

# Master City of San José Consultant Agreement

(Capital Projects)

(CPMS Contract No. 9855-4)

This Master Agreement is between the City of San José, a municipal corporation ("City"), and Brown and Caldwell ("Consultant").

This Master Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ ("Contract Date")

## THE CITY AND CONSULTANT AGREE AS FOLLOWS:

### 1. AGREEMENT SCOPE

- 1.1 General:** The Consultant will provide professional consulting services to the City on an as-needed basis pursuant to individual service orders issued in accordance with the terms and conditions of this Master Agreement. The type of professional consulting services the Consultant will provide can be described generally as: General Engineering Services.
- 1.2 Exhibits:** This Master Agreement consists of this agreement form, all Approved Service Orders (defined in Subsection 3.2 below), and the following exhibits, which are incorporated herein by reference:
- Exhibit A:** Approved Service Order Form
  - Exhibit B:** Basis of Compensation
  - Exhibit C:** Insurance Requirements
  - Exhibit D:** Staffing Change Approval Form
- 1.3 Director:** "Director" means the Director of Environmental Services Department or the Director's designee.
- 1.4 Business Days:** "Business Day" and "Business Days" means the day(s) on which City Hall is open to conduct regular business with the public.
- 1.5 Entire Agreement:** This Master Agreement is the final, complete and exclusive understanding of the parties as to the matters contained herein. It supersedes all prior communications and understandings regarding such matters.
- 1.6 Amendments:** This Master Agreement may be modified only by a written amendment executed by the parties.

### 2. AGREEMENT TERM

The term of this Master Agreement is from the Contract Date to December 31, 2028, inclusive, unless terminated earlier pursuant to Section 19 below.

### 3. SERVICE ORDERS

- 3.1 General:** The Consultant will provide professional services to the City pursuant to individual service orders. Each service order will describe the services and deliverables (collectively "Work") the Consultant must provide, the schedule within which the Consultant must complete the Work and the compensation for the Work.

- 3.2 Approved Service Order:** The City will not compensate the Consultant for any Work until the Director has executed the service order for such Work ("Approved Service Order").
- 3.3 Obligation to Issue:** The City has no obligation to issue any Approved Service Orders under this Master Agreement. The City may issue any number of Approved Service Orders provided that the sum of the maximum compensation of all Approved Service Orders cannot exceed the Maximum Total Compensation (defined in Subsection 10.1 below).
- 3.4 Preparation:** Each Approved Service Order will be in substantially the form specified in **Exhibit A**. Subject to the terms and conditions of this Master Agreement, the Consultant and the City will negotiate the specific requirements of each Approved Service Order.
- 3.4.1 Director's Request to Prepare Proposal:** The Director will request the Consultant prepare a written service order proposal. The Director will either request the Consultant to include a draft scope of Work in its proposal, or provide the Consultant with a draft scope of Work upon which the Consultant must base its proposal.
- 3.4.2 Meeting/Site Inspection:** As part of the Director's request for the Consultant to prepare a service order, the Director may require the Consultant to meet to discuss the scope and location of the Work, the schedule of performance, and any other relevant details. The Director may also require the Consultant to conduct a site inspection for the purpose of identifying any issues that may need to be included in the scope of Work.
- 3.4.3 Consultant Proposal:** The Consultant will prepare a written service order proposal in accordance with the Director's request. The Consultant will provide the proposal in both paper and electronic form. The proposal must include, but is not limited to, the following:
- The proposed scope of Work;
  - The name and assignment of each of Consultant's professional employees who will be principally responsible for performing the Work;
  - The names of any subconsultants the Consultant would use and the portion of Work they would perform;
  - A time schedule and cost for providing the Work; and
  - Any other information requested by the Director.
- 3.4.4 No Compensation for Preparing Service Orders:** The City will not compensate the Consultant for preparing a service order proposal, whether or not that proposal is used to prepare an Approved Service Order.
- 3.4.5 Final Service Order:** Once the Consultant and the Director agree on the terms and conditions of the proposed service order, the City will prepare the final service order.
- 3.5 Incorporation of Terms and Conditions:** Each Approved Service Order incorporates the terms and conditions of this Master Agreement, and becomes a part of this Master Agreement.
- 3.5.1 No Conflicts:** An Approved Service Order must be consistent with – and cannot alter – the terms and conditions of this Master Agreement.
- 3.5.2 Agreement Controls:** The terms and conditions of this Master Agreement control over the terms and conditions contained in an Approved Service Order – even if the Approved

Service Order expressly states that it is intended to control. Any conflicting terms and conditions in an Approved Service Order are invalid and unenforceable.

- 3.6 Performance:** Subject to Subsection 3.5 above, the Consultant must perform the Work in accordance with the specific requirements of the Approved Service Order. The Consultant must coordinate and cooperate with City staff, consultants and contractors in performing the Work, and must perform the Work to the Director's satisfaction.

## 4. DESIGN SERVICE REQUIREMENTS

- 4.1 General:** This Section applies to any design services the Consultant performs as part of an Approved Service Order.
- 4.2 Standard Documents:** The Consultant is, or will become, familiar with the City of San José, Department of Public Works, Standard Specifications, dated July 1992 (and any amendments thereto), the City of San José, Department of Public Works, Standard Details, dated July 1992 (and any amendments thereto), and any other standard documents the City uses to design and implement its capital projects (collectively "Standard Project Documents").
- 4.3 Use of Standard Documents:** Unless the Director provides prior written approval to the contrary, the final design documents prepared by the Consultant must be based on, and must incorporate, the Standard Project Documents.

## 5. CITY'S CONTRACT MANAGER

Attachment B of each Approved Service Order will identify the City's contract manager. The City can change its contract manager by providing the Consultant with written notice.

## 6. CONSULTANT'S STAFFING

- 6.1 Consultant's Contract Manager and Other Staffing:** Attachment B of each Approved Service Order will identify the following:
- The Consultant's contract manager,
  - The Consultant(s) and/or employee(s) of the Consultant *principally responsible* for providing the Work, and
  - Any contract personnel or personnel employed through employment agencies that Consultant proposes to provide Work pursuant to the Approved Service Order.

Attachment B will also indicate whether any of the identified persons are required to file a Statement of Economic Interests, Form 700 ("Form 700"), provided that the individual does not have a current Form 700 on file with the City Clerk for a separate agreement with the City. Anyone required to file a Form 700 must do so in accordance with the requirements of Subsection 17.5 below.

- 6.2 Contract Manager's Authority:** The Consultant's contract manager must be authorized to act on behalf of the Consultant for purposes of decisions regarding the Approved Service Order.
- 6.3 Staffing Changes:** The Director's prior written approval is required for the Consultant to remove, replace or add to any of its staffing identified in Attachment B of an Approved Service Order. Each written approval will be in substantially the form specified in **Exhibit D**.

## 7. USE OF SUBCONSULTANTS

- 7.1 **Authority to Use:** Attachment B of each Approved Service Order will state whether or not the Consultant can use subconsultants to provide any part of the Work. If Attachment B does not authorize the Consultant to use subconsultants, then the Director's prior written approval is required for the Consultant to use a subconsultant to perform any part of the Work.
- 7.2 **Use of Subconsultants:** If Attachment B of an Approved Service Order authorizes the use of one or more subconsultants, then it will identify the name of each such subconsultant and the portion of Work each such subconsultant will perform. The Director's prior written consent is required for the Consultant to remove, replace or add to the subconsultants identified in Attachment B.
- 7.3 **Subconsultant Work:** The Consultant warrants all services and deliverables provided by any subconsultant it uses shall meet the standard of performance set forth in Section 9 of this Master Agreement, and represents that each such subconsultant is specially trained, experienced, and competent to perform its portion of the Work.

## 8. INDEPENDENT CONTRACTOR

- 8.1 **General:** The Consultant has complete control over its operations and employees, and is an independent contractor. The Consultant is not an agent or employee of the City, and does not represent or act as the City's agent or employee. The Consultant does not have any rights to retirement benefits or other benefits accruing to City employees, and expressly waives any claim it may have to any such rights.
- 8.2 **Subcontractors:** As an independent contractor, the Consultant has complete control over its subconsultants, subcontractors, suppliers, agents and any other person or entity with whom the Consultant contracts in furtherance of this Master Agreement and/or any Approved Service Order (collectively "Subcontractors"). Subject to the requirements of Section 7 above, the Consultant is solely responsible for selecting, managing and compensating its Subcontractors, and for ensuring they comply with this Master Agreement.
- 8.3 **Indemnity:** The Consultant shall place in each Subcontractor agreement indemnity obligations in favor of the City in the exact form and substance of those contained in Section 11 below.

## 9. STANDARD OF PERFORMANCE

The Consultant represents that it will only perform Work for which it possesses all necessary training, licenses and permits. The Consultant represents that its performance of all such Work will conform to the standard of practice of a professional that specializes in performing professional services of a like nature and complexity.

## 10. COMPENSATION

- 10.1 **Maximum Total Compensation:** The maximum total compensation the City will pay the Consultant for all Approved Service Orders issued under this Master Agreement shall not exceed **\$7,000,000** ("Maximum Total Compensation").
- 10.2 **Basis of Compensation:** **Exhibit B**, Basis of Compensation, sets forth the methodology for compensating the Consultant. Compensation for all professional fees, costs and expenses related to the Consultant providing the Work shall be on an actual cost basis and only in accordance with this Section 10 and **Exhibit B**, Basis of Compensation.
- 10.3 **Maximum Service Order Compensation:** The cover page of each Approved Service Order will specify the maximum amount payable to the Consultant for all professional fees, costs and

expenses related to the Consultant providing the Work ("Maximum Service Order Compensation"). The Consultant shall complete all Work required by the Approved Service Order for no more than the Maximum Service Order Compensation.

- 10.4 Compensation Table:** Attachment C of each Approved Service Order is a table setting forth the amounts the City will pay Consultant for each cost component of an Approved Service Order ("Compensation Table"). Each Approved Service Order is subject to the terms and conditions set forth herein.

**10.4.1 Task Numbers & Task Descriptions (Column 1):** Column 1 of the Compensation Table sets forth the task number(s) and task description(s) for which the City will compensate the Consultant. Each task number and description corresponds to the same task number and description in Attachment A of the Approved Service Order. If a task number and description included in Attachment A is not included in the Compensation Table, then the City will not compensate the Consultant separately for that task, and payment for such task is deemed included in the other task(s) for which the Consultant is receiving compensation.

**10.4.2 Invoice Period (Column 2):** Column 2 of the Compensation Table identifies when the Consultant must submit its invoice for payment. If invoicing is monthly, the Consultant must submit its invoice to the City by the 10<sup>th</sup> Business Day of each month for Work completed during the previous month. If invoicing is upon the completion of a task or group of tasks, the Consultant must submit its invoice to the Director within 20 Business Days following completion of the task(s) to the Director's satisfaction. If invoicing is upon the completion of all Work, the Consultant must submit its invoice to the Director within 20 Business Days following completion of all Work to the Director's satisfaction.

**10.4.2.1 Information and Payment:** Each invoice must include sufficient information and supporting documents to establish to the Director's satisfaction that the Consultant is entitled to the payment requested. The City will pay the undisputed portion of the invoice amount within 20 Business Days of the Director's approval of such undisputed amount.

**10.4.2.2 Invoice Amounts:** In accordance with **Exhibit B**, Basis of Compensation, each of Consultant's invoices shall set forth all costs incurred in performing Work completed during the invoice period, separated into the following categories: (1) the Multiplier Compensation (as defined in **Exhibit B**, Section 1); (2) costs for Contract Personnel (as defined in Subsection 10.4.4); (3) Consultant's reimbursable expenses; and (4) subconsultant costs and subconsultant reimbursable expenses. In addition, Consultant shall provide a current master authorized staff list of all Consultant employees along with their corresponding classification, actual hourly rate, onsite/offsite designation, and Multiplier (as defined in Exhibit B, Section 1) for the City's verification of billing. If during the invoice period, Consultant has incurred costs other than the Multiplier Compensation, Consultant shall attach to its invoice to the City copies of receipts and invoices for such costs and expenses. The City shall not be responsible for any costs or expenses that are not properly and timely shown on a Consultant invoice in accordance with this Subsection 10.4.2.

**10.4.3 Compensation for Services and Deliverables (Column 3):** Column 3 of the Compensation Table sets forth the maximum amount that the City will pay for the Multiplier Compensation (as defined in **Exhibit B**, Section 1) for each task of the Approved Service Order.

**10.4.4 Contract Personnel (Column 4):** Column 4 of the Compensation Table sets forth the maximum amount that the City will pay for any of Consultant's contract personnel or personnel employed through employment agencies ("Contract Personnel") for each task of the Approved Service Order.

- 10.4.4.1 Approved Contract Personnel Only:** The City will pay for Contract Personnel only if it has approved the use of the Contract Personnel for the tasks or areas of work as set forth in Attachment B of an Approved Service Order.
- 10.4.4.2 Contract Personnel Costs:** The Consultant can invoice the City for no more than the actual cost of the Contract Personnel plus up to a 5 percent markup. Any Contract Personnel costs must be the Contract Personnel's actual rates and charges exclusive of any markup. The City will compensate the Consultant in accordance with those rates and charges.
- 10.4.4.3 Maximum Amount:** For each Approved Service Order, the City will compensate the Consultant for all Contract Personnel in a total amount not to exceed the amount set forth in Column 4. Any additional Contract Personnel costs that the Consultant incurs in excess of the specified maximum amount are at no cost to the City.
- 10.4.5 Reimbursable Expenses (Column 5):** Column 5 of the Compensation Table sets forth the maximum amount the City will pay for the Consultant's reimbursable expenses for each task of the Approved Service Order. The following terms and conditions apply if the City reimburses the Consultant separately for expenses.
- 10.4.5.1 Subconsultants:** The cost of subconsultants is not treated as a reimbursable expense. Subsection 10.4.6 below addresses payment for the cost of subconsultants.
- 10.4.5.2 Maximum Amount:** For each task in an Approved Service Order, the City will reimburse the Consultant for expenses up to the maximum amounts set forth in Column 5. Any expenses that the Consultant incurs in excess of the stated maximum are at no cost to the City.
- 10.4.5.3 Expenses That Are Reimbursable:** The City will reimburse the Consultant only for those reimbursable expenses identified in **Exhibit B**, Basis of Compensation.
- 10.4.6 Subconsultant Costs (Column 6):** Column 6 of the Compensation Table sets forth the maximum compensation the City will pay the Consultant separately for subconsultant costs (including subconsultant reimbursable expenses) incurred for each task in the Approved Service Order. If the City will compensate the Consultant for subconsultant costs, the City will do so in accordance with the following terms and conditions.
- 10.4.6.1 Approved Subconsultants Only:** The City will pay for subconsultant costs only if it has approved the use of the subconsultant(s) for the tasks or areas of work as set forth in Attachment B of an Approved Service Order.
- 10.4.6.2 Subconsultant Costs:** The Consultant can invoice the City for no more than the actual cost incurred by the Consultant for each subconsultant (excluding subconsultant reimbursable expenses) plus up to a 5 percent markup. Subconsultant costs billed to the City must be based on the subconsultant's actual hourly billing rates (including overhead or indirect expenses and profit) based on a normal 8-hour day, 40-hour week (e.g., no overtime, holidays or weekend rates), and shall exclude any other form of compensation (e.g., no bonuses, stock options, profit-sharing or equity arrangements). Subconsultant costs may include reasonable charges for direct expenses (other than expenses reimbursable in accordance with Section 2 of **Exhibit B**, Basis of Compensation) if such expenses are required to perform the Work identified in an Approved Service Order.
- 10.4.6.3 Subconsultant Reimbursable Expenses:** If a subconsultant incurs expenses in performing work pursuant to an Approved Service Order that, if incurred by

Consultant would be reimbursable expenses under this Master Agreement, the subconsultant's expenses also will be reimbursable in accordance with Section 2 of **Exhibit B**, Basis of Compensation. Subconsultant reimbursable expenses should be included in Column 6 of each Approved Service Order.

- 10.4.6.4 Maximum Amount:** For each Approved Service Order, the City will compensate the Consultant for all subconsultants in a total amount not to exceed the amount set forth in Column 6. Any additional subconsultant costs that the Consultant incurs in excess of the specified maximum amount are at no cost to the City.
- 10.4.7 Maximum Task Compensation (Column 7):** Column 7 sets forth the maximum compensation for each task in the Approved Service Order. Any costs incurred for which payment would result in a total exceeding the amounts in Column 7 will be at no cost to the City.
- 10.4.8 Reallocation of Task Budget(s):** If the Consultant completes a task(s) in an Approved Service Order for less than the maximum compensation set forth for that task(s), the Director (in the Director's sole discretion) **may** use the cost savings to increase the budget of another task in the same Approved Service Order. The Director must authorize such reallocation of cost savings in writing.
- 10.5 Conflict:** In the event of a conflict between this Section 10 and **Exhibit B**, Basis of Compensation, this Section 10 governs.
- 10.6 Tax Forms Required:** The following are conditions on the City's obligation to process any payment under the Master Agreement or any Approved Service Order:
- 10.6.1 U.S. Based Person or Entity:** If the Consultant is a U.S. based person or entity, the Consultant acknowledges and agrees that the Consultant is required to provide the City with a properly completed Internal Revenue Service Form W-9 before the City will process payment. If the Consultant is a U.S. based person or entity, but has neither a permanent place of business in California nor is registered with the California Secretary of State to do business in California, the Consultant acknowledges and agrees that the Consultant is required to provide the City with a properly completed California Franchise Tax Board form related to nonresident withholding of California source income.
- 10.6.2 Non-U.S. Based Person or Entity:** If the Consultant is not a U.S. based person or entity, the Consultant acknowledges and agrees that the Consultant is required to provide the City with the applicable Internal Revenue Service form related to its foreign status and a California Franchise Tax Board form related to nonresident withholding before the City will process payment.

## 11. INDEMNIFICATION

- 11.1 Obligation:** The Consultant will defend, indemnify and hold harmless the City and its officers, employees and agents against all claims, losses, damages, injuries, expenses or liabilities (collectively "Indemnifiable Event") to the extent such Indemnifiable Event arises out of, pertains to, or relates to any of the following: **(a)** the Consultant's negligent performance of any services, **(b)** any negligent act or omission, recklessness or willful misconduct of the Consultant, any of its subcontractors, anyone directly or indirectly employed by either the Consultant or any of its subcontractors, or anyone that they control, **(c)** any infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other proprietary right of any person(s) caused by the City's use of any services, deliverables or other items provided by the Consultant pursuant to the requirements of this Agreement, or **(d)** any breach of this Agreement.
- 11.2 Applicable Law/Duty to Defend:** The Consultant's indemnity obligations apply to the maximum extent allowed by law and include defending the City, its officers, employees and agents as set

forth in Section 2778 and 2782.8 of the California Civil Code. Upon the City's written request, the Consultant, at its own expense, must defend any suit or action that is subject to the Consultant's indemnity obligations.

- 11.3 Insurance:** The City's acceptance of any insurance in accordance with Section 12 of this Agreement does not relieve the Consultant from its indemnity obligations. The Consultant's indemnity obligations apply whether or not the insurance required by this Agreement covers any damages or claims for damages.
- 11.4 Survival:** The Consultant's indemnity obligations survive the expiration or earlier termination of the Agreement.

## **12. INSURANCE REQUIREMENTS**

- 12.1 General:** The Consultant shall comply with the insurance requirements set forth in **Exhibit C** for the Master Agreement term.
- 12.2 Documentation:** Before performing any services, the Consultant must submit to the City's designated risk manager ("Risk Manager"), for the Risk Manager's written approval, all documents demonstrating compliance with the requirements of **Exhibit C**.
- 12.3 Changes:** The Risk Manager may amend or waive, in writing, any of the requirements contained in **Exhibit C**.

## **13. OWNERSHIP OF WORK PRODUCT**

- 13.1 Ownership:** The City owns all rights in and to any of the following work product (including electronic equivalents) without restriction or limitation upon their use immediately when and as created by the Consultant or any other person engaged directly or indirectly by the Consultant to perform the Consultant's services pursuant to an Approved Service Order: reports, drawings, plans, data, software, models, elevations, sections, details, schedules, diagrams, specifications, studies, surveys, information, sketches, and documents or other materials developed or discovered (collectively "Work Product").
- 13.2 Copyright:** To the extent permitted by Title 17 of the United States Code, the Work Product is deemed a work for hire and all copyrights in such Work Product are the property of the City. In the event it is ever determined that any Work Product is not a work for hire under United States law, the Consultant hereby assigns to the City all copyrights to such works when and as created.
- 13.3 City's Reuse:** Notwithstanding Subsection 13.1, the City's reuse of any Work Product is subject to California Business and Professions Code Sections 5536.25, 6735, 6735.3, 6735.4 or 8761.2, whichever is applicable.
- 13.4 Consultant's Reuse:** With the Director's prior written consent, the Consultant may retain and use copies of the Work Product for reference and as documentation of experience and capabilities.

## **14. DISCLOSURE OF WORK PRODUCT**

- 14.1 Prohibition:** Except as authorized by the Director or as otherwise required by law, the Consultant shall not disclose any of the following to a third party: (a) Work Product, (b) discussions between the City and Consultant, or (c) information prepared, developed or received



by the Consultant or any of its Subcontractors in the course of performing any Work.

- 14.2 Notification:** The Consultant will immediately notify the Director if it is requested by a third party to disclose any Work Product, discussions or information that the Consultant is otherwise prohibited from disclosing.
- 14.3 Limit on Prohibition:** The prohibition in Subsection 14.1 above does not apply to disclosures by and between the Consultant and its Subcontractors that are needed to perform any Work.
- 14.4 Survival:** This Section 14 survives the expiration or earlier termination of this Master Agreement.

## **15. AUDIT/INSPECTION OF RECORDS**

- 15.1 Retention Period:** The Consultant shall retain the following records (collectively "Records") for a minimum of 3 years from the date of the City's final payment to the Consultant under this Master Agreement or for any longer period required by law:
- All ledgers, books of accounts, invoices, vouchers, canceled checks, and other records relating to the Consultant's charges for performing services, or to the Consultant's expenditures and disbursements charged to the City; and
  - All Work Product and other records evidencing Consultant's performance.
- 15.2 Producing Records:** At any time during the Master Agreement term or during the period of time that the Consultant is required to retain the Records, the City Manager, the Director, the City Attorney, the City Auditor, or a designated representative of any of these officers may request, in writing, production of all or a portion of the Records. The Consultant shall produce the requested Records at City Hall during normal business hours, or at any other location and time mutually agreed upon by the parties. The Consultant shall produce the requested Records at no cost to the City.
- 15.3 State Auditor:** In accordance with Government Code Section 8546.7, the Consultant may be subject to audit by the California State Auditor with regard to the Consultant's performance of this Master Agreement if the Maximum Total Compensation exceeds \$10,000.

## **16. NONDISCRIMINATION/NON-PREFERENCE**

- 16.1 Prohibition:** The Consultant shall not discriminate against or grant preferential treatment to any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity or national origin. This prohibition applies to recruiting, hiring, demotion, layoff, termination, compensation, fringe benefits, advancement, training, apprenticeship and other terms, conditions, or privileges of employment, subcontracting and purchasing.
- 16.2 Conditions of Prohibition:** The prohibition in Subsection 16.1 is subject to the following conditions:
- 16.2.1 Reasonable Accommodation:** The prohibition is not intended to preclude the Consultant from providing a reasonable accommodation to a person with a disability.
- 16.2.2 Compliance Reports:** The City's "Compliance Officer", as defined in Section 4.08.020 of the San José Municipal Code, is responsible for administering this Section 16. The Compliance Officer may require the Consultant to file, and cause any Subcontractor to file, reports demonstrating compliance with this Section 16. Any such reports shall be

filed in the form and at such times as the Compliance Officer designates. They shall contain such information, data and/or records as the Compliance Officer determines is needed to show compliance with this provision.

**16.2.3 Waiver:** The Compliance Officer may waive any of the requirements of this Section if the Compliance Officer determines that the Consultant has its own nondiscrimination/nonpreference requirements or is bound in the performance of this Master Agreement by the nondiscrimination/nonpreference requirements of another governmental agency, and the nondiscrimination/nonpreference provisions of the Consultant or other governmental agency are substantially the same as those imposed by the City.

**16.2.4 Violation:** A violation of the prohibition or any part of this Section 16 constitutes the following: (a) a material breach of this Master Agreement; (b) a misdemeanor violation of Chapter 4.08 of the San José Municipal Code; and (c) a ground for debarment in accordance with Chapter 4.10 of the San José Municipal Code.

**16.3 Subcontracts:** The Consultant shall include the requirements of this Section in each subcontract that it enters into in furtherance of this Master Agreement.

## 17. CONFLICT OF INTEREST

**17.1 General:** The Consultant represents that it is familiar with the local and state conflict of interest laws, and agrees to comply with those laws in performing this Master Agreement.

**17.2 Representation and Warranty:** The Consultant represents and warrants that the representations made by the Consultant concerning unfair competitive advantage and conflicts of interest in connection with its submissions in response to the City's procurement for this Master Agreement were true and accurate both when made and as of the Contract Date.

**17.3 Prohibition:** In performing this Master Agreement, the Consultant shall not engage in any conduct that constitutes an unfair competitive advantage or conflict of interest, or the appearance of either.

**17.4 Notice:** The Consultant shall immediately notify the City in writing if it becomes aware of any facts giving rise to an unfair competitive advantage or conflict of interest, or the appearance of either. Following such notification, the City shall determine what actions, if any, should be taken in response to the Consultant's notification, up to and including termination of this Master Agreement.

**17.5 Filing Form 700:** In accordance with the California Political Reform Act (Government Code Sections 8311-83116), the Consultant shall cause each person identified in Attachment B of an Approved Service Order as having to file a Form 700 to do each of the following:

- Disclose the categories of economic interests in Form 700 as required by the Director;
- Complete and file the Form 700 no later than 30 calendar days after the date the Consultant executes the Approved Service Order; and
- File the original Form 700 with the City's Clerk with a copy submitted to the Director.

**17.6 Future Services:** The Consultant acknowledges each of the following with regard to performing future services for the City:

- The Consultant's performance of Work in an Approved Service Order may create an actual or apparent conflict of interest with regard to the Consultant performing or participating in the

performance of some related **future** services, particularly when the Work in an Approved Service Order comprises one element or aspect of a multi-phase process or project;

- Such an actual or apparent conflict of interest would be a ground for the City to disqualify the Consultant from performing or participating in the performance of such future services; and
- The Consultant is solely responsible for considering what potential conflicts of interest, if any, performing Work in an Approved Service Order might have on its ability to obtain contracts to perform future services.

**17.7 Violations:** It is a material breach of this Master Agreement if the Consultant fails to comply with any obligation contained in this Section 17, or if any representation made or information provided pursuant to this Section 17 was false or inaccurate in any material respect when made.

## **18. ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY**

**18.1 General:** The Consultant shall perform its obligations under this Master Agreement in conformance with City Council Policy 1-19, entitled "Prohibition of City Funding for Purchase of Single serving Bottled Water," and City Council Policy 4-6, entitled "Environmentally Preferable Procurement Policy."

**18.2 Prohibition of City Funding for Purchase of Single Serving Bottled Water:** The City's policy is that City funds should not be used for the purchase of single-serving bottled water except for any of the following:

- Public safety emergencies, investigations and extended deployments or activation of the Office of Emergency Services;
- Situations where there is a high risk of cross-contamination with non-potable water; or
- Situations where there are no reasonable alternatives to bottled water, such as large public events and when large quantities of water need to be distributed for health and safety reasons.

An invoice seeking reimbursement from City for the cost of single-serving bottled water under one of the above exceptions must be accompanied by a waiver form provided by the City and signed by the Director.

**18.3 Environmentally Preferable Procurement Policy:** The Environmentally Preferable Procurement Policy, along with a brief policy description, is located on the City's website at the following link: <http://www.sanjoseca.gov/?nid=1774>. Environmental procurement policies and activities related to the completion of any Work will include, whenever practicable, but are not limited to:

- The use of recycled and/or recyclable products in daily operations (i.e. 30%, 50%, 100% PCW paper, chlorine process free, triclosan free hand cleaner, etc.);
- The use of energy-star compliant equipment;
- The use of alternative fuel and hybrid vehicles, and implementation of protocols aimed at increasing the efficiency of vehicle operation;
- The implementation of internal waste reduction and reuse protocol(s); and

- Water and resource conservation activities within facilities, including bans on individual serving bottled water and the use of compostable food service products.

## 19. TERMINATION

- 19.1 For Convenience:** The Director may terminate this Master Agreement and/or any Approved Service Order(s) at any time and for any reason by giving the Consultant written notice of the termination. The written notice must set forth the effective date of the termination, which must be at least 7 Business Days' after the date of the written notice.
- 19.2 For Cause:** The Director may terminate this Master Agreement and/or any Approved Service Order(s) immediately upon written notice for any material breach by the Consultant. If the Director terminates the Master Agreement and/or any Approved Service Order(s) for cause and obtains the same services from another consultant at a greater cost, the Consultant is responsible for such excess cost in addition to any other remedies available to the City.
- 19.3 Delivery of Work:** If the Director terminates the Master Agreement and/or any Approved Service Order(s) – whether for convenience or for cause – the Director has the option of requiring the Consultant to provide to the City any finished or unfinished Work Product prepared by the Consultant up to the date of Consultant's receipt of the written notice of termination.
- 19.4 Compensation:** The City will pay the Consultant the reasonable value of Work satisfactorily rendered by the Consultant to the City up to the date of Consultant's receipt of the written notice of termination. For Work to be "satisfactorily rendered," the Director must determine that the Consultant provided the Work in accordance with the terms and conditions of this Master Agreement and/or any applicable Approved Service Order. The Director will determine the reasonable value of satisfactorily rendered Work based on the Basis of Compensation and the Compensation Table attached to the appropriate Approved Service Order.
- 19.5 Receipt of Notice:** For purposes of this provision, the Consultant's receipt of the written notice of termination will be determined based on the date of actual receipt or based on Subsection 20.2 below, whichever occurs first.

## 20. NOTICES

- 20.1 Manner of Giving Notice:** All notices and other communications required by this Master Agreement must be in writing, and must be made via e-mail, personal service or United States mail, postage prepaid.
- 20.2 When Effective:** A notice or other communication that is e-mailed is effective when sent provided the sender receives an acknowledgement from the intended recipient (e.g. return receipt, return e-mail, or other written acknowledgement). A notice or other communication that is personally serviced is effective when personally delivered. A notice or other communication that is mailed is effective 3 Business Days after deposit in the United States mail.
- 20.3 To Whom Given:** All notices and other communications between the parties regarding a specific Approved Service Order must be given to the contract managers identified in the Approved Service Order. All notices and other communications between the parties regarding the Master Agreement must be given to the individuals identified below using the appropriate contact information for giving notice:

To the City:                      City of San José  
   Environmental Services Department  
   Attn: Mariana Chavez-Vazquez

700 Los Estero Road  
San Jose, CA 95134  
(408) 945-3063  
Mariana.Chavez-Vazquez@sanjoseca.gov

To the Consultant: Brown and Caldwell  
Attn: Jeff Kivett  
201 N Civic Drive, Suite 115  
Walnut Creek, CA 94596  
(925) 937-9010  
Jkivett@brwnald.com

- 20.4 Changing Contact Information:** Either party may change its contact information for receiving written notices and communications regarding the Master Agreement by providing notice of such change to the other party pursuant to this Section 20.

## **21. MISCELLANEOUS**

- 21.1 Gifts Prohibited:** The Consultant represents that it is familiar with Chapter 12.08 of the San José Municipal Code, which generally prohibits a City officer or designated employee from accepting any gift. The Consultant shall not offer any City officer or designated employee any gift prohibited by Chapter 12.08. The Consultant's violation of this Subsection 21.1 is a material breach.
- 21.2 Disqualification of Former Employees:** The Consultant represents that it is familiar with Chapter 12.10 of the City's Municipal Code, which generally prohibits a former City officer and former designated employee from providing services to the City connected with his/her former duties or official responsibilities. The Consultant shall not use either directly or indirectly any officer, employee or agent to perform any services if doing so would violate Chapter 12.10. The Consultant's violation of this Subsection 21.2 is a material breach.
- 21.3 Waiver of a Violation:** The City's waiver of any violation of this Master Agreement by the Consultant is not a waiver of any other violation by the Consultant.
- 21.4 Acceptance of Services Not a Waiver:** The City's acceptance of any service or deliverable is not a waiver or release of any professional duty of care applicable to such service or deliverable, or of any right of indemnification, any insurance requirements, or any other term or condition of this Master Agreement.
- 21.5 Compliance with Laws:** The Consultant shall perform all services consistent with all applicable federal, state and local laws, ordinances, codes and regulations. This obligation is not limited in any way by the Consultant's obligation to comply with any specific law, ordinance, code or regulation set forth elsewhere in this Master Agreement.
- 21.6 Business Tax:** The Consultant represents and warrants that it currently has a City business tax certificate or exemption, if qualified, and will maintain such certificate or exemption for the Master Agreement term.
- 21.7 Assignability:** Except to the extent this Master Agreement authorizes the Consultant to use Subcontractors, the Consultant shall not assign any part of this Master Agreement without the Director's prior written consent. The Director, at the Director's discretion, may terminate this Master Agreement if a violation of this provision occurs.
- 21.8 Governing Law:** California law governs the construction and enforcement of this Master Agreement.

**21.9 Disputes:** Any litigation resulting from this Master Agreement will be filed in and resolved by a federal or state court in California.

**21.10 Survival of Provisions:** If a court finds any part of this Master Agreement unenforceable, all other parts shall remain enforceable.

**21.11 Headings:** The section and exhibit headings are for convenience only and are not to be used in its construction.

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**IN WITNESS WHEREOF**, the City and Consultant have caused this Master Agreement to be executed by their respective duly authorized representatives as follows.

**NOTE:** The Consultant must make one of the following representations by placing its initials in the space provided. **The City will not process the Master Agreement unless the Consultant has initialed one of the provisions.**

\_\_\_\_\_ The Consultant certifies that the Consultant has a permanent place of business in California or is registered with the California Secretary of State to do business in California. The Consultant will file a California tax return and withhold on payments of California source income to nonresidents when required. If the Consultant ceases to have a permanent place of business in California or ceases to do any of the above, the Consultant will promptly notify the City at the address specified in Subsection 20.3 of this Master Agreement.

Or

\_\_\_\_\_ If the Consultant is unable to make the above certification, the Consultant acknowledges and agrees to provide the City with the applicable tax forms issued by the Internal Revenue Service and California Franchise Tax Board, as applicable, as specified in Section 10.6 of this Master Agreement.

**City of San José**

By \_\_\_\_\_  
Name: Toni Taber  
Title: City Clerk

Date

**Consultant**

By \_\_\_\_\_  
Name: Jeffrey Kivett  
Title: Vice President

Date

**Approval as to Form (City Attorney):**

☐ **Form Approved by the Office of the City Attorney**  
(Maximum Total Compensation is \$100,000 or less, and standard provisions of the form are not altered.)

☐ **Approved as to Form:**

\_\_\_\_\_  
[Sr.] Deputy City Attorney

Date

By \_\_\_\_\_  
Name: [Insert Name.]  
Title: [Insert Title of Signature.]

Date

Exhibit A  
Master City of San José Consultant Agreement  
Approved Service Order Form  
(RWF Capital Projects)

Cover Page

<b>1a.</b> CPMS Contract No.: [Insert CPMS No.]	<b>1B.</b> AC Contract No.: [Insert AC No.]
<b>2.</b> Approved Service Order No. [Insert Number]	
<b>3.</b> Consultant's Name: [Insert Consultant's Legal Name as it Appears on the Master Agreement]	

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<b>4.</b> Project Name: [Insert Name of Project for which Consultant will provide services] ("Project")	
<b>5.</b> Project Location: [Insert the location of the Project, if applicable]	
<b>6.</b> The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), "C" (Compensation Table), and "D" (Level of Effort) which are incorporated herein by reference.	

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<b>7.</b> Budget/Fiscal:			
a. Current <b>unencumbered</b> amount in Master Agreement:	\$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 20px;"></span>		
b. <b>Maximum Service Order Compensation for this Approved Service Order:</b>	\$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 20px;"></span>		
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 20px;"></span>		
<b>d. Appropriation Certification:</b> I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.			
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
<b>Authorized Signature:</b> _____ <b>Date:</b> _____			

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<b>8. Division Analyst Approval:</b> _____	<b>Date:</b> _____
<b>9. Consultant Approval:</b> _____	<b>Date:</b> _____
<b>10. Approval as to Form (City Attorney):</b>	
<input type="checkbox"/> Service Order Form Approved by the Office of the City Attorney (Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)	
<input type="checkbox"/> Approved as to Form:	<b>Date:</b> _____
(Sr.) Deputy City Attorney	
<b>11. City Director Approval:</b> _____	<b>Date:</b> _____

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## Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the Director's satisfaction.

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**General Description of Project for which Consultant will Provide Services:** [Insert a general project description to provide context for the tasks.]

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**Task No. 1:** [Insert title of deliverable.]

- A. **Services:** [Insert a description of the services required to perform or develop the deliverable. See the instructions for a sample list of questions that should be answered by the description.]
- B. **Deliverable:** [Insert a description of the deliverable.]
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
  - ☐ On or before the following date: \_\_\_\_\_.
  - ☐ On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 2:** [Insert title of deliverable.]

- A. **Services:** [Insert a description of the services required to perform or develop the deliverable. See the instructions for a sample list of questions that should be answered by the description.]
- B. **Deliverable:** [Insert a description of the deliverable.]
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
  - ☐ On or before the following date: \_\_\_\_\_.
  - ☐ On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 3:** [Insert title of deliverable.]

- A. **Services:** [Insert a description of the services required to perform or develop the deliverable. See the instructions for a sample list of questions that should be answered by the description.]
- B. **Deliverable:** [Insert a description of the deliverable.]
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
  - ☐ On or before the following date: \_\_\_\_\_.
  - ☐ On or before \_\_\_\_ Business Days from \_\_\_\_\_.

## Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name:	Phone No.:
Department:	E-mail:
Address:	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.5 of the Master Agreement, entitled "Filing Form 700."***

<b><u>Consultant's Contract Manager</u></b>		<b><u>Required to File Form 700?</u></b>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
Name:	Phone No.:			
Address:	E-mail:			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				
3.				

**3. Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:

- ☐ The Consultant can ***not*** use any subconsultants.
- ☐ The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

		<u>Required to File Form 700?</u>		
<u>Subconsultant Assigned Staff</u>		<b>Yes Already Filed (Date Filed)</b>	<b>Yes Need to File</b>	<b>No</b>
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				
3.				

**4. Contract Personnel:** Whichever of the following is marked applies to this Approved Service Order:

- ☐ The Consultant can ***not*** use any Contract Personnel.
- ☐ The Consultant can use the following Contract Personnel to assist in providing the required services and deliverables:

<u>Personnel/Agency Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

## Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement and **Exhibit B**, Basis of Compensation.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Task No. and Task Title from Attachment A	Invoice Period	Multiplier Compensation	Contract Personnel	Reimbursable Expenses (Including applicable markup)	Subconsultant Costs (Including markup)	Total Compensation
	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$	\$	\$	\$	\$
	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$	\$	\$	\$	\$
	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$	\$	\$	\$	\$
	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$	\$	\$	\$	\$
<b>Maximum Compensation</b>		\$	\$	\$	\$	\$

## Attachment D: Level of Effort for Service Order [##] – [Service Order Title]

### Staff List:

Staff Name	Employee / Subconsultant / Contract Personnel	Role	Onsite/ Offsite	Actual Hourly Salary Rate <sup>(1)</sup> (\$/hr)	Multiplier / Markup <sup>(2)</sup> (per MCA)	Est. Billing Rate (mm/dd/yy to mm/dd/yy)	Est. Billing Rate (mm/dd/yy to mm/dd/yy)

<sup>(1)</sup> Actual Hourly Salary Rate: hourly rate paid by consultant to employee, subconsultant, contracted personnel

<sup>(2)</sup> Multiplier rate is used for consultant employees, Markup is used for Subconsultants, and Contracted Personnel

### Estimated Hours for each Consultant Staff in Fiscal Year 20XX-20XX:

Fiscal Year	20XX - 20XX											
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Hours in Each Month <sup>(1)</sup>												
Staff Name												
Total Hours/month												

<sup>(1)</sup> Hours in each month = number of working days in a month (e.g: 20 to 24 days) x 8 hours per day

Note: Hours Shown in this Attachment D are for estimating purposes only.

Actual hours billed will be in accordance with the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement and Exhibit B, Basis of Compensation.

### Estimated Cost for each Consultant Staff in Fiscal Year 20XX-20XX:

Fiscal Year	20XX - 20XX		
Staff Name			
Billing Rate (\$/hr) <sup>(1)</sup>			
Task	Task Title		
Task 1		\$	\$
Task 2		\$	\$
Task 3		\$	\$
Totals		\$	\$

<sup>(1)</sup> Billing Rate (\$/hr):

For employees with Multiplier: Rate (\$/hr) = hourly rate paid by consultant to employee (\$/hr) x multiplier rate

For Subconsultants or Contract Personnel: Rate (\$/hr) = subconsultant hourly rate (\$/hr) x markup rate (maximum 5%)

Task	Task Title	Column 3 Multiplier Compensation	Column 4 Contract Personnel	Column 5 Reimbursable Expenses	Column 6 Subconsultant Costs	Column 7 Total Compensation
Task 1		\$	\$	\$	\$	\$
Task 2		\$	\$	\$	\$	\$
Task 3		\$	\$	\$	\$	\$
Maximum Compensation		\$	\$	\$	\$	\$

Form Name: Master City of San José Consultant Agreement (RWF Capital Projects)

Exhibit A: Approved Service Order Form Attachment D

Form/File No.: 18538

City Attorney Approval

**DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or CityClerk@sanjoseca.gov for final document.**

## Exhibit B: Basis of Compensation

The Consultant's compensation for services provided pursuant to an Approved Service Order shall be in accordance with Section 10 of the Agreement and this **Exhibit B**. Consultant shall be compensated for Work performed pursuant to an Approved Service Order based on the following categories only: (1) Multiplier Compensation; (2) reimbursable expenses; (3) Contract Personnel costs; and (4) subconsultant costs.

The Consultant's compensation depends on the classification of employees as either Onsite Staff or Offsite Staff. For purposes of determining an employee's classification, the Program Management Office ("PMO") shall be the San José Santa Clara Regional Wastewater Facility ("RWF") located at 700 Los Esteros Road, San Jose, CA, 95134. An employee shall be classified as "Onsite Staff" for an Approved Service Order if that employee is assigned to the RWF CIP and based full-time at the PMO during the term of the Approved Service Order. All other employees shall be classified as "Offsite Staff" during the term of the Approved Service Order.

1. **Multiplier Compensation.** As compensation for all of Consultant's employee labor costs and expenses, overhead and profit for performing Work required by an Approved Service Order, the City will pay Consultant an amount equal to the Consultant's Direct Labor Rate (as defined below) multiplied by 2.84 for Onsite Staff (as defined below) or 3.07 for Offsite Staff (as defined below) ("Multiplier"), plus any applicable Overtime Pay (as defined below) (collectively, "Multiplier Compensation"). Except for other costs and expenses expressly set forth in this Master Agreement as being compensable, the Multiplier Compensation shall be the Consultant's only compensation for all Work performed pursuant to an Approved Service Order.

- 1.1 **Direct Labor Rate.** For purposes of calculating the Multiplier Compensation, the direct labor rate shall be the sum of the number of hours worked by each of Consultant's employees pursuant to an Approved Service Order multiplied by the actual hourly rates paid by Consultant to such employees ("Direct Labor Rate"). The actual hourly rates shall be based on a normal 8-hour day, 40-hour week (e.g., no overtime, holidays or weekend rates) and shall exclude any other form of compensation (e.g., no bonuses, stock options, profit-sharing or equity arrangements). The Direct Labor Rate shall not include any labor other than Consultant's employees, including, without limitation, Consultant's Contract Personnel. Each Approved Service Order will specify the maximum allowable actual hourly rate by employee or classification. For Consultant staff identified in Attachment B of each Approved Service Order, the actual hourly rates may be increased by no more than 3% annually, unless otherwise pre-authorized in writing by the Director. For proposed increases greater than 3%, the Consultant shall provide sufficient justification, which may include merit/performance or cost of living. In the case of position changes and promotions, written approval will be in substantially the form specified in **Exhibit D**.

**Overtime Pay.** Overtime Pay is an amount in addition to the Direct Labor Rate added to Consultant's labor charges for a nonexempt employee for Work performed under an Approved Service Order outside of the employee's regularly scheduled, forty-hour work week or on recognized holidays. Overtime Pay shall be in accordance with all applicable laws, which may include the general prevailing wage

determinations made by the Director of Industrial Relations for Northern California, if applicable.

The Multiplier shall not be applied to Overtime Pay. For those employees who work hours subject to Overtime Pay, Overtime Pay shall be calculated in accordance with applicable laws.

The Consultant may invoice the City for Overtime Pay only if the Consultant has obtained the Director's prior written consent to perform specific work in a manner that would require Overtime Pay. In addition to other required information, invoices shall set forth the date(s), start and end times and number and type of overtime hours worked for each employee for whom the Consultant is requesting Overtime Pay.

**1.2 Overhead Costs.** Consultant acknowledges and agrees that, except with respect to Onsite Staff as specifically described in Section 1.3 below, the Multiplier Compensation includes all of Consultant's overhead costs and expenses incurred in performing Work pursuant to this Master Agreement. The Multiplier is in lieu of itemized payments for fringe benefits, overhead expenses and associated project costs, including, without limitation:

- Fringe benefits, such as payroll taxes, holidays, vacation and sick time, health, life and accidental insurance, retirement plans, etc.
- Overhead or Indirect Costs, such as accounting and legal services, occupancy costs, depreciation costs, professional and general liability insurance, general management and administration, business taxes, etc.
- Associated project costs, such as costs to cover customary office costs, network infrastructure and information systems, CAD and computer usage, in-house reproducing services, including graphics and photocopying, printing, postage, overnight delivery, courier services, cell phone and data plan charges, etc.

**1.3 Onsite Staff Hourly Multiplier.** The multiplier set forth in this Exhibit B for Onsite Staff has been adjusted based on the City providing the following office support infrastructure for Consultant staff housed at the PMO:

- Work space and office furniture
- Computers and associated equipment
- Printing, postage, and photocopying
- Utilities and landline phones
- Network access and City computer support
- Parking at City facilities

**1.4 Offsite Staff Hourly Multiplier.** All Offsite Staff shall have their office support infrastructure provided by their employer which is included in the multiplier for Offsite Staff.

**1.5 Profit.** Consultant acknowledges and agrees that the Multiplier Compensation includes all of Consultant's profit for performing Work pursuant to an Approved Service Order. City shall pay Consultant a profit equal to ten percent (10%) of its total overhead cost in performing the Work pursuant to this Agreement ("Profit Percentage"). The Profit Percentage shall not include any other markups, including markups on subconsultants, Contract Personnel or reimbursable expenses. In no event shall City be responsible for paying any amount pursuant to an Approved Service Order for which Consultant's profit would exceed the foregoing percentage.

**1.6 Rate and Cost Information.** The actual hourly salary rate shall be based on the most current audit of the Consultant's payroll and financial records. The Consultant's overhead costs shall be based on the Consultant's latest audited Federal Acquisition Regulation (FAR) Overhead Statement. If a current audit is not available for the actual hourly salary rate or FAR Overhead Statement, the actual hourly salary rate and/or overhead costs shall be based on information acceptable to the City. The City retains the right to conduct an audit of the Consultant's payroll at any time during the term of this Master Agreement. Unless otherwise required under applicable law, including, but not limited to, the California Public Records Act, the City shall not disclose Consultant's payroll information to third parties without Consultant's prior written consent.

**2. Overlapping Compensation Exclusion.** Consultant acknowledges and agrees that all compensation paid by the City under this Agreement shall only cover actual costs and expenses incurred in performing work pursuant to an Approved Service Order and the allowable profit thereon. The Consultant agrees not to invoice the City for, and the City shall have no obligation to pay, any duplicative costs or expenses or amounts that are not based on actual costs or expenses incurred. Specifically, in submitting an invoice to the City, the Consultant will be deemed to have represented that no portion of amounts requested for any markups for subconsultants, Contract Personnel or reimbursable expenses cover the same categories of costs or expenses requested pursuant to the Consultant's other labor or overhead costs or are not based on actual costs incurred.

**3. Reimbursable Expenses.** The City will pay for the following reimbursable expenses under this Master Agreement:

Reimbursable Expense		Markup
1.	Specialty printing specifically requested by the City and printing associated with major deliverables that cannot be completed by Consultant in-house.	5%



2.	In accordance with Section 3.1 below, with the written pre-authorization of the City's project manager, travel-related expenses in accordance with the CIP Consultant Travel Policy. The Consultant acknowledges that it has received a copy of the CIP Consultant Travel Policy and is familiar with its terms.	No Markup
----	--	-----------

The following expenses are not reimbursable and shall not be incorporated into any invoice amounts submitted to the City:

- Alcoholic Beverages;
- Meals and incidentals for Consultant, subconsultant and Contract Personnel staff, except in accordance with Section 3.1 below; and
- Entertainment.

**3.1 Travel Expenses.** All travel expenses must be consistent with the CIP Consultant Travel Policy. Consultant, subconsultant, or Contract Personnel staff who are required to travel to and from a non-City location for a direct Project-related purpose ("Direct Project-Related Travel") (e.g., workshop at third-party consultant office, site tour of another wastewater facility, witness testing of equipment) shall be eligible for reimbursement of travel expenses consistent with the CIP Consultant Travel Policy.

The CIP Consultant Travel Policy does not authorize the City to reimburse the Consultant for the costs Onsite Staff incur to commute to the PMO. Commuting expenses shall be subject to reimbursement in accordance with the following:

- Allowable Commuting Expenses: For Onsite Staff whose home office location is more than 60 miles from the PMO, the following shall apply:
  - Airfare: Airfare shall not be reimbursable for Onsite Staff except for Direct Project-Related Travel.
  - Transportation: Ground transportation costs shall be subject to reimbursement for travel between an employee's home office location and the PMO. Private vehicle mileage shall be subject to reimbursement for travel between an employee's home office location and the PMO. No other transportation expenses are eligible for reimbursement, except for Direct Project-Related Travel.
  - Lodging: Lodging expenses shall be subject to reimbursement up to the GSA rate for the Sunnyvale / Palo Alto / San Jose area (excluding lodging taxes).
  - Meals and incidentals: Meals and incidentals shall not be reimbursable for Onsite Staff except for Direct Project-Related Travel.
  - Parking: Parking expenses for ground transportation shall be subject to reimbursement for travel between an employee's home office location and the PMO. No other parking expenses are eligible for Onsite Staff except for Direct Project-Related Travel.

- Commuting expenses are subject to the limitations and requirements contained in the CIP Consultant Travel Policy, as applicable.
  - Unallowable Commuting Expenses: For (1) Onsite Staff whose home office location is less than 60 miles from the PMO and (2) all Offsite Staff, no travel reimbursement shall be allowed except for Direct Project-Related Travel.
4. **Contract Personnel Costs.** Consultant shall be compensated for Contract Personnel costs in accordance with Subsection 10.4.4 of the Agreement.
  5. **Subconsultant Costs.** Consultant shall be compensated for subconsultant costs in accordance with Subsection 10.4.6 of the Agreement.
  6. **Accuracy of Information.** Consultant certifies that cost and pricing information used to calculate its compensation pursuant to this **Exhibit B** will be complete, current and accurate at the time of submission to the City.

## Exhibit C: Insurance Requirements

(RWF Capital Projects)

CONSULTANT shall procure and maintain for the duration of the Consultant Agreement with the CITY insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work hereunder by the CONSULTANT his agents, representatives, employees or subconsultants. The cost of such insurance shall be included in the CONSULTANT's proposal.

### A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. The coverage provided by Insurance Services Office Commercial General Liability coverage "occurrence" form CG 0001 including products and completed operations; and
  - a. Products and completed operations/product hazard coverage:
    - i. Such insurance shall be maintained for five (5) years after final payment.
    - ii. CONSULTANT shall furnish Owner and each other additional insured (as identified in the Supplementary Conditions or elsewhere in the Consultant Agreement) evidence of continuation of such insurance at final payment and five (5) years thereafter.
  - b. Blanket contractual liability coverage.
  - c. Broad form property damage coverage.
  - d. Severability of interest.
  - e. Personal injury coverage.
  - f. Additional insured endorsements that include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together); or CG 20 10 07 04 and CG 20 37 07 04 (together); or their equivalent.
2. Insurance Services Office form number CA 0001 covering Automobile Liability, code 1 "any auto", or code 2 "owned autos" and endorsement CA 0025. Coverage also to include code 8 "hired autos" and code 9 "non-owned" autos; and
3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance; and
4. Professional Liability Errors and Omissions insurance for all professional services.

### B. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

1. Commercial General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this PROJECT/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and

3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident; and
4. Professional Liability Errors and Omissions: \$2,000,000 per claim limit.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to, and approved by, the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officials, employees, agents and contractors; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the CITY.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The CITY, its officials, employees, agents and contractors are to be covered as additional insureds as respects: liability arising out of activities performed by, or on behalf of, the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, leased or used by the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officials, employees, agents and contractors.
- b. The CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officials, employees, agents and contractors. Any insurance or self-insurance maintained by the CITY, its officials, employees, agents or contractors shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officials, employees, agents, or contractors.
- d. Coverage shall state that the CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers' Liability: Coverage shall contain a separate waiver of subrogation in favor of the CITY, its officials, employees, agents and contractors.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the CITY.

In the event that CONSULTANT requests to use an umbrella policy or excess policy to meet CONSULTANT's policy limits, coverage must follow form or have greater scope of coverage. CITY shall receive the same status on the excess/umbrella policy including additional insured endorsements with coverage being primary and not contributory to any CITY insurance programs or self-insured programs.

E. Duration

If any of such coverages are written on a claims-made basis, the CITY Risk Manager must approve the coverage as meeting minimum requirements and it must have, at a minimum:

- a. A retroactive date preceding the date work commenced under this Consultant Agreement.
- b. If the policy is cancelled or non-renewed and coverage cannot be procured with the original retroactive date, CONSULTANT must purchase an extended reporting period equal to or greater than five (5) years after completion of work under this Consultant Agreement.

F. Acceptability of Insurance

Insurance is to be placed with insurers acceptable to the CITY's Risk Manager.

G. Verification of Coverage

CONSULTANT shall furnish the CITY with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Copies of all the required ENDORSEMENTS shall be attached to the CERTIFICATE OF INSURANCE that shall be provided by the CONSULTANT's insurance company as evidence of the stipulated coverages.

Proof of insurance shall be either emailed in pdf format to: [Riskmgmt@sanjoseca.gov](mailto:Riskmgmt@sanjoseca.gov), or mailed to the following postal address (or any subsequent email or postal address as may be directed in writing by the Risk Manager):

City of San José – Finance Department  
Risk and Insurance  
200 East Santa Clara St., 14<sup>th</sup> Floor Tower  
San Jose, CA 95113-1905

H. Subcontractors

CONSULTANT shall include all subcontractors or subconsultants as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor or subconsultant of the same scope and limits as otherwise required herein.

## Exhibit D: Staffing Change Approval Form

[DATE]

Napp Fukuda  
Assistant Director  
City of San José  
Environmental Services Department  
200 E. Santa Clara Street, 10<sup>th</sup> Floor  
San José, CA 95113

Subject: Proposed Staff Change to Service Order No. ## (SO##)  
Master Consultant Agreement - AC Contract No. ##

Dear Napp:

The Master Services Agreement (MSA) for General Engineering services, Section 6.3, states the following:

"The Director's prior written approval is required for the Consultant to remove, replace or add to any of its staffing identified in Attachment B of an Approved Service Order."

It is our understanding that you have been delegated this approval authority.

The purpose of this letter is to request approval of the following staff change:

[Select whichever of the following applies. Be sure to delete the sections that are not used. Remove highlighting from form after completing]

[REMOVE STAFF]

- **Service Order ##, Task ##. POSITION TITLE.**

- [Full Name]'s last day of work as the [Position Title] under Service Order ##, Task ## will be [End Date].

[ADD or REPLACE STAFF]

- **Service Order ##, Task ##. POSITION TITLE.**

- [Full Name] will commence work on [Start Date] as the [Position Title] under Service Order ##, Task ##. [Include the following sentence if replacing staff, otherwise delete.] [Name] replaces [Name of Previous Incumbent] in this position. [Name of Previous Incumbent]'s last day of work will be [End Date].
- [Name] will be designated as [on-site/off-site] for billing purposes.
- [Name]'s actual hourly salary rate for the duration of the SO## will be \$XXX.XX/hour.
- As determined by the City, [Name] [will/will not] be required to file a Form 700.
- This proposal will not change the budget and schedule approved for this task.

Thank you for your help and support in agreeing to this staff change.

Regards,

Approved:

\_\_\_\_\_  
[Name]  
[Title]  
[Firm Name]

\_\_\_\_\_  
Napp Fukuda  
Assistant Director  
Environmental Services Department

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

cc: