sets of original as-grade plans wet-stamped and signed by the CONSULTANT'S Engineer of Record for the Project submitted for final approval by the CITY's Building and Safety Services Division of the Development and Resource Management Department

(10) CONSULTANT shall prepare Record Drawings by updating the accepted general construction documents in Part 3 to reflect all changes or deviations that occurred during construction as reflected on or from each of the following: (i) the general construction contractor provided red-lined plans, (ii) those furnished by the CITY, (iii) CONSULTANT provided Request for Information responses, and (iv) any CONSULTANT bulletins, amendments or clarifications. CONSULTANT shall provide CITY with one set of vellum Record Drawings for the Project within [21] calendar days from receipt of red-lined field markups unless an extension of time is approved in writing by the Director. Re-submittals, as necessary to obtain the acceptance by CITY, shall be submitted to CITY within [21] calendar days from receipt of CITY comments unless an extension of time is approved in writing by the Director. In addition, CONSULTANT shall provide CITY with one complete set of CAD/System disk files of Record Drawings in the following format: [PDF and AutoCAD 2013 format].

2. CITY'S responsibilities. CITY will:

(a) Select the testing laboratory and pay the cost of borings, samplings, and other work involved in soils testing during construction.

(b) Conduct onsite inspection during construction to check quality and quantity of work as conditions warrant and be responsible for assuring that the general construction contractor carries out all construction work in accordance with the plans and specifications. However, this does not release CONSULTANT from its responsibility to make periodic site visits under Section 1(e) for the purpose of observing the work to determine its general conformity with the plans and specifications and reporting its findings to CITY.

(c) Prepare all change orders during construction in cooperation with CONSULTANT.

(d) Prepare all Progress Payment Estimates in cooperation with CONSULTANT following its general assurance that the work covered by a payment application meets the standards in the general construction contract documents based upon CONSULTANT'S best knowledge, information and belief.

(e) Pay, or cause to be paid, plan check fees, conditional use permit fees and site plan review fees.

(f) Arrange for and pay, or cause to be paid, any fees associated with Environmental Impact Reports or Statements.

(g) Give reasonably prompt consideration to all matters submitted by CONSULTANT for acceptance to the end that there will be no substantial delays in CONSULTANT'S program of work. For an acceptance, approval, authorization, a request or any direction to CONSULTANT to be binding upon CITY under the terms of this Agreement,

such acceptance, approval, authorization, request or direction must be in writing, duly authorized by CITY and signed on behalf of CITY by the Director.

3. Compensation and Cost Reimbursement.

(a) CONSULTANT'S sole compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall be a total fee of \$360,534.00. Such fee includes all expenses incurred by CONSULTANT in performance of the services except for those allowable costs eligible for reimbursement as set forth in subdivisions (e), (f) and (g) of this Section 3.

(b) Detailed statements shall be rendered monthly and will be payable in the normal course of CITY business. Such statements shall be for an amount no greater than that attributable to the Part upon which CONSULTANT is then engaged as provided in Section 3(c) below.

(c) For purposes of determining the division of the total compensation to CONSULTANT as provided in Section 3(a) above, or should performance of any succeeding Part not be authorized by CITY as provided in Section 1 of this Agreement, it is agreed that the total compensation shall be allocated to the five Parts of CONSULTANT'S performance as follows: Part 1 - 24%, Part 2 - 30%, Part 3 - 27%, Part 4 - 3% and Part 5 - 16%. Prior to the award of a general construction contract for the Project, or should such contract not be awarded, the approved Parts as provided above shall be utilized for purposes of determining the fee due to CONSULTANT.

(d) The parties may modify this Agreement to increase or decrease the scope of services or provide for the rendition of services not required by this Agreement, which modification shall include an adjustment to CONSULTANT'S compensation. Any change in the scope of services must be made by written amendment to the Agreement signed by an authorized representative for each party. CONSULTANT shall not be entitled to any additional compensation if services are performed prior to a signed written amendment. Subsequent to the date of completion of Part Three, changes due to Code revisions or enactments adopted after such date shall constitute additional work subject to this Section 3(d).

(e) CONSULTANT'S indirect rates (costs eligible for reimbursement) are only allowable to the extent that they comply with the cost principles of the Federal Acquisition Regulations as set forth in 48 CFR Part 31.2, and are subject to audit. City will accept the indirect cost rates established by a cognizant Federal or State government agency in accordance with the FAR for one-year applicable accounting periods, if those rates are not currently under dispute.

(f) Until final annual indirect cost rates are established for any period, City shall reimburse CONSULTANT at billing rates established in the CONSULTANT'S proposal and audited by the CONSULTANT'S CPA Firm, subject to adjustment when the final rates are established. Final rates may be established by an audit performed by the federal government or other governmental agency, or if necessary, by an audit performed by the City or its Agent. These billing rates:

(i) Shall be the anticipated final rates; and

(ii) May be prospectively or retroactively revised by mutual agreement, at either party's request, to prevent substantial overpayment or underpayment.

(g) At any time or times before final payment, the City may have CONSULTANT'S invoices or vouchers and statements of cost audited. Any payment may be reduced by amounts found by City not to constitute allowable costs and/or adjusted for prior overpayments or underpayments. Upon CONSULTANT'S compliance with all terms of this Agreement, City shall promptly pay any balance of allowable costs and that part of the fee (if any) not previously paid.

4. Termination, Remedies, Force Maieure, and Consolidation of Disputes.

(a) This Agreement shall terminate without any liability of CITY to CONSULTANT upon the earlier of: (i) CONSULTANT'S filing for protection under the federal bankruptcy laws, or any bankruptcy petition or petition for receiver commenced by a third party against CONSULTANT; (ii) 7 calendar days prior written notice with or without cause by CITY to CONSULTANT; (iii) CITY'S non-appropriation of funds sufficient to meet its obligations hereunder during any CITY fiscal year of this Agreement, or insufficient funding for the Project; or (iv) expiration of this Agreement.

(b) Immediately upon any termination or expiration of this Agreement, CONSULTANT shall (i) immediately stop all work hereunder; (ii) immediately cause any and all of its subcontractors to cease work; and (iii) return to CITY any and all unearned payments and all properties and materials in the possession of CONSULTANT that are owned by CITY. Subject to the terms of this Agreement, CONSULTANT shall be paid compensation for services satisfactorily performed prior to the effective date of termination. CONSULTANT shall not be paid for any work or services performed or costs incurred which reasonably could have been avoided.

(c) In the event of termination due to failure of CONSULTANT to satisfactorily perform in accordance with the terms of this Agreement, CITY may withhold an amount that would otherwise be payable as an offset to, but not in excess of, CITY'S damages caused by such failure. In no event shall any payment by CITY pursuant to this Agreement constitute a waiver by CITY of any breach of this Agreement which may then exist on the part of CONSULTANT, nor shall such payment impair or prejudice any remedy available to CITY with respect to the breach.

(d) Upon any breach of this Agreement by CONSULTANT, CITY may (i) exercise any right, remedy (in contract, law or equity), or privilege which may be available to it under applicable laws of the State of California or any other applicable law; (ii) proceed by appropriate court action to enforce the terms of the Agreement; and/or (iii) recover all direct, indirect, consequential, economic and incidental damages for the breach of the Agreement. If it is determined that CITY improperly terminated this Agreement for default, such termination shall be deemed a termination for convenience.

(e) CONSULTANT shall provide CITY with adequate written assurances of future performance, upon the request of the Director or his/her designee, in the event CONSULTANT fails to comply with any terms or conditions of this Agreement.

(f) CONSULTANT shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of CONSULTANT and without its fault

or negligence such as, acts of God or the public enemy, acts of CITY in its contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. CONSULTANT shall notify the Director or his/her designee in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, and shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Director or his/her designee of the cessation of such occurrence.

(g) CONSULTANT agrees that, notwithstanding any contrary provision in this Agreement, any dispute arising from or relating to this Agreement (including, without limitation, disputes based on contract, tort, equity or statute) may, at CITY'S option, be joined and consolidated with any other dispute or disputes arising from or relating to the Project so that all disputes arising from or relating to the Project may be resolved in a single proceeding. CONSULTANT hereby specifically waives any objection it may otherwise have to such joinder and consolidation and specifically consents to mediation, arbitration or any other dispute resolution mechanism, forum or proceeding necessary to effectuate the joinder and consolidation contemplated by this provision.

5. Confidential Information, Ownership of Documents and Copyright License.

(a) Any reports, information, or other data prepared or assembled by CONSULTANT pursuant to this Agreement shall not be made available to any individual or organization by CONSULTANT without the prior written approval of CITY. During the term of this Agreement, and thereafter, CONSULTANT shall not, without the prior written consent of CITY, disclose to anyone any Confidential Information. The term Confidential Information for the purposes of this Agreement shall include all proprietary and confidential information of CITY, including but not limited to business plans, marketing plans, financial information, designs, drawings, specifications, materials, compilations, documents, instruments, models, source or object codes and other information disclosed or submitted, orally, in writing, or by any other medium or media. All Confidential Information shall be and remain confidential and proprietary in CITY.

(b) Any and all original sketches, pencil tracings of working drawings, plans, computations, specifications, computer disk files, writings, artwork and other documents prepared or provided by CONSULTANT pursuant to this Agreement (Work), and all data and copyrights related to such Work, shall be governed by the following provision for the benefit of the Federal Transit Administration (FTA):

United States Code Title 49: Transportation  
Part 18-UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS  
AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL  
GOVERNMENTS  
Subpart C-Post-Award Requirements

§18.34

The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

(a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and

(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

(c) CONSULTANT shall not reproduce (such as photographs and prints), duplicate, distribute reproductions, or incorporate into any trademark or service mark, the Work without the prior written consent of CITY. Any rights of the CONSULTANT in the Work terminate upon the death of such CONSULTANT and do not extend to such CONSULTANT'S heirs, successors or assigns.

(d) Title to the Work shall pass to CITY upon final acceptance of the artwork by CITY. CITY reserves the right to donate, transfer or sell the Work or any portion thereof. City shall have the exclusive right to publicly display the Work and shall have a license to reproduce (such as photographs and prints) or create three-dimensional reproductions of the Work for any noncommercial purpose (including, but not limited to, books, slides, postcards, film, Internet sites, reproductions for advertising, and other media). Such reproductions shall contain a credit to the CONSULTANT and a copyright notice. Reproductions for commercial purposes are only to be made with the mutual written consent of CONSULTANT and CITY. All references and reproductions or adaptations of the Work will credit the Work to the CONSULTANT unless CONSULTANT requests to the contrary. CITY reserves the right to modify, remove and/or relocate the Work at any time, and after consultation with CONSULTANT, shall have the right to determine when and if modifications, repairs and/or restorations are needed. If City makes modifications, repairs or restoration not approved by the CONSULTANT, the CONSULTANT shall have the right to sever its association with the Work. CONSULTANT agrees to give CITY written notice prior to asserting any claim pertaining to the Work, and CITY shall have not less than 90 days from the date of receipt of claim to cure any such claim. CITY may incorporate the Work into any trademark or service mark to be utilized by City to register the same in accordance with Federal, state or local law.

(e) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 5. This Section 5 shall survive expiration or termination of this Agreement.

6. Professional Skill. It is further mutually understood and agreed by and between the parties hereto that inasmuch as CONSULTANT represents to CITY that CONSULTANT and its subcontractors, if any, are skilled in the profession and shall perform in accordance with the standards of said profession necessary to perform the services agreed to be done by it under this Agreement, CITY relies upon the skill of CONSULTANT and any subcontractors to do and perform such services in a skillful manner and CONSULTANT agrees to thus perform the services and require the same of any subcontractors. Therefore, any acceptance of such services by CITY shall not operate as a release of CONSULTANT or any subcontractors from said professional standards.

7. Indemnification. To the furthest extent allowed by law, CONSULTANT shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT, its principals, officers, employees, agents or volunteers in the performance of this Agreement.

If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

8. Insurance.

(a) Throughout the life of this Agreement, CONSULTANT shall pay for and maintain in full force and effect all insurance as required in **Exhibit B** or as may be authorized in writing by CITY'S Risk Manager or his/her designee at any time and in his/her sole discretion.

(b) If at any time during the life of the Agreement or any extension, CONSULTANT or any of its subcontractors fail to maintain any required insurance in full force and effect, all services and work under this Agreement shall be discontinued immediately, and all payments due or that become due to CONSULTANT shall be withheld until notice is received by CITY that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to CITY. Any failure to maintain the required insurance shall be sufficient cause for CITY to terminate this Agreement. No action taken by CITY pursuant to this section shall in any way relieve CONSULTANT of its responsibilities under this Agreement. The phrase "fail to maintain any required insurance" shall include, without limitation, notification received by CITY that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(c) The fact that insurance is obtained by CONSULTANT shall not be deemed to release or diminish the liability of CONSULTANT, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify CITY shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONSULTANT, its principals, officers, agents, employees, persons under the supervision of CONSULTANT, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

(d) Upon request of CITY, CONSULTANT shall immediately furnish CITY with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.

(e) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall require each subcontractor to provide insurance protection in favor of CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of this section, except that any required certificates and applicable endorsements shall be on file with CONSULTANT and CITY prior to the commencement of any services by the subcontractor.

9. Conflict of Interest and Non-Solicitation.

(a) Prior to CITY'S execution of this Agreement, CONSULTANT shall complete a City of Fresno conflict of interest disclosure statement in the form as set forth in **Exhibit C**. During the term of this Agreement, CONSULTANT shall have the obligation and duty to immediately notify CITY in writing of any change to the information provided by CONSULTANT in such statement.

(b) CONSULTANT shall comply, and require its subcontractors to comply, with all applicable (i) professional canons and requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code Section 1090 et. seq., the California Political Reform Act (California Government Code Section 87100 et. seq.), the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations Section 18700 et. seq.) and Section 4-112 of the Fresno Municipal Code (Ineligibility to Compete). At any time, upon written request of CITY, CONSULTANT shall provide a written opinion of its legal counsel and that of any subcontractor that, after a due diligent inquiry, CONSULTANT and the respective subcontractor(s) are in full compliance with all laws and regulations. CONSULTANT shall take, and require its subcontractors to take, reasonable steps to avoid any appearance of a conflict of interest. Upon discovery of any facts giving rise to the appearance of a conflict of interest, CONSULTANT shall immediately notify CITY of these facts in writing.

(c) In performing the work or services to be provided hereunder, CONSULTANT shall not employ or retain the services of any person while such person either is employed by CITY or is a member of any CITY council, commission, board, committee, or similar CITY body. This requirement may be waived in writing by the City Manager, if no actual or potential conflict is involved.

(d) CONSULTANT represents and warrants that it has not paid or agreed to pay any compensation, contingent or otherwise, direct or indirect, to solicit or procure this Agreement or any rights/benefits hereunder.

(e) Neither CONSULTANT, nor any of CONSULTANT'S subcontractors performing any services on this Project, shall bid for, assist anyone in the preparation of a bid for, or perform any services pursuant to, any other contract in connection with this Project. CONSULTANT and any of its subcontractors shall have no interest, direct or indirect, in any other contract with a third party in connection with this Project unless such interest is in accordance with all applicable law and fully disclosed to and approved by the City Manager, in advance and in writing.

(f) If CONSULTANT should subcontract all or any portion of the work to be performed or services to be provided under this Agreement, CONSULTANT shall include the provisions of this Section 9 in each subcontract and require its subcontractors to comply therewith.

(g) This Section 9 shall survive expiration or termination of this Agreement.

10. Recycling Program. In the event CONSULTANT maintains an office or operates a facility(ies), or is required herein to maintain or operate same, within the incorporated limits of the City of Fresno, CONSULTANT at its sole cost and expense shall:

- (i) Immediately establish and maintain a viable and ongoing recycling program, approved by CITY'S Solid Waste Management Division, for each office and facility. Literature describing CITY recycling programs is available from CITY'S Solid Waste Management Division and by calling City of Fresno Recycling Hotline at (559) 621-1111.
- (ii) Immediately contact CITY'S Solid Waste Management Division at (559) 621-1452 and schedule a free waste audit, and cooperate with such Division in their conduct of the audit for each office and facility.
- (iii) Cooperate with and demonstrate to the satisfaction of CITY'S Solid Waste Management Division the establishment of the recycling program in paragraph (i) above and the ongoing maintenance thereof.

11. General Terms and Federal Requirements.

(a) Except as otherwise provided by law, all notices expressly required of CITY within the body of this Agreement, and not otherwise specifically provided for, shall be effective only if signed by the Director or his/her designee.

(b) Records of CONSULTANT'S expenses pertaining to the Project shall be kept on a generally recognized accounting basis and shall be available to CITY or its authorized representatives upon request during regular business hours throughout the life of this Agreement and for a period of three years after final payment or, if longer, for any period required by law. In addition, all books, documents, papers, and records of CONSULTANT pertaining to the Project shall be available for the purpose of making audits, examinations, excerpts, and transcriptions for the same period of time. If any litigation, claim, negotiations, audit or other action is commenced before the expiration of said time period, all records shall be retained and made available to CITY until such action is resolved, or until the end of said time period whichever shall later occur. If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this paragraph. This Section 10(b) shall survive expiration or termination of this Agreement.

(c) Prior to execution of this Agreement by CITY, CONSULTANT shall have provided evidence to CITY that CONSULTANT is licensed to perform the services called for by this Agreement (or that no license is required). If CONSULTANT should subcontract all or any portion of the work or services to be performed under this Agreement, CONSULTANT shall require each subcontractor to provide evidence to CITY that subcontractor is licensed to perform the services called for by this Agreement (or that no license is required) before beginning work.

(d) CONSULTANT'S services pursuant to this Agreement shall be provided under the supervision of Rod McNeely, and he/she shall not assign another to supervise CONSULTANT'S performance of this Agreement without the prior written approval of the Director.

(e) CITY will carry out applicable federal requirements in the administration of this Agreement. Notwithstanding Section 25 herein, CONSULTANT agrees to comply with all applicable federal requirements identified in **Exhibit D** and require that each subcontract include the same requirements by each of its subcontractors.

12. Nondiscrimination. To the extent required by controlling federal, state and local law, CONSULTANT shall not employ discriminatory practices in the provision of services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. Subject to the foregoing and during the performance of this Agreement, CONSULTANT agrees as follows:

(a) CONSULTANT will comply with all applicable laws and regulations providing that no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

(b) CONSULTANT will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, gender identification, status as a disabled veteran or veteran of the Vietnam era. CONSULTANT shall ensure that applicants are employed, and the employees are treated during employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, gender identification, status as a disabled veteran or veteran of the Vietnam era. Such requirement shall apply to CONSULTANT'S employment practices including, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

(c) CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT in pursuit hereof, state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

(d) CONSULTANT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representatives of CONSULTANT'S commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 12.

13. Independent Contractor.

(a) In the furnishing of the services provided for herein, CONSULTANT is acting solely as an independent contractor. Neither CONSULTANT, nor any of its officers,

agents or employees shall be deemed an officer, agent, employee, joint venturer, partner or associate of CITY for any purpose. CITY shall have no right to control or supervise or direct the manner or method by which CONSULTANT shall perform its work and functions. However, CITY shall retain the right to administer this Agreement so as to verify that CONSULTANT is performing its obligations in accordance with the terms and conditions thereof.

(b) This Agreement does not evidence a partnership or joint venture between CONSULTANT and CITY. CONSULTANT shall have no authority to bind CITY absent CITY'S express written consent. Except to the extent otherwise provided in this Agreement, CONSULTANT shall bear its own costs and expenses in pursuit thereof.

(c) Because of its status as an independent contractor, CONSULTANT and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to CITY employees. CONSULTANT shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including, without limitation, health, welfare and retirement benefits. In addition, together with its other obligations under this Agreement, CONSULTANT shall be solely responsible, indemnify, defend and save CITY harmless from all matters relating to employment and tax withholding for and payment of CONSULTANT'S employees, including, without limitation, (i) compliance with Social Security and unemployment insurance withholding, payment of workers' compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and (ii) any claim of right or interest in CITY employment benefits, entitlements, programs and/or funds offered employees of CITY whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this Agreement, CONSULTANT may be providing services to others unrelated to CITY or to this Agreement.

14. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by facsimile followed by telephone confirmation of receipt, or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices served by United States mail in the manner above described shall be deemed sufficiently served or given at the time of the mailing thereof.

15. Binding. Subject to Section 16 below, once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees and representatives.

16. Assignment.

(a) This Agreement is personal to CONSULTANT and there shall be no assignment by CONSULTANT of its rights or obligations under this Agreement without the prior written approval of the City Manager or his/her designee. Any attempted assignment by CONSULTANT, its successors or assigns, shall be null and void unless approved in writing by the City Manager or his/her designee.

(b) CONSULTANT hereby agrees not to assign the payment of any monies due CONSULTANT from CITY under the terms of this Agreement to any other individual(s),

corporation(s) or entity(ies). CITY retains the right to pay any and all monies due CONSULTANT directly to CONSULTANT.

17. Compliance With Law. In providing the services required under this Agreement, CONSULTANT shall at all times comply with all applicable laws of the United States, the State of California and CITY, and with all applicable regulations promulgated by federal, state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.

18. Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

19. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.

20. Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

21. Severability. The provisions of this Agreement are severable. The invalidity, or unenforceability of any one provision in this Agreement shall not affect the other provisions.

22. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

23. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

24. Exhibits. Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.

25. Precedence of Documents. In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.

26. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

27. No Third Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

28. Extent of Agreement. Each party acknowledges that they have read and fully understand the contents of this Agreement and any Requests for Qualifications and/or Requests for Proposals, together with any documents issued therewith (collectively, "RFQ/P") by CITY that resulted in selection of CONSULTANT for entry into this Agreement. This Agreement incorporates by reference such RFQ/P, which together represent the entire and integrated agreement between the parties with respect to the subject matter hereof and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by written instrument duly authorized and executed by both CITY and CONSULTANT.

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CITY OF FRESNO,  
a California municipal corporation

Provost & Pritchard Engineering Group,  
Inc.,

By: \_\_\_\_\_  
Jim Schaad,  
Assistant Director of Transportation  
Fresno Area Express/  
Transportation Department

By: David McGlasson  
Name: David McGlasson  
Title: Principal In Charge  
(if corporation or LLC, Board  
Chair, Pres. or Vice Pres.)

ATTEST:  
YVONNE SPENCE, CMC  
City Clerk

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(if corporation or LLC, CFO,  
Treasurer, Secretary or Assistant  
Secretary)

No signature of City Attorney required.  
Standard Document "FAX-S +100K A&E  
CONSULT FED" has been used without  
modification, as certified by the  
undersigned.

By: \_\_\_\_\_  
Jim Schaad                      Date  
Assistant Director of Transportation  
Fresno Area Express/  
Transportation Department

Any Applicable Professional License:  
Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date of Issuance: \_\_\_\_\_

REVIEWED BY:

\_\_\_\_\_  
Joe Vargas, Provisional Administrative  
Manager  
Fresno Area Express/ Transportation  
Department

CONSULTANT:  
Provost & Pritchard Engineering Group, Inc.  
Attention: Rod McNeely,  
  
286 West Cromwell Avenue  
Fresno, CA 93711  
Phone: (559) 449-2700  
FAX: (559) 449-2715

Addresses:  
CITY:  
City of Fresno  
Attention: Jim Schaad,  
Assistant Director of Transportation  
2223 G Street  
Fresno, CA 93706-1675  
Phone: (559) 621-1101  
FAX: (559) 498-4957

- Attachments:
1. Exhibit A - Scope of Services
  2. Exhibit B - Insurance Requirements
  3. Exhibit C - Disclosure of Conflict of Interest
  4. Exhibit D - Federal Requirements

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

**General Scope**

- 1) Consultant to provide professional services for the design and engineering of new FAX shelters and canopies located in Courthouse Park, with an anticipated construction budget of 1.5 million dollars. There are three shelters, named "A", "B", and "L". Figure 1 is a map displaying the general location of each shelter. Each shelter will be designed independently with an overriding theme that brands all three into one unifying presence.
- 2) Consultant will provide presentation boards, not limited to plan views, elevations, sections, 3-dimensional perspective, landscape, hardscape (concrete work), perspective birds-eye and eye level renderings of street scenes illustrating proposed shelter designs, and pedestrian flow diagrams for use by city staff in presenting the overall site improvements to respective committees that have jurisdictional authority and/or interest in the Courthouse Park and FAX Downtown Transit Mall.

**Design Requirements:**

- 1) Shelters must be designed to fit within the existing shelter footprint.
- 2) Shelters shall be designed as a kit of parts that can be relocated.
- 3) Embedded column systems designed to resist main vertical and lateral forces are not allowed in the design of these shelters.
- 4) New Design for "A", "B", and "L" shelters at Courthouse Park referred to as "large shelters", to include sustainable design elements.
- 5) Design of circulation connecting each large shelter, including lighting and hard-scape design shall be included.
- 6) Kiosk designs, placed adjacent to proposed shelters shall be included and shall be of two and three leg design.
- 7) Construction documents required to pull permits, including includes all planning, city and county approvals, engineering, mechanical, electrical, and plumbing (as needed) are required.

**Other Requirements:**

- 1) The inclusion of American Recovery and Reinvestment Act (ARRA) documentation requirements (The additional work required for the ARRA language is minimal and FAX staff will be available to instruct your company on the type of documentation required).
- 2) Contractor will be required to coordinate/attend meetings with Fresno Council of Governments and their contracted architectural consultant, Courthouse Park stakeholders, City of Fresno BRT engineering consultants and Fulton Mall project consultants, as necessary, to ensure uniform/complimentary design with surrounding environment.
- 3) Activities, timelines, deliverables, assumptions and exclusions listed in "*Fresno Courthouse Park Transit Shelter Engineering and Design- Scope of Work*"

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# Fresno Courthouse Park Transit Shelter Engineering and Design- Scope of Work

## SCHEDULE OF PHASES, SCHEDULE AND FEES

PHASE	DURATION	FEE	PERCENTAGE
Schematic Design (SD)	70 days	\$ 85,240.00	24%
Design Development (DD)	70 days	\$ 109,818.00	30%
Construction Documents (CD)	56 days	\$ 97,021.00	27%
Bidding Phase (BID)	N/A	\$ 11,193.00	3%
Construction Administration (CA)	N/A	<u>\$ 57,262.00</u>	16%
<b>Total Fee</b>		<b>\$ 360,534.00</b>	

### SCHEMATIC DESIGN – 70 Days

**SD.1 Project Management:** As project manager, Provost & Pritchard will work with our team of sub-consultants to prepare Scope and Fees for our design services throughout construction. We will review and execute the contract with the City. Project management tasks include managing schedules and scope of work; maintaining project records; coordinating with team members, other consultants and the City; and preparing monthly invoices.

**City to Provide:** Written "Notice to Proceed" per the agreement with the City.

**SD.2 Kick-off & Programming:** Provost & Pritchard and PIVOT Architecture ("PIVOT") will work closely together to coordinate and conduct a kick-off and programming meeting with FAX, Fresno County, COG, and selected stakeholders to discuss and identify specific project goals. The City will provide contact information for the selected stakeholders and attendees that they determine should attend the meeting. The team from PIVOT Architecture will make one trip to Fresno to attend this meeting in person (Trip 1).

The agenda for this meeting may include the following:

- Primary Purpose of Project
- Sustainable aspects to incorporate
- Construction Budget
- Design Goals
- Schedule of design milestones and construction phases
- Boarding platform amenities
- Bus boarding positions, sizes, location; saw tooth or parallel
- Restoration of existing station areas to be abandoned
- Station lighting & Park lighting
- Power, data, communications, security systems

- Pedestrian access and paving
- Vehicular paving
- Accessibility
- Landscape Plant Materials & Irrigation
- Permitting requirements

*Deliverable: The design team will prepare and submit to the City a program memo summarizing findings and results of this meeting.*

**SD.3 Topographic Survey and Basemap Preparation:** Provost & Pritchard will perform a conventional topographic field survey using an assumed horizontal and City vertical datum based on local benchmarks. We will use the results of this survey as the basis for our design discussions and plan preparation. The limits of the survey will be confined to only the areas within and immediately adjacent to the areas we believe will be redesigned with this project. We are not anticipating the need to survey all of the frontage improvements along Fresno Street and Van Ness Avenue, nor the entire Courthouse Park parcel.

**SD.4 Information Gathering:** The design team will research and develop an understanding of the bus routes currently serving the station. We will meet with COG and Courthouse Park Master Plan design team to understand scope of work and implementation schedule. We will also meet with the design team for the Downtown Shelters project to coordinate our designs. This will take place with the team from PIVOT during Trip 1.

*City to Provide:* Aerial Imagery or Mapping of Park in digital format; Record Drawing or "As-Built" information for existing shelters and/or underground parking garage.

**SD.5 Public Input:** As part of the programming effort, our team will spend time at the existing Courthouse Park station observing user behavior and conducting preference surveys of transit and Park users. PIVOT and Provost & Pritchard will develop the survey questions in conjunction with City and County staff and administer the survey during Trip 1 for the PIVOT team.

**SD.6 Workshop:** PIVOT and Provost & Pritchard will conduct a one-day workshop to develop options. During the workshop, we will prepare conceptual plan drawings of each station area to present to FAX and other stakeholders at the end of the day to solicit feedback and develop pros and cons of two to three options. FAX will identify advantages and disadvantages of options for transit route structure. We will collect the site topographic survey, aerial photography, and reference transit station design materials (drawings and precedents) in preparation for this workshop. We may have this information at the Park when we're asking for public input (SD.5, above.) This workshop will be conducted during Trip 1 for the PIVOT team.

*Deliverables: Conceptual site plans for two or three options developed.*

**SD.7 Refine Options:** PIVOT and Provost & Pritchard will collaborate with the City to select a preferred option and refine the design to the schematic level. The refined concept will be in preparation for a review meeting with FAX, County, and the other stakeholders.

Once a refined, preferred option is obtained, Provost & Pritchard will provide a geotechnical engineer to perform a limited subsurface investigation and test the soils in the vicinity of the shelter remodel.

**SD.8 Schematic Design:** The design team will develop schematic level design drawings of the refined, preferred option. The design shall be sufficient to illustrate compliance with program goals and for the preparation of a conceptual cost estimate. In addition,

drawings shall be suitable to illustrate to FAX and stakeholders the appearance, character, and relationship of the stations to its surroundings.

**Architect:** Pivot Architecture will develop a site plan base in conjunction with the topographic basemap and the civil engineer's conceptual layout, indicating bus boarding positions, curb alignment, pedestrian paving, shelter locations, preliminary way finding, bike facilities, and amenities. Indicate elevations and sections illustrating shelter designs. The architectural modifications to existing boarding areas and shelters to be abandoned will be described and the design will be coordinated with the structural engineer to confirm the viability of shelter concepts.

**Civil Engineer:** Provost & Pritchard will review the topographic mapping and refine the curb alignment and bus boarding positions based on analysis of bus operating requirements. They will identify modifications to vehicular pavement, curbs, and paved pedestrian walkways; noting where changes to existing utilities may be needed. The modifications to the existing boarding areas and shelters to be abandoned will be described.

**Structural Engineer:** Biggs and Cardoso will review and provide input on the shelter design concept(s).

*Deliverables: Presentation graphics including plan drawings and 3D architectural views of the schematic shelter design, and a narrative description of the schematic design.*

- SD.9 Schematic Cost Estimate:** The design team will work together to prepare a conceptual level construction cost estimate of the Schematic Design. Provost & Pritchard will prepare the overall schematic design cost estimate with input from the structural engineer and architectural cost estimator on the cost of the structure and architectural elements and Teter A&E for the lighting and electrical utility modifications. The project structural engineer will work with Architectural Cost Consultants to prepare the schematic design estimate.

*Deliverable: Schematic Design Cost Estimate broken down by item in spreadsheet format.*

- SD.10 Project Coordination Meetings:** Our team has assumed two (2) meetings via Goto Meeting® in this phase and one (1) in-person Design Review meeting at the end of Schematic Design. Additional in-person meetings are described above. This will take place during PIVOT's second trip.

## **DESIGN DEVELOPMENT -70 days**

- DD.1 Project Management:** Project management tasks include managing schedules and scope of work; maintaining project records; coordinating with team members, other consultants and the City; and preparing monthly invoices.

**City to Provide:** Written "Notice to Proceed" per the agreement with the City.

- DD.2 Structural Design:** Collaboration by team with Structural Engineer to identify constructability, sizing, and design detail concepts for shelters. Design Development team kick-off meeting combined with PIVOT's second trip held at the end of the Schematic Design phase.

- DD.3 Electrical Design:** Collaboration by team with Electrical Engineer to identify lighting design concepts and the need for new power supply and communication conduits. It is

our understanding that the current source of electrical power to the shelters is unknown and it is likely that obtaining a new meter and service for the shelters will be part of this project. We also understand that FAX would like substructure (two 1/2" conduits and pull boxes) installed in such a way that it may be tied to the Fresno Street right of way for future communication lines between the new shelters. The electrical design includes Title 24 calculations for the new lighting, etc. Design Development team kick-off meeting combined with PIVOT's second trip held at the end of the Schematic Design phase.

**DD.4**      **Civil Design:** Collaboration by team with Civil Engineer for overall site layout and bus maneuvering. Design Development team kick-off meeting combined with PIVOT's second trip held at the end of the Schematic Design phase.

**DD.5**      **Code Compliance:** PIVOT will conduct a code review including building code and land use code. They will prepare a draft code analysis of building code and land use requirements applicable to the project and meet with local jurisdiction(s) for planning and engineering permits and for building permits.

**DD.6**      **Design Development:** The design team will develop 60% level design drawings based on review comments received at the end of Schematic Design. They will begin to develop the technical specifications and the drawings will show continued evolution of design concept and will include at least the following:

- Cover Sheet
- Existing Topography, Survey Control and Site Demolition Plan
- Architectural Site Plans (showing accessible path of travel)
- Horizontal Control Plan
- Grading, Paving and Drainage Plan
- Enlarged Shelter Plans
- Shelter Elevations & Sections
- Shelter Specific Details
- Paving Patterns
- Site Details
- Structural Details
- Electrical Power & Lighting Plans
- Outline specifications
- Product cut-sheets
- Geotechnical Engineering Report
- Quality Assurance/Quality Control review

*Deliverables: Electronic PDF and/or hard copies of plan set, outline specifications, geotechnical report, and product cut sheets.*

**DD.7**      **Design Review: PIVOT and Provost & Pritchard will** prepare presentation documents and lead a meeting with FAX, County, COG, and other stakeholders to solicit input on the 60% design and coordinate this project with adjacent projects including the Courthouse Park Master Plan; Downtown Shelter Project; Bus Rapid Transit (BRT) project; and kiosk signage. PIVOT will attend this meeting in person during their third trip.

**DD.8**      **Public Involvement Support:** PIVOT and Provost & Pritchard will support the public involvement efforts lead by the City and FAX. The design team will provide presentation materials illustrating current level of design and attend one open house organized by the City during PIVOT's third trip. The total effort to produce additional graphics for this task is not expected to exceed 20 hours. This open house is intended to be scheduled during PIVOT's third trip.

**DD.9 Design Development Cost Estimate:** The design team and the architectural cost estimator will prepare a construction cost estimate based on the Design Development documents.

*Deliverable: Schematic Design Cost Estimate broken down by item in spreadsheet format.*

**DD.10 Project Coordination Meetings:** Our team has assumed two (2) meetings via Goto Meeting® in this phase and one (1) in-person Design Review meeting at the end of Design Development. Additional in-person meetings are described above. This will take place during PIVOT's third trip.

**DD.11 Submittal to FAX:** Provost & Pritchard will provide FAX with PDF and/or hard copies of the complete Design Development plans, outline specifications, and cost estimate for review and comment with a letter responding to direct comments on the Schematic Design review.

## **CONSTRUCTION DOCUMENTS – 56 days**

**CD.1 Project Management:** Project management tasks include managing schedules and scope of work; maintaining project records; coordinating with team members, other consultants and the City; and preparing monthly invoices.

*City to Provide:* Written "Notice to Proceed" per the agreement with the City.

**CD.2 Structural Design:** Collaboration by team with Structural Engineer to identify constructability, sizing, and design detail concepts for shelters.

**CD.3 Electrical Design:** Collaboration by team with Electrical Engineer to identify lighting design concepts and the need for new power supply and communication conduits.

**CD.4 Civil Design:** Collaboration by team with Civil Engineer for overall site layout and bus maneuvering.

**CD.5 Code Compliance:** PIVOT will refine the draft code analysis of building code and land use requirements applicable to the project. The design team will coordinate with local jurisdiction(s) for planning and engineering permits and for building permits.

**CD.6 Construction Documents:** Based on the approved Design development drawings, outline specifications and cost estimate, the design team will prepare final construction documents. The design will be sufficient to illustrate compliance with program goals and serve as a basis for permitting and construction. In addition, the drawings will be suitable to illustrate the appearance, character, and relationship of the station to its surroundings. The drawings and documentation will be coordinated between disciplines. The Construction Documents will include at least the following:

- Refinements of Design Development drawings;
- Full Technical Specifications;
- Quality Assurance/Quality Control review.

*Deliverables: Electronic PDF and/or hard copies of plans and specifications.*

- CD.7 Design Coordination:** The design team will coordinate their work with adjacent projects including the Courthouse Park Master Plan; Downtown Shelter Project; Bus Rapid Transit (BRT) project; and kiosk signage.
- CD.8 Construction Document Cost Estimate:** The design team and the architectural cost estimator will prepare a construction cost estimate based on the final Construction Documents.
- Deliverable: Schematic Design Cost Estimate broken down by item in spreadsheet format*
- CD.9 Project Coordination Meetings:** Our team has assumed three (3) meetings via Goto Meeting® in this phase. No in-person meetings are included in this phase.
- CD.10 Submittal to FAX and City of Fresno Building Department:** Provost & Pritchard will provide FAX with PDF and/or hard copies of the complete Construction Documents package including plans, outline specifications, and cost estimate for review and comment with a letter responding to direct comments on the Design Development review. Provost & Pritchard will also submit plans and specifications to the City of Fresno Building Department. The design team will provide one revision to the plans and specifications in response to the plan check comments from the Building Department.
- CD.11 City of Fresno Building Department Back Check:** Once the comments from the Building Department have been addressed, Provost & Pritchard will meet with the Building Department representative(s) to review the revised documents in order to obtain approval from them.

## **BIDDING PHASE**

We understand that the City will be serving as the Resident Engineer (RE), providing Construction Management and Administration for the project. The services of the design team during the project bidding phase are limited to assisting the City as follows:

- BID.1 Project Management:** Project management tasks include managing schedules and scope of work; maintaining project records; coordinating with team members, other consultants and the City; and preparing monthly invoices.
- BID.2 Prebid Job Walk/Meeting:** Provost & Pritchard will attend the job walk/meeting, representing the design team.
- BID.3 Respond to Contractor RFIs:** Provost & Pritchard will coordinate with the design team to address contractor's request for information (RFIs), as requested by the City's RE during the project bid phase.
- BID.4 Prepare Addenda & Clarifications:** Provost & Pritchard will coordinate with the design team to prepare addenda and/or clarifications to the construction documents based on RFIs received from the City's RE during the project bid phase.
- BID.5 Assist City with Bid Review/Analysis:** At the request of the City, the design team will be available to review and/or provide feedback on the bid results.

## **CONSTRUCTION PHASE & GENERAL CONSTRUCTION CONTRACT ADMINISTRATION**

We understand that the City will be serving as the Resident Engineer (RE), providing Construction Management and Administration for the project. The services of the design team during the construction phase are limited to assisting the City's RE as follows:

- CA.1 Project Management:** Project management tasks include managing schedules and scope of work; maintaining project records; coordinating with team members, other consultants and the City; and preparing monthly invoices.
- CA.2 Preconstruction Meeting:** The design team will attend the preconstruction meeting that is scheduled and coordinated by the City's RE. PIVOT will make their fourth trip to attend this meeting.
- CA.3 Periodic Field Reviews:** The members of the design team will make periodic field reviews during construction to observe substantial conformity with the construction documents. The field reviews will take place either at the request of the City's RE or at times appropriate to observe elements of their design. PIVOT has assumed a total of two (2) trips during construction for field reviews: one to observe fabrication of the structure and one midway through construction.
- CA.4 Review Submittals and Shop Drawings:** Provost & Pritchard will coordinate with the design team to review submittals and shop drawings sent to us by the City's RE. We will respond in a timely manner. It is assumed that the City's RE will log and track the progress of each submittal received from the Contractor.
- CA.5 Respond to Contractor RFIs:** Provost & Pritchard will coordinate with the design team to address contractor's request for information (RFIs), as requested by the City's RE during the construction phase.
- CA.6 Review Change Order Requests:** Provost & Pritchard will coordinate with the design team to review and comment on Change Order Requests from the Contractor, as requested by the City's RE during the construction phase.
- CA.7 Final Punch-list Job Walk:** The design team will attend the final punch-list job walk and provide a detailed list of incomplete or unacceptable items of work to the City's RE. PIVOT will make their seventh and final trip down to attend this job walk.
- CA.8 Letter of Substantial Conformance:** The members of the design team will provide letters to the City's RE stating their opinion of substantial conformity to the project documents.
- CA.9 Prepare Record Drawings:** The design team will prepare Record Drawings in digital (AutoCAD .dwg) format and hard copy format based on the redline contractor mark-ups, note and comments received from the City's RE as well as any information from RFIs, bulletins, amendments or clarifications. Provost & Pritchard will also perform field survey to confirm finish surface elevations of the improvements and prepare "As-Grade" plans for final approval by the City's Building and Safety Services Division of the Development and Resource Management Department.

*Deliverables: One (1) vellum set of Record Drawings and electronic (CAD) files of the complete set of Record Drawing files. One (1) set of approved "As-Grade" plans.*

#### **ASSUMPTIONS:**

1. Scope of work assumes a twenty two (22) week design period; beginning in April 2014 and wrapping up in September 2014. We understand the majority of invoicing needs to be complete by the end of August 2014. We have also assumed that the bidding phase will take six (6) weeks and the construction phase will last for five (5) months/ twenty (20) weeks.
2. Public art will not be included in the project.

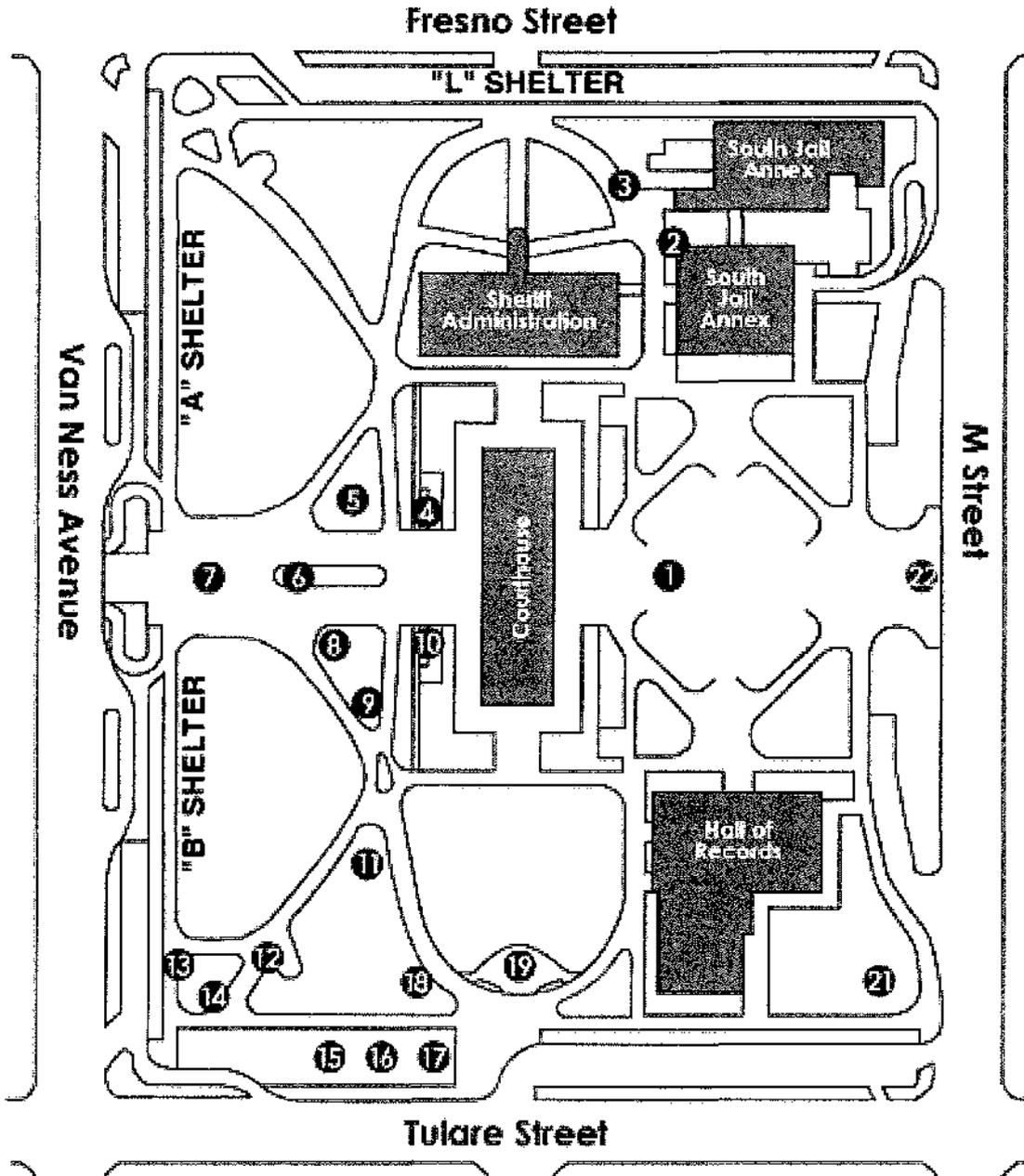
3. Existing Record "As-Built" Drawings of the Courthouse Park, Courthouse, and underground parking structure, and any available documentation of the existing stations shall be provided by Owner.
4. This project will not require or will be exempt from Land-use permits and/or environmental analysis (CEQA/NEPA.) The City will process these exemptions.
5. Shelters "A" and "B" will not be constructed above the underground parking garage, nor will the design require retrofitting of the underground parking garage structure in any way.
6. The submitted drawings for public works, site development permits and building permits (if required), will be identical, without a need to reformat, annotate differently, or otherwise separate the plans into two unique, standalone packages.
7. Specifications will be provided in CSI format. Drawings will be in English units.
8. City of Fresno and FAX will take the lead on Public Involvement activities during the design phases and on bidding and construction management/administration activities once the project goes out to bid.

**EXCLUSIONS:**

1. Computer models and photo-realistic renderings.
2. Permit Fees or costs of title reports.
3. Construction Management/Administration, Surveying, or Inspection services are not included although these services can be provided at the request of the City.
4. Value Engineering or significant changes in the design after Schematic Design approval.
5. Design of any graphic elements or signage.
6. Brand development for FAX or the Courthouse Park stations.
7. Additional trips not identified under Scope of Work.
8. Telecommunications design including real-time signage integration, security cameras, etc.

SCOPE OF SERVICES (cont.)

Figure 1. Courthouse Park and FAX Transit Shelters Reference Map



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## Exhibit B

### **INSURANCE REQUIREMENTS** **Consultant Service Agreement between City of Fresno ("City")** **and Provost & Pritchard Engineering Group, Inc. ("Consultant")** Courthouse Park Transit Shelter Engineering and Design Project PROJECT TITLE

#### **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations, products and completed operations, and contractual liability.
2. The most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01, which shall include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto).
3. Workers' Compensation insurance as required by the California Labor Code and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT'S profession. Architect's and engineer's coverage is to be endorsed to include contractual liability.

#### **Minimum Limits of Insurance**

Consultant shall maintain limits of liability of not less than:

1. General Liability:  
\$1,000,000 per occurrence for bodily injury and property damage  
\$1,000,000 per occurrence for personal and advertising injury  
\$2,000,000 aggregate for products and completed operations  
\$2,000,000 general aggregate applying separately to the work performed under the Agreement
2. Automobile Liability:  
\$1,000,000 per accident for bodily injury and property damage
3. Worker's Compensation:  
As required under the California Labor Code
4. Employer's Liability:

\$1,000,000 each accident for bodily injury  
\$1,000,000 disease each employee  
\$1,000,000 disease policy limit

5. Professional Liability (Errors and Omissions):

\$1,000,000 per claim/occurrence  
\$2,000,000 policy aggregate

6. Contractors Pollution Liability (required for any service to be performed under this Agreement related to the identification, abatement or remediation of asbestos, unless waived in writing by the City's Risk Manager or his/her designee) insurance.

### **Umbrella or Excess Insurance**

In the event CONSULTANT purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies).

### **Deductibles and Self-Insured Retentions**

CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the CITY'S Risk Manager or his/her designee. At the option of the CITY'S Risk Manager or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, agents and volunteers; or (ii) CONSULTANT shall provide a financial guarantee, satisfactory to CITY'S Risk Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

### **Other Insurance Provisions**

The General Liability, Automobile Liability and Contractors Pollution Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. CITY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds.
2. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, officials, employees, agents and volunteers.
3. CONSULTANT'S insurance coverage shall be primary and no contribution shall be required of CITY.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: CONSULTANT and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents and volunteers.

If the Professional Liability (Errors and Omissions) or Contractors Pollution Liability insurance policy is written on a claims-made form:

1. The retroactive date must be shown, and must be before the effective date of the Agreement or the commencement of work by CONSULTANT.
2. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after any expiration or termination of the Agreement or, in the alternative for Professional Liability insurance, the policy shall be endorsed to provide not less than a 5-year discovery period.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or commencement of work by CONSULTANT, CONSULTANT must purchase extended reporting period coverage for a minimum of 5 years following the expiration or termination of the Agreement.
4. A copy of the claims reporting requirements must be submitted to CITY for review.
5. These requirements shall survive expiration or termination of the Agreement.

The Contractors Pollution Liability insurance policy shall be endorsed to include coverage for asbestos environmental hazards, in the event this Agreement involves any asbestos environmental hazard (e.g., asbestos identification, abatement or remediation).

Either the Contractors Pollution Liability, or the Automobile Liability insurance policy shall be endorsed to include Transportation Pollution Liability insurance covering materials to be transported by CONSULTANT pursuant to the Agreement, in the event this Agreement involves any asbestos environmental hazard.

All policies of insurance required hereunder shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written notice by certified mail, return receipt requested, has been given to CITY. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, CONSULTANT shall furnish CITY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for CITY, CONSULTANT shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the expiration date of the expiring policy.

#### **Acceptability of Insurers**

All policies of insurance required hereunder shall be placed with an insurance company(ies) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A-VII" in Best's Insurance Rating Guide, or authorized by CITY'S Risk Manager.

### **Verification of Coverage**

CONSULTANT shall furnish CITY with all certificate(s) and **applicable endorsements** effecting coverage required hereunder. All certificates and **applicable endorsements** are to be received and approved by the CITY'S Risk Manager or his/her designee prior to CITY'S execution of the Agreement and before work commences.

**Exhibit C**

**DISCLOSURE OF CONFLICT OF INTEREST**

Courthouse Park Transit Shelter Engineering and Design Project  
PROJECT TITLE

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do you represent any firm, organization or person who is in litigation with the City of Fresno?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Are you or any of your principals, managers or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Are you or any of your principals, managers or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
* If the answer to any question is yes, please explain in full below.			

Explanation: \_\_\_\_\_

Provost & Pritchard provides  
services to public and private  
clients that do business  
with the City.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional page(s) attached.

  
Signature

3/11/2014  
Date

David McGlasson  
(name)

Provost & Pritchard Consulting Group  
(company)

2910 W. Cromwell Ave  
(address)

Fresno CA 93711  
(city state zip)

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## Exhibit D

### FEDERAL REQUIREMENTS

#### Consultant Service Agreement between City of Fresno ("City" or "Purchaser") and Provost & Pritchard Engineering Group, Inc. ("Contractor")

Courthouse Park Transit Shelter Engineering and Design Project

PROJECT TITLE

During the performance of this Agreement, Contractor, for itself, its assignees and successors in interest agrees as follows:

This contract is subject to a financial assistance contract between the City of Fresno and the Federal Transit Administration (FTA), which requires that this contract contain the following clauses:

#### **No Government Obligation to Third Parties**

The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

#### **Program Fraud and False or Fraudulent Statements or Related Acts.**

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et seq. And U.S. Department of Transportation (DOT) regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. 5307, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. 5307(n)(1) on the contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

### **Access to Records and Reports**

(1) Where the Purchaser is a local government and is the FTA Recipient in accordance with 49 CFR 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C.5307, 5309 or 5311.

(2) Where the Purchaser is a State and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 CFR 633.17, Contractor agrees to provide the Purchaser, the FTA Administrator or his authorized representatives, including any PMO Contractor, access to the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.

(3) Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, an hospital or other non-profit organization and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 CFR 19.48, Contractor agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and record of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

(4) Where any Purchaser which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other competitive bidding, the Contractor shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

(5) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(6) The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representative, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

(7) FTA does not require the inclusion of these requirements in subcontracts.

## **Federal Changes**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between PURCHASER and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

## **Termination**

**Termination for Convenience:** The City of Fresno may terminate this contract, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid by contractor. If the Contractor has any property in its possession belonging to the City of Fresno, the Contractor will account for the same, and dispose of it in the manner the City of Fresno directs.

**Termination for Default:** If the contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract or if the Contractor fails to comply with any other provisions of the contract, the City of Fresno may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the City of Fresno that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of, or are beyond the control of the Contractor, the City of Fresno, after setting up a new delivery or performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

## **Civil Rights**

(1) Nondiscrimination – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. 20000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the Americans with disabilities Act of 1990, 42 U.S.C. 12132, and Federal transit law at 49 U.S.C. 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity – The following equal employment opportunity requirements apply to the underlying contract.

(a) Race, Color, Creed, National Origin, Sex In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 2000e, and Federal transit laws at 49 U.S.C. 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulation, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq ., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment

Opportunity," 42 U.S.C. 2000e), and with any applicable Federal statutes, executive orders, regulations and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 623 and Federal transit law at 49 U.S.C. 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, "29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

### **Disadvantaged Business Enterprise (DBE)**

(1) **Policy:** It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.

(2) **DBE Obligation:** The recipient or its contractor agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

(3) This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 4%. A separate contract goal has not been established for this procurement.

### **Incorporation of FTA 4220.1F Terms**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual

provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any City of Fresno request, which would cause the City of Fresno to be in violation of the FTA terms and conditions.

Flow Down – The incorporation of FTA terms has unlimited flow down.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction**

(1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency (31 U.S.C. Chapter 61).

(2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Resolution of Disputes, Breaches, or other Litigation**

(1) The validity of this Agreement and of any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of California. In the event of litigation between the two parties, proper venue shall be laid in a court of competent jurisdiction in the County of Fresno, State of California.

(2) Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of City's Maintenance Manager. This decision shall be final and conclusive unless with ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Maintenance Manager. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Maintenance Manager shall be binding upon the contractor and the Contractor shall abide by the decision.

(3) Pending final resolution of a dispute hereunder, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the City's decision.

**Lobbying**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

### **Clean Air**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq . The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

### **Clean Water**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq . The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

### **Energy Conservation**

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Flow Down – The Energy Conservation requirements extend to all third party contractors and their contracts at every tier and subrecipients and their subagreements at every tier.

### **FTA Protest Notification**

Contractor is hereby notified that, if this contract is funded in whole or in part by the Federal Department of Transportation, the FTA may entertain a protest that alleges that the City failed to have or follow written protest procedures. Contractor must file a protest with the FTA not later than five (5) days after the City renders a final decision or five (5) days after the Consultant knows or has reason to know that the City has failed to render a final decision. Protests to the FTA must be filed in accordance with FTA Circular 4220.1F (as periodically updated). If a protest has been filed with the FTA, the City will not make an award of contract unless the City determines that: (1) the items to be procured are urgently required; (2) delivery of performance will be unduly delayed by failure to make the award promptly; or (3) failure to make prompt award will otherwise cause undue harm to the City or the Federal Government.

### **ADA Access**

The Contractor agrees to comply with 49 U.S.C. § 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly individuals and individuals with disabilities. The Contractor also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in the administration of programs or activities receiving Federal financial assistance; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 *et seq.*, which requires that accessible facilities and services be made available to individuals with disabilities; with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. §§ 4151 *et seq.*, which requires that buildings and public accommodations be accessible to individuals with disabilities; and with other laws and amendments thereto pertaining to access for individuals with disabilities that may be applicable. In addition, the Contractor agrees to comply with applicable implementing Federal regulations and any later amendments thereto, and agrees to follow applicable Federal implementing directives, except to the extent FTA approves otherwise in writing.

### **THIRD PARTY CONTRACT CAPACITY**

Because bids and offers can at times be ambiguous, in its solicitation documents, City reserves the right to request additional information before making an award. City also reserves the right to seek clarification from any bidder or offeror about any statement in its bid or proposal that City finds ambiguous.

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