



Request for Proposals

Master Transportation
Consultant Services for
Comprehensive General Plan
Update and Environmental
Impact Report

Released January 15, 2021



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Important Dates

RFP Questions Due: January 29

Proposals Due: February 22

Interview with Finalists: Week of March 15

City of Salinas
Community Development
Department
65 West Alisal Street (Suite 201),
Salinas, CA 93901

Project Manager:
Jonathan Moore
Email: jonathanm@ci.salinas.ca.us



01

Summary of Request

The City of Salinas (the City) Community Development Department (CDD) is seeking proposals for a master transportation consultant, or team of consultants (the Consultant), for services related to a comprehensive General Plan Update, environmental review, and accompanying documents. Significant tasks in this Request for Proposal (RFP) include: traffic studies for the General Plan and Program Environmental Impact Report (EIR), preparing a Circulation Plan and technical components of the Circulation Element, updating the Interim Vehicle Miles Traveled (VMT) Policy based on the EIR and General Plan, the City's Traffic Fee Ordinance (TFO) and the Traffic Improvement Program (TIP).

The City is also releasing a separate Request for Proposals (RFP) for a Climate Action Plan (CAP) and the General Plan Environmental Impact Report.

Central Ave
00→



General Approach to Project

During the project, the Community Development Department will also provide the Consultant with background information and copies of relevant reports, plans and data. CDD proposes to utilize City skills and resources developed through prolific recent planning efforts to significantly manage and contribute to the GPU and CAP, and to lead community engagement. City staff will develop a community engagement strategy, manage advisory committees, the project website, social media, and overall engagement logistics. Staff is expected to lead content development for most elements, and will assemble the overall General Plan document. The City may hire additional consultant support for specific elements through separate RFPs.

The table below summarizes the responsibilities of the City and Consultant(s). A more detailed list of required tasks for this RFP is provided in Section 3, Scope of Work.

Entity		General Plan Update Responsibilities
City		<ul style="list-style-type: none"> • Manage Consultants and drive overall process. • Lead community engagement, including: developing engagement strategy, facilitating committees, managing web and social media, conducting workshops. • Review and circulation of draft documents, and provide comments. • Develop policy and content for General Plan based on engagement. • Develop branding and document templates • Assemble the overall General Plan document • Prepare the General Plan Existing Conditions Report and provide available data and background documents to consultants.
THIS RFP	Master Transportation Consultant	<ul style="list-style-type: none"> • Conduct traffic analysis on impacts of the General Plan for EIR. • Work with EIR Consultant to draft transportation section of the EIR. • Produce draft and final Circulation Plan and technical components of the Circulation Element. • Update City's VMT Policy, Traffic Improvement Program and Traffic Fee Ordinance.

<p>Environmental Consultant*</p>	<ul style="list-style-type: none"> • Coordinate all EIR subcontractors. • Conduct necessary technical studies (except traffic). • Under the direction of staff, develop the project description and Notice of Preparation. Facilitate the Scoping Meeting. • Produce draft and final versions of the Environmental Impact Report, Mitigation Monitoring and Reporting Program, and Statement of Overriding Consideration. • Package documents for State submittal.
<p>Climate Action Plan Consultant*</p>	<ul style="list-style-type: none"> • Assist City with community engagement materials and communication around climate action and sustainability. • Coordinate with Environmental and Master Transportation Consultants on GHG impacts and reduction. • Produce draft and final Climate Action Plan.
<p>*specific requirements are detailed in a separate RFP</p>	



02 Community Context



Salinas is the largest city in the County of Monterey and serves as the county seat. Known as the “salad bowl of the world”, the community is surrounded by agricultural lands which drive its economy and shape its heritage. The city lies about 100 miles south of San Francisco and approximately 10 miles inland of the Monterey Peninsula. Salinas has grown tremendously over the past sixty years, with a population of less than 30,000 in 1960, to over 160,000 residents today. Diversity is one of Salinas’ strengths, with 75 percent of residents identifying as Hispanic/Latino. Like many cities in California, Salinas is searching for ways to support affordable housing and living-wage jobs for its residents while adapting to climate change and the long-term impacts of COVID-19 pandemic and economic crisis. Some current transportation challenges the City is trying to address include increasing safety, developing a more robust transit and alternative transportation systems, managing congestion, and creating walkable neighborhoods.



Figure 2-1: City Location

Salinas’s existing General Plan was adopted in 2002 is nearly twenty (20) years old and long overdue for an update. Much has changed in Salinas since the Plan was initiated in 1998 and the city has grown in both size and population. New state laws have significantly altered the planning landscape, as have the effects of the state housing crisis, climate change, the global pandemic and economic devastation. Given these circumstances, it is more critical than ever to embark on the General Plan Update. The City’s General Plan Update is an opportunity to position Salinas for equitable recovery, and an adaptable and resilient future that raises the quality of life for all in the community.

This will be a comprehensive update for each General Plan element, as well as the addition of an Environmental Justice Element. As part of the General Plan Update (GPU), the City will also create its first Climate Action Plan (CAP), focusing on reducing emissions in ways that invest in equity and streamline development that will benefit the Salinas community. It is anticipated that these efforts will officially commence in early 2021, with full adoption and certification by the end of 2023.

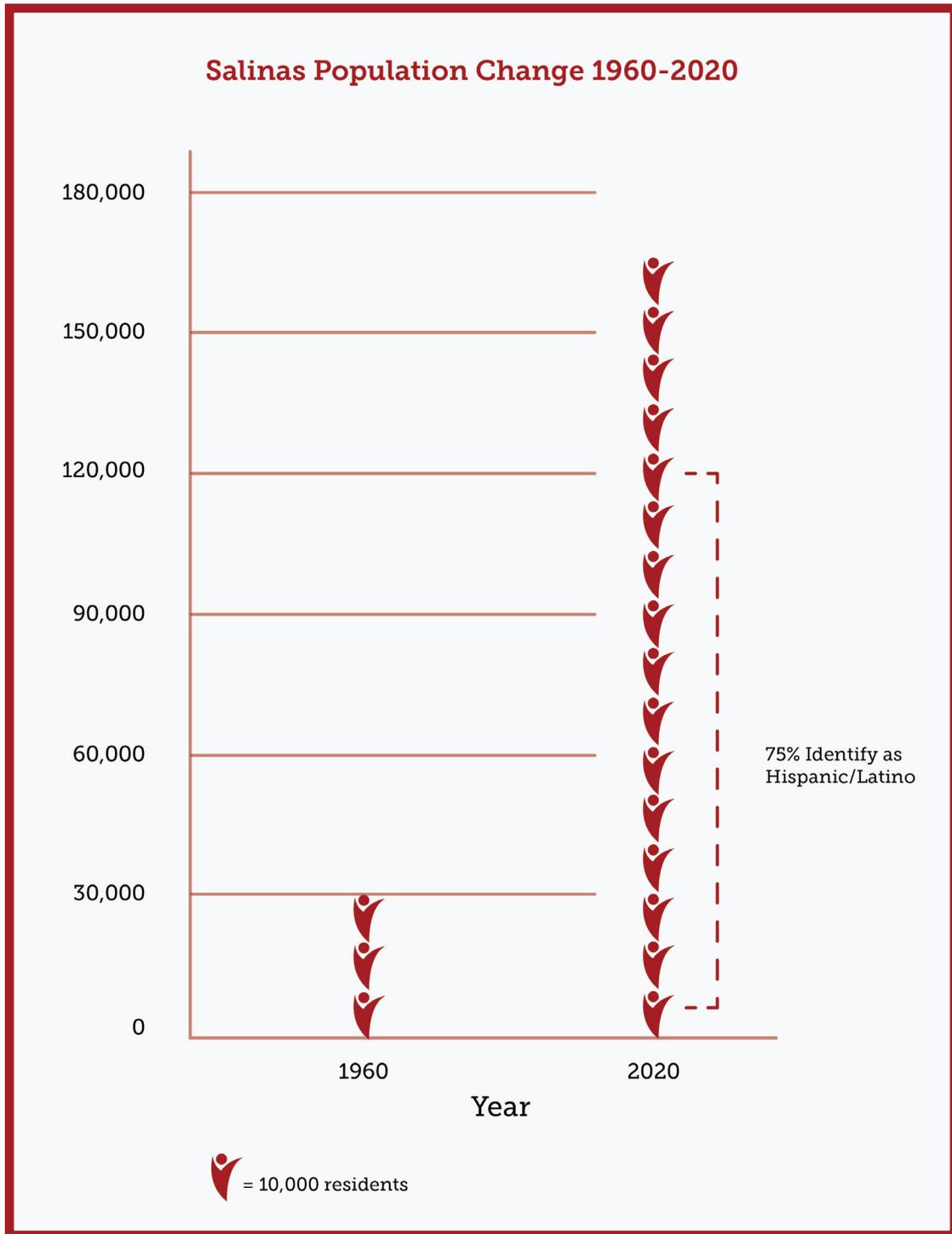


Figure 2-2: City Population

Recent Plans and Community Engagement Efforts

In just the past five years, the City of Salinas has completed twelve major planning efforts, and in partnership with various community groups, business associations and private individuals/entities, has undertaken extensive community outreach, studies, reports and plans both citywide and targeting specific areas of Salinas. These efforts include community plans, regional studies, citywide master plans, specific plans, and a corridor plan. The City updated its Housing Element in 2015 and formally adopted an Economic Development Element in 2017. The City also launched the Visión Salinas project in 2017 to develop Guiding Principles for the General Plan Update, and to coordinate engagement efforts resulting in five strategic plans (no environmental review): the East Alisal Street Corridor Plan, Parks, Rec & Libraries Masterplan, Alisal Vibrancy Plan, Chinatown Revitalization Plan, and Public Arts Masterplan. Additional previous strategic plans include the Downtown Vibrancy Plan and Urban Greening Plan.

The City also has multiple recent completed or ongoing transportation projects. A major streetscape improvement and conversion from one-way traffic is under construction on Main Street in the heart of Salinas' Downtown. A complete streets project on West Alisal Street is also nearly finished, which features new bike lanes, improved crosswalks, and a reduction of travel lanes. The City is working with the Transportation Agency for Monterey County to bring commuter rail to its Intermodal Transportation Center (current Amtrak rail and Greyhound bus station) and is extending Lincoln Avenue to improve access and circulation. On the policy side, a Vision Zero Action Plan and a Salinas Safe Routes to School Plan are currently underway, and pursuant to SB 743, the City adopted an Interim Vehicle Miles Traveled Policy in October, 2020.

Together, all of these planning documents and projects represent thousands of pieces of community input that will inform and be integrated into the General Plan Update and Climate Action Plan. As part of the community outreach and planning process, residents and stakeholders identified opportunities and constraints to creating a more vibrant, walkable, safe and prosperous place to live, work and play. Common themes and priorities emerged through each planning process including:

- the need for a variety of housing types for all family sizes and income levels
- living-wage jobs
- safety and security
- creation of a sense of place that represents and honors the area's culture and history
- community amenities and resources (open space/recreation, grocery stores, neighborhood serving retail and restaurants, medical services, civic services)
- more activities and opportunities for youth
- multi-modal connectivity and ease of access to services and employment, and
- sustainable development.

Hyperlinked Documents and Resource List

COMPLETED		
<u>General Plan (2002)</u>	<u>City of Salinas Bikeways Plan (2002)</u>	<u>South of Salinas PSR (2003)</u> (Update in progress)
<u>City of Salinas Pedestrian Plan (2004)</u>	<u>Airport Blvd Interchange MND/IS (2005, Caltrans)</u>	<u>Zoning Code (2006),</u> <u>Zoning Map</u>
<u>Salinas – US 101 Mainline Corridor Traffic Study, Technical Appendices (2011)</u>	<u>Salinas Area Service Analysis (2012, Monterey-Salinas Transit-MST)</u>	<u>Economic Development Element (accepted 2014, adopted 2017)</u>
<u>Housing Element (2015)</u>	<u>Downtown Vibrancy Plan (2015)</u>	<u>Urban Greening Plan (2017)</u>
<u>Salinas and Pajaro Valley Farmworker Housing Study and Action Plan (2018)</u>	<u>Monterey County Active Transportation Plan (2018, Transportation Agency for Monterey County-TAMC)</u>	<u>East Alisal Street Corridor Plan (2019)</u>
<u>Parks, Recreation, and Libraries Master Plan (2019)</u>	<u>Regional Analysis of Impediments to Fair Housing Choice (2019)</u>	<u>Alisal Vibrancy Plan (2019)</u>
<u>West Area Specific Plan (2019)</u>	<u>Chinatown Revitalization Plan (2019)</u>	<u>Consolidated Plan and Alisal Neighborhood Revitalization Strategy (2020)</u>

<u>Public Art Master Plan (2020)</u>	<u>Interim Vehicle Miles Traveled Policy (2020)</u>	<u>Visión Salinas Guiding Principles (reaffirmed 2020)</u>
<u>Greenhouse Gas Emissions Inventory (prepared 2020)</u>	<u>Greenhouse Gas Emissions Forecasts and Initial Targets (prepared 2020)</u>	<u>Central Area Specific Plan (2020)</u>
<u>Designing for Transit (2020, MST)</u>	<u>Open Data Portal</u>	
IN PROGRESS		
<u>Vision Zero Action Plan</u>	<u>Safe Routes to School (TAMC, City)</u>	<u>US 101 Business Plan (Caltrans)</u>

03

Scope of Work

Scope of Work Components

The following is a general description of the anticipated project components. Consultants are expected to submit a detailed work plan that includes more specific tasks and phasing.

A. Project Management and Meetings

- i. The Consultant shall be responsible for overall management of tasks under this scope. This includes a kick-off meeting and at least bi-monthly meetings with City staff and relevant agencies and stakeholders, as well as coordination with other teams involved in the General Plan Update. The Consultant shall be available to answer questions via phone or email during the project period. The Consultant shall also be responsible managing any subconsultants if applicable and for providing monthly progress reports and invoices.
- ii. The Consultant will coordinate with the Environmental Impact Report and Climate Action Plan consultant teams to provide requested transportation services for those efforts.
- iii. The Consultant is also expected to attend a minimum of four to six public meetings for community engagement and to facilitate adoption.

Recommended Minimum Deliverables:

- Monthly progress reports and invoices
- Presentations and related materials for public meetings
- Technical Memos for Requested Transportation Services

B. Traffic Analysis and Technical Components for the General Plan, EIR, and CAP

- i. The City uses the regional Traffic Demand Model maintained by the Association of Monterey Bay Area Governments (AMBAG). The Consultant shall use this model for traffic modeling purposes, and may have to do verification and calibration for the Salinas subarea.
- ii. The Consultant shall prepare an analysis of the City's existing transportation network and travel patterns, including traffic counts of key roadways and intersections, and level of service analysis.
- iii. Working closely with City staff and in conjunction of preparation of the Climate Action Plan, and Land Use and Housing Elements, the Consultant shall prepare three alternative circulation plans that correspond with land use plan alternatives. Assist staff in preparing a report analyzing the three scenarios and how they relate to the General Plan's Guiding Principles, vision, and goals.
- iv. The Consultant will focus on developing an updated street classification system and final circulation plan for the City. The circulation plan shall reinforce the land use plan and carefully consider community priorities, Vision Zero, Complete Street principles, transit performance, VMT and emission reductions, parking, congestion management, emergency response, freight traffic and the movement of goods.
- v. The Consultant shall complete traffic and traffic-related studies and analyses for the Environmental Impact Report and Climate Action Plan.

Recommended Minimum Deliverables:

- Traffic study and analysis for the Environmental Impact Report
- Three alternative circulation plans and report
- Street classification system and final circulation plan
- Related sub maps (bike/ped, etc.) and conceptual diagrams
- Editable map, graph, and data files (ArcMap packages, Excel worksheets, Illustrator files, etc., all graphics and maps shall be GIS compatible)

C. Updated Vehicle Miles Traveled Policy

- i. The City adopted an Interim VMT Policy pursuant to SB 743 in October, 2020 (included in the Document and Resource List in Section 2). The Consultant shall refine the existing VMT Policy coordinated with the General Plan Update and develop a set of City Traffic Study Guidelines clearly defining transportation review procedures for internal and external use. The VMT Policy will include a list of potential mitigation projects matching community priorities, infrastructure and safety needs, and VMT/emission reductions goals.

Recommended Minimum Deliverables:

- Administrative and public review drafts of VMT Policy
- Traffic Study Guidelines
- Related public notices
- Staff reports, presentations, and resolutions for Traffic and Transportation Commission, Planning Commission, City Council
- Editable map, graph, and data files (ArcMap packages, Excel worksheets, Illustrator files, etc.)

D. Traffic Fee Ordinance Update

- i. The Consultant shall develop a new Traffic Fee Ordinance (TFO) and Transportation Improvement Program (TIP) to reflect the General Plan Update and revised VMT Policy. The TFO update should include a nexus study to ensure developers are paying their reasonable “fair share” and that all fees are in accordance with the Mitigation Fee Act (Government Code Section 66000 et seq.). The Consultant shall prepare an updated fee schedule and full ordinance. The new traffic fee schedule shall have a clear basis for determining traffic fees, with as little ambiguity as possible. The new Traffic Improvement Program shall include well defined project descriptions with accurate project cost estimates.
- ii. The City’s current TFO/TIP will remain in effect until the new TFO/TIP are adopted. The consultant shall make recommendations to transition a balance of TFO funds and active capital improvement projects into the new TFO/TIP, while ensuring compliance with the nexus study and Mitigation Fee Act.

Recommended Minimum Deliverables:

- Traffic fee nexus study
- Traffic fee schedule
- Draft and final Traffic Fee Ordinance and Traffic Improvement Plan
- Related public notices
- Staff reports, presentations, and resolutions for Traffic and Transportation Commission, Planning Commission, City Council
- Attend Meetings with staff and stakeholders
- Presentations at City Council, Planning Commission, and the Traffic and Transportation Commission

The City will assume ownership of all emailed documents and deliverables.

04

Proposal Format

In order to expedite and maintain consistency in the evaluation process, each response to this RFP shall be organized in accordance with this section. Proposal submissions shall contain thorough description and analysis of the following information in the order presented on the following pages.



1. Brief Cover Letter/Letter of Introduction

2. Executive Summary

3. Lead Project Contact

- Name, title and telephone number of the prospective consultant's designated lead contact person for communications pertaining to this proposal.

4. Project Team

- Description of team members assigned to the project and their respective roles. It is expected that once the analysis begins, the project team will remain in place until the work is completed. Please include statements regarding the length of commitment of the proposed staff if they are not available for the duration of this project.
- Organizational chart illustrating team members assigned to the project and their respective roles.
- A brief biography or resume of each team member.
- Identification of specific sub-contractors who will be assigned to the project, and their specific roles and responsibilities, and a description of prior working relationship (if applicable).

5. Firm Experience and Qualifications

- A general description of the services provided by the proposer's firm and sub-consultant; the qualifications of each team member providing the requested services and their experience working with municipal departments, commissions, elected officials, community-based organizations and community members.
- A list of representative projects completed by the firms and individuals proposed to work on this project that best exemplify the work requested in this RFP.
- For each project reference, include the project name, the client contact, the client's phone number and email, the dates the work was accomplished, and a brief description of the work accomplished.
- Consultant and sub-consultant document samples for similar projects.

6. Scope of Work including Tasks and Deliverables

- A narrative describing the approach and work plan, including any studies for completing the scope of work. On a per task basis the narrative should identify the designated team member(s) responsible for completing the work, specific deliverables, and the number of meetings attended.
- Any additional suggestions Consultant believes would be valuable to include

in this effort and any suggestions for further clarifying the scope or work and the usefulness of the product.

- Any relevant additional services the Consultant may be able to provide which may improve the General Plan Update
- A signed copy of any addendum shall be included in the proposal.

7. Budget Estimate

- A detailed budget estimate in matrix form including the hourly rates and time commitments for all team members and sub-consultants by task for the project(s).
- Separate any proposed optional tasks.
- Include similar information for any sub-contractor.
- A sample billing invoice.
- Budget estimates must be submitted separate from the proposal via mail. See Section 6 Proposal Submittal.
- Budget estimates will remain sealed unless the firm is selected for negotiation.

8. Project Schedule

- Include timeframe for completion of tasks, including milestone dates for primary deliverables.
- Include discussion of where the project timeline may slip or is susceptible to delay if assumptions are not met relative to project task completion. As it is anticipated the project will have an assertive schedule, it is important for the City to understand the proposer's expectations for City staff document review timeframes included in this schedule.
- For project management purposes, the schedule should indicate how often there are meetings with City staff, as well as, the duration and number of public meetings, including general public, Commission meetings, and City Council.

9. General Contract Requirements

- ***Proof of Insurability.*** A brief statement or certificate of insurance from an acceptable insurance company setting forth that insurance coverage as required in the attached sample contract, at a minimum, will be available at the time of commencement of the project. The City reserves the right to request additional insurance coverages and amounts through the final Agreement negotiated between the City and consultant selected.
- ***Concurrence with contract provisions.*** A brief statement that the proposer concurs with the provisions of the City's standard contract as attached to the RFP. Under certain circumstances, and subject to the discretion of the City, some provisions of the contract may be modified upon final contract negotiations with the selected consultant.

05

Evaluation Criteria

It is the City's sole desire to contract with a qualified, professional consultant that has the proven experience, resources, and professional expertise to deliver the requested document(s). A committee comprised of City staff members will conduct evaluation of the proposals. The initial screening will be based on an objective review of the proposal received based on the criteria set forth in this RFP.



Proposals will be evaluated according to qualifications, experience, capabilities, references, resources, scope, schedule, cost, and demonstrated competence in performing the work required (not necessarily in that order). The proposal needs to fully respond to items listed in this RFP; needs to constitute a team that is experienced and qualified to meet the requirements of this project based on relevant experience; and needs to demonstrate the ability to identify and plan specific tasks to complete the project in a professional manner on schedule and within budget. The City will select the contractor that best meets the requirements put forth in the RFP. The following standards will be considered in evaluation of proposals:

Criteria	Points
Demonstrated project understanding and scope of work	25
Firm qualifications and experience (including examples of similar projects)	25
Team member qualifications and experience	20
Capacity and track record of delivering projects on time and within budget	15
References from previous clients	10
Completeness of response and quality of submittal	5

06

Proposal Submittal

Completed RFP responses except for the budget estimate are to be submitted electronically by emailing File Transfer Protocol (FTP) instructions or a link to a cloud-sharing folder to Jonathan Moore, Project Manager, jonathanm@ci.salinas.ca.us.

Budget estimates shall be submitted separately in a sealed envelope marked CONFIDENTIAL that includes a physical copy of the estimate and a digital copy on a USB drive. Budget estimates shall be mailed to:

City of Salinas
Att: Jonathan Moore
65 W. Alisal Street, Suite 201
Salinas CA, 93901

All submittals shall be received no later than **Monday, February 22, 2021 at 4:00 pm.** Proposals received after 4:00 pm on the due date will not be considered. Upon receipt, all material submitted in response to this request will become the property of the City of Salinas, and may be considered public information pursuant to applicable law.

07

Inquiries



There will be **no pre-bid meeting** for this proposal. Proponents are strongly encouraged to visit the site on their own as part of proposal preparation. Any questions regarding this RFP may be emailed to jonathanm@ci.salinas.ca.us or faxed to (831) 775-4258 by **Friday, January 29, 2021**. All submitted questions and responses will be posted on the [City website](#) as an addenda one week after the close of the question period. No questions regarding this RFP will be answered over the phone. Proposers that contact City personnel or City Council members after the City releases the RFP shall be disqualified. All addenda shall become part of this RFP. A signed copy of any addendum shall be included in the proposal.

08

City Process

City staff and key stakeholders will review and evaluate the submitted proposals based on the stated evaluation criteria. Staff will contact other agencies for feedback concerning previous work. It is expected that one or more firms will be invited for an interview, however it is the quality of the proposals received that will determine who will be invited to take part in an interview process. The City reserves the right to forgo the interview process and proceed directly to selection of the preferred firm in the event that a proposal is deemed superior in content.

The City retains the right to select the qualified finalists. The staff recommendation will be based upon the quality of the proposal, including the experience of the proposed project team, project manager, and experience conducting similar type of work. The City anticipates entering into an agreement with the selected firm based on a negotiated fee and a negotiated scope of work. If an agreement on the fee and scope cannot be reached, the City reserves the right to end negotiations and enter into negotiations with the next highest ranked consultant. The City reserves the right to negotiate team composition, sub-consultants, project deliverables and associated costs. City Council will consider the staff recommendation and award the contract for the negotiated final scope of work pursuant to the Municipal Code.

Timeline -

Questions Due: January 29th

Question Responses Posted: February 5th

Proposals Due: February 22nd

Interview of Finalists: Week of March 15th

09

Conditions and Responsibilities of Request



- 1. General Conditions.** The City of Salinas reserves the right to (1) reject any or all responses, (2) postpone award of the contract for a period not to exceed sixty (60) days from the date replies are due, (3) waive informalities in the responses, and (4) take whatever action or make whatever decision it determines to be in the best interest of the City. All proposals will remain in effect and legally binding for at least sixty (60) days from the date of submission. A contract agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Selected Consultant.

The City reserves the right to request additional information from any and all prospective firms as deemed necessary by the City in order to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

A prospective firm may withdraw their proposal at any time prior to the date and the time which is set forth herein as the deadline for submittal of proposals.

- 2. Liability of Costs and Responsibility.** Each prospective firm submitting a proposal in response to this Request for Proposals agrees that the preparation of all materials and presentation for submittal to the City is at the prospective firm's sole cost and expense, and the City will not, under any circumstances, be responsible for any costs or expenses incurred by a prospective firm.

Prospective firms are responsible for making necessary investigations and examination of records. Failure to do so will not act to relieve any condition of the proposed agreement or the requirements set out in this RFP. It is mutually understood and agreed that the submission of a proposal shall be considered conclusive evidence that the prospective firm has made such examinations and investigations. No request for modification of a proposal shall be considered after its submission on the grounds that the prospective firm was not fully informed as to any fact or condition.

The selected consultant shall be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

- 3. Standard Agreement.** A sample professional services agreement is attached for the proponent's reference. It is the responsibility of the prospective consultant to be familiar with and accept the terms of this standard contract. In some instances, contract provisions can be modified after review and approval of the City during final contract negotiations. Overall, however, the provisions in this contract are those preferred by the City for the engagement of consulting services relating to this RFP. If any of the terms and conditions contained in the standard agreement are not agreeable, these should be identified specifically, otherwise it will be assumed that the Consultant is willing to enter into the agreement as it is written. Failure to identify contractual issues can be a basis for City to disqualify a consultant.

4. **Insurance.** Consultant shall, throughout the duration of project, maintain comprehensive general liability and property insurance covering all operations of Consultant, its agents and employees, performed in connection with the project in the amounts and in the types of coverages shown in the sample professional services agreement.
5. **Non-Discrimination/Non-Preferential Treatment.** The successful Consultant shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City contracts.
6. **Rights to Submitted Materials.** All proposals and related correspondence, reports, charges, schedules, exhibits and other documentation submitted (electronically or physically) with the proposal will become the property of the City and a matter of public record. All documents submitted in response to this RFP will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to these disclosure requirements. Any information that a prospective consultant considers confidential, the disclosure of which would be an unwarranted invasion of personal privacy, should be submitted in a sealed envelope marked "CONFIDENTIAL; NOT PUBLIC RECORDS." During the selection process, the City will keep such information confidential and will not disclose it except as may be required under applicable law, including the California Public Records Act. This means that, depending on the nature or timing of the request, or future court decisions, that information may not remain private and may be publicly disclosed. Once the selection process is completed, the City will return this information to the Consultant if not selected. Budgets and cost proposals submitted by proposers shall not be considered confidential or proprietary and may be subject to disclosure.
7. **Prohibition of Gifts.** City staff and officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the Agency, or proposing to do business with the City. The offering of any illegal gift shall be grounds to disqualify a Consultant. To avoid even the appearance of impropriety, Proponents and Selected Consultant should not offer any gifts or souvenirs, even of minimal value, to City officers or employees.

10

Attachments

1. City of Salinas Standard Professional Services Agreement

ATTACHMENT 1 - CITY OF SALINAS STANDARD PROFESSIONAL SERVICES AGREEMENT

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

THE CITY OF SALINAS AND _____

This Agreement for Professional Services (the “Agreement” and/or “Contract”) is made and entered into this ____ day of _____, 2021, between the **City of Salinas**, a California Charter city and municipal corporation (hereinafter “City”), and _____, a _____ (hereinafter “Consultant”).

RECITALS

WHEREAS, Consultant represents that he, she, or it is specially trained, experienced, and competent to perform the special services which will be required by this Agreement; and

WHEREAS, Consultant is willing to render such professional services, as hereinafter defined, on the following terms and conditions.

NOW, THEREFORE, City and Consultant agree as follows:

TERMS

1. **Scope of Service.** The project contemplated and the scope of Consultant’s services are described in **Exhibit B**, attached hereto, and incorporated herein by reference.
2. **Term; Completion Schedule.** This Agreement shall commence on _____, and shall terminate on _____, unless extended in writing by either party upon (30) days written notice. This Agreement may be extended only upon mutual written consent of the parties, and may be terminated only pursuant to the terms of this Agreement.
3. **Compensation.** City hereby agrees to pay Consultant for services rendered the City pursuant to this Agreement on a time and materials basis according to the rates of compensation of [or as set forth in Exhibit B]. The total amount of compensation to be paid under this Agreement shall not exceed _____.
4. **Billing.** Consultant shall submit to City an itemized invoice, prepared in a form satisfactory to City, describing its services and costs for the period covered by the invoice. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person. Consultant’s bills shall include the following information to which such services cost or pertain:
 - (A) A brief description of services performed;
 - (B) The date the services were performed;
 - (C) The number of hours spent and by whom;
 - (D) A brief description of any costs incurred; and
 - (E) The Consultant’s signature.

Any such invoices shall be in full accord with any and all applicable provisions of this Agreement.

City shall make payment on each such invoice within thirty (30) days of receipt; provided, however, that if Consultant submits an invoice which is incorrect, incomplete, or not in accord with the provisions of this Agreement, City shall not be obligated to process any payment to Consultant until thirty (30) days after a correct and complying invoice has been submitted by Consultant. The City shall process undisputed portion immediately.

5. **Meet & Confer.** Consultant agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by the City to ensure timely and adequate performance of the Agreement.
6. **Additional Copies.** If City requires additional copies of reports, or any other material which Consultant is required to furnish as part of the services under this Agreement, Consultant shall provide such additional copies as are requested, and City shall compensate Consultant for the actual costs related to the production of such copies by Consultant.
7. **Responsibility of Consultant.** By executing this Agreement, Consultant agrees that the services to be provided and work to be performed under this Agreement shall be performed in a fully competent manner. By executing this Agreement, Consultant further agrees and represents to City that the Consultant possesses, or shall arrange to secure from others, all of the necessary professional capabilities, experience, resources, and facilities necessary to provide the City the services contemplated under this Agreement and that City relies upon the professional skills of Consultant to do and perform Consultant's work. Consultant further agrees and represents that Consultant shall follow the current, generally accepted practices in this area to the profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the projects for which the services are rendered under this Agreement.
8. **Responsibility of City.** To the extent appropriate to the projects to be completed by Consultant pursuant to this Agreement, City shall:
 - (A) Assist Consultant by placing at its disposal all available information pertinent to the projects, including but not limited to, previous reports and any other data relative to the projects. Nothing contained herein shall obligate City to incur any expense in connection with completion of studies or acquisition of information not otherwise in the possession of City.
 - (B) Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of Consultant.
 - (C) Megan Hunter, Community Development Director, or her designee, shall act as City's representative with respect to the work to be performed under this Agreement. Such person shall have the complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Consultant's services. City may unilaterally change its representative upon notice to the Consultant.
 - (D) Give prompt written notice to Consultant whenever City observes or otherwise becomes aware of any defect in a project.

9. **Acceptance of Work Not a Release.** Acceptance by the City of the work to be performed under this Agreement does not operate as a release of Consultant from professional responsibility for the work performed.

10. **Indemnification and Hold Harmless.**

Consultant shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder, including the performance of work of any of Consultant's subcontractors or agents, or Consultant's failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

11. **Insurance.** Consultant shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in Exhibit A hereto.

12. **Access to Records.** Consultant shall maintain all preparatory books, records, documents, accounting ledgers, and similar materials including but not limited to calculation and survey notes relating to work performed for the City under this Agreement on file for at least three (3) years following the date of final payment to Consultant by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit, and copying at reasonable times during Consultant's usual and customary business hours. Consultant shall provide proper facilities to City's representative(s) for such access and inspection.

13. **Non-Assignability.** It is recognized by the parties hereto that a substantial inducement to City for entering into this Agreement was, and is, the professional reputation and competence of Consultant. This Agreement is personal to Consultant and shall not be assigned by it without express written approval of the City.

14. **Changes to Scope of Work.** City may at any time, and upon a minimum of ten (10) days written notice, seek to modify the scope of services to be provided for any project to be completed under this Agreement. Consultant shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify City in writing. Upon agreement between City and Consultant as to the extent of said impacts to time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by City and Consultant shall constitute the Consultant's notice to proceed with the changed scope.

15. **Ownership of Documents.** Title to all final documents, including drawings, specifications, data, reports, summaries, correspondence, photographs, computer software (if purchased on the City's behalf), video and audio tapes, software output, and any other materials with respect to work performed under this Agreement shall vest with City at such time as City has compensated Consultant, as provided herein, for the services rendered by Consultant in connection with which they were prepared. City agrees to hold harmless and indemnify the Consultant against all damages, claims, lawsuits, and losses of any kind including defense costs arising out of any use of said documents, drawings, and/or specifications on any other project without written authorization of the Consultant.

16. Termination.

- (A) City shall have the authority to terminate this Agreement, upon ten days written notice to Consultant, as follows:
- (1) If in the City's opinion the conduct of the Consultant is such that the interest of the City may be impaired or prejudiced, or
 - (2) For any reason whatsoever.
- (B) Upon termination, Consultant shall be entitled to payment of such amount as fairly compensates Consultant for all work satisfactorily performed up to the date of termination based upon the Consultant's rates shown in Exhibit B and/or Section 3 of this Agreement, except that:
- (1) In the event of termination by the City for Consultant's default, City shall deduct from the amount due Consultant the total amount of additional expenses incurred by City as a result of such default. Such deduction from amounts due Consultant are made to compensate City for its actual additional costs incurred in securing satisfactory performance of the terms of this Agreement, including but not limited to, costs of engaging another consultant(s) for such purposes. In the event that such additional expenses shall exceed amounts otherwise due and payable to Consultant hereunder, Consultant shall pay City the full amount of such expense.
- (C) In the event that this Agreement is terminated by City for any reason, Consultant shall:
- (1) Upon receipt of written notice of such termination promptly cease all services on this project, unless otherwise directed by City; and
 - (2) Deliver to City all documents, data, reports, summaries, correspondence, photographs, computer software output, video and audio tapes, and any other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement. Such material is to be delivered to City in completed form; however, notwithstanding the provisions of Section 15 herein, City may condition payment for services rendered to the date of termination upon Consultant's delivery to the City of such material.
- (D) In the event that this Agreement is terminated by City for any reason, City is hereby expressly permitted to assume the projects and complete them by any means, including but not limited to, an agreement with another party.
- (E) The rights and remedy of the City and Consultant provided under this Section are not exclusive and are in addition to any other rights and remedies provided by law or appearing in any other section of this Agreement.

17. Compliance with Laws, Rules, and Regulations. Services performed by Consultant pursuant to this Agreement shall be performed in accordance and full compliance with all applicable federal, state, and City laws and any rules or regulations promulgated thereunder.

- 18. Exhibits Incorporated.** All exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference. In the event there is a conflict between any of the terms of this Agreement and any of the terms of any exhibit to the Agreement, the terms of the Agreement shall control the respective duties and liabilities of the parties.
- 19. Independent Contractor.** It is expressly understood and agreed by both parties that Consultant, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the City. Consultant expressly warrants not to represent, at any time or in any manner, that Consultant is an employee or servant of the City.
- 20. Integration and Entire Agreement.** This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters contained herein. This Agreement may not be modified or altered except by amendment in writing signed by both parties.
- 21. Jurisdiction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas. Jurisdiction of litigation arising from this Agreement shall be in the State of California, in the County of Monterey or in the appropriate federal court with jurisdiction over the matter.
- 22. Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.

23. Notices.

(A) Written notices to the City hereunder shall, until further notice by City, be addressed to:

Megan Hunter
City of Salinas
65 W. Alisal Street, Suite 201
Salinas, California 93901

With a copy to:

City Attorney
City of Salinas
200 Lincoln Avenue
Salinas, California 93901

(B) Written notices to the Consultant shall, until further notice by the Consultant, be addressed to:

[Contact Information for Consultant including Title, Address, Email, and Phone #]

(C) The execution of any such notices by the City Manager shall be effective as to Consultant as if it

were by resolution or order of the City Council, and Consultant shall not question the authority of the City Manager to execute any such notice.

- (D) All such notices shall either be delivered personally to the other party's designee named above, or shall be deposited in the United States Mail, properly addressed as aforesaid, postage fully prepaid, and shall be effective the day following such deposit in the mail.
24. **Nondiscrimination.** During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability.
25. **Conflict of Interest.** Consultant warrants and declares that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, in any manner or degree which will render the services required under the provisions of this Agreement a violation of any applicable local, state or federal law. Consultant further declares that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed. In the event that any conflict of interest should nevertheless hereinafter arise, Consultant shall promptly notify City of the existence of such conflict of interest so that City may determine whether to terminate this Agreement. Consultant further warrants its compliance with the Political Reform Act (Government Code section 81000 et seq.) and Salinas City Code Chapter 2A that apply to Consultant as the result of Consultant's performance of the work or services pursuant to the terms of this Agreement.
26. **Headings.** The section headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement.
27. **Attorneys' Fees.** In case suit shall be brought to interpret or to enforce this Agreement, or because of the breach of any other covenant or provision herein contained, the prevailing party in such action shall be entitled to recover their reasonable attorneys' fees in addition to such costs as may be allowed by the Court. City's attorneys' fees, if awarded, shall be calculated at the market rate.
28. **Non-Exclusive Agreement.** This Agreement is non-exclusive and both City and Consultant expressly reserves the right to contract with other entities for the same or similar services.
29. **Rights and Obligations Under Agreement.** By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.
30. **Licenses.** If a license of any kind, which term is intended to include evidence of registration, is required of Consultant, its representatives, agents or subcontractors by federal, state or local law, Consultant warrants that such license has been obtained, is valid and in good standing, and that any applicable bond posted in accordance with applicable laws and regulations.
31. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

- 32. Legal Representation.** Each party affirms that it has been represented, if it so chose, by legal counsel of its own choosing regarding the preparation and the negotiation of this Agreement and the matters and claims set forth herein, and that each of them has read this Agreement and is fully aware of its contents and its legal effect. Neither party is relying on any statement of the other party outside the terms set forth in this Agreement as an inducement to enter into this Agreement.
- 33. Joint Representation.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. No presumptions or rules of interpretation based upon the identity of the party preparing or drafting the Agreement, or any part thereof, shall be applicable or invoked.
- 34. Warranty of Authority.** Each party represents and warrants that it has the right, power, and authority to enter into this Agreement. Each party further represents and warrants that it has given any and all notices, and obtained any and all consents, powers, and authorities, necessary to permit it, and the persons entering into this Agreement for it, to enter into this Agreement.
- 35. No Waiver of Rights.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement. The failure to provide notice of any breach of this Agreement or failure to comply with any of the terms of this Agreement shall not constitute a waiver thereof. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. A waiver by the City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

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

CITY OF SALINAS

Steven Carrigan
City Manager

APPROVED AS TO FORM:

Christopher A. Callihan
City Attorney

ATTEST:

Patricia Barajas
City Clerk

CONSULTANT

By (Printed Name): _____

Its (Title): _____

Exhibit A

Insurance Requirements

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or subcontractors. With respect to General Liability and Professional Liability, coverage should be maintained for a minimum of five (5) years after Agreement completion.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- (A) **Commercial General Liability** (“CGL”): Insurance Services Office Form (“ISO”) CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (B) **Automobile Liability**: ISO Form CA 0001 covering any auto, or if Consultant has no owned autos, hired and non-owned, with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- (C) **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- (D) **Professional Liability** (also known as Errors and Omissions) insurance appropriate to the work being performed, with limits no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate per policy period of one year.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Salinas requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

OTHER INSURANCE PROVISIONS

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

Additional Insured Status

The City of Salinas, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10, CG 11 85, or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement or the project described within this Agreement, the **Consultant's insurance coverage shall be primary coverage** at least as broad as ISO Form CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Salinas for all work performed by the Consultant, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared by Consultant to and approved by the City. At the option of the City, Consultant shall provide coverage to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the consultant shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administrations, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of this Agreement or the beginning of Agreement work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Agreement work.
4. A copy of the claims reporting requirements must be submitted to the City for review.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable insurance language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all sub-consultants and/or subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that Entity is an additional insured on insurance required from such sub-consultants and/or subcontractors.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Maintenance of Insurance

Maintenance of insurance by Consultant as specified shall in no way be interpreted as relieving Consultant of its indemnification obligations or any responsibility whatsoever and the Consultant may carry, at its own expense, such additional insurance as it deems necessary.