

INSPECTION SERVICES AGREEMENT

This Inspection Services Agreement (“Agreement”) is between the City of Manhattan Beach, a California municipal corporation (“City”) and KOA Corporation, a California corporation (“Consultant”). The date this Agreement is executed by the City Manager shall be the date this Agreement is effective (“Effective Date”). City and Consultant are sometimes referred to herein as the “Parties”, and individually as a “Party”.

RECITALS

A. City issued Request for Proposals No. 1283-23S on December 30, 2023, titled “Professional Construction Management and Inspection Services for Various Capital Improvement Projects (W-671 & SD279)”. Consultant submitted a proposal dated November 28, 2023, in response to the RFP.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant as an independent contractor and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant’s Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the “Services”) for construction management and inspection services for the Santa Monica Bay Stormwater Total Maximum Daily Load (TMDL) Trash Treatment Project (SD-279), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the “City Representative”). For the purposes of this Agreement, the Consultant Representative shall be Chuck Stephan, Principal (the “Consultant Representative”). The Consultant Representative shall directly manage Consultant’s Services under this Agreement. Consultant shall not change the Consultant Representative without City’s prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

H. Prevailing Wages. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works”, Consultant shall comply in all respects with all applicable provisions of the California Labor Code, including those set forth in **Exhibit C** hereto.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2025, unless sooner terminated as provided in Section 12 of this Agreement or extended. The City Manager or his/her designee may extend the term of the Agreement in writing for up to two additional one-year terms or such other term not to exceed two years from the date of termination, pursuant to the same terms and conditions of this Agreement. If not renewed prior to the termination date, this Agreement may continue on a month-to-month basis under the same terms and conditions for a maximum period not to exceed six months or until renewed, terminated or awarded to a new consultant, whichever is less.

3. Compensation.

A. Compensation. As full compensation for Services satisfactorily rendered, City shall pay Consultant at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Consultant be paid more than \$380,076 (the “Maximum Compensation”) for such Services.

B. Expenses. City shall only reimburse Consultant for those actual and necessary expenses expressly set forth in **Exhibit B**.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, or reimburse for any expenses not set forth in **Exhibit B**, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services or expenses in writing prior to Consultant’s performance of those services or incurrence of additional expenses. Any additional

services authorized by the City Council, or (where authorized) the City Manager shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. Any additional expense authorized by the City Council or (where authorized) the City Manager shall be reimbursed in the amounts authorized by the City Council or City Manager. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Invoices must be submitted to Tim Birthisel, Senior Civil Engineer, tbirthisel@manhattanbeach.gov. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Contractor. Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, surveys, studies, drawings, plans, maps, models, photographs, discussion, or other information (collectively "Data and Documents") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subcontractors shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters

of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data and Documents required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original Data and Documents, including computer files containing data generated for the Services, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless and indemnification provisions in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. No Design Services. Contractor acknowledges that the Services to be provided pursuant to this Agreement do not require the services of a "design professional," as the term is defined in California Civil Code Section 2782.8(c), and that therefore the provisions of California Civil Code Section 2782.8 do not apply to this Agreement.

E. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability/Errors and Omissions Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City, and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

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

L. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary,

and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least five calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

TO CITY:

City of Manhattan Beach
Attn: Tim Birthisel
1400 Highland Avenue
Manhattan Beach, California 90266

TO CONSULTANT:

KOA Corporation
Attn: Chuck Stephan
1100 Corporate Center Drive, Suite 201
Monterey Park, California 91754

COPY TO CITY ATTORNEY:

City of Manhattan Beach
Attn: City Attorney
1400 Highland Avenue
Manhattan Beach, California 90266

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subcontractors and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A, B, and C constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written

understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words “shall,” “will” and “agrees” are mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. “Business days” means days Manhattan Beach City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Manhattan Beach.

30. Attorneys’ Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys’ fees, experts’ fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf

of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

Consultant:

City of Manhattan Beach,
a California municipal corporation

KOA Corporation,
a California corporation

By: _____

Name: Bruce Moe
Title: City Manager

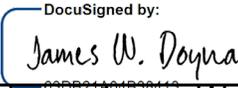
By:  _____

Name: Michael Kirchner 1/26/2024
Title: Senior Vice President

ATTEST:

By: _____

Name: Liza Tamura
Title: City Clerk

By:  _____

Name: James W. Doyna 1/26/2024

Title: Chief Operations Officer

APPROVED AS TO FORM:

By: _____

Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

By: _____

Name: Steve S. Charelian
Title: Finance Director

APPROVED AS TO CONTENT:

By: _____

Name: Erick Lee
Title: Public Works Director

EXHIBIT A SCOPE OF SERVICES

KOA Corporation (KOA) understands that the City seeks full-time construction inspection for the project, with the flexibility to perform part-time inspection if the construction only requires part-time inspection during the days with low-level construction activities for the Santa Monica Bay TMDL HFCTTCD Project (Project No. SD-279). Inspection shall be performed daily and the inspector should be on-site on a full-time basis with the flexibility to be part-time as needed for the workdays. The City seeks part-time construction management services, which KOA will provide on an as-needed basis; daily site visits are not required. KOA will function as an extension of City staff and will manage the Project in accordance with the plans and specifications.

Santa Monica Bay TMDL HFCTTCD (SD-279)

The project will install storm drain system pollutant control devices at numerous locations. Work will include the installation of Channel Filter Systems, HDS High Flow Capacity Trash Treatment Control (various configurations), Diversion Wier, and various site restoration work. The project affects both County and City storm drain systems.

This project is comprised of six HFCTTCDs on six different storm drains (located on 1st Street, 14th Street, 24th Street, 27th Street, 32nd Street, and 39th Street) along with implementation at 28 different catch basins or inlets. Project Santa Monica Bay TMDL HFCTTCD (SD-279) is anticipated to start in January 2024 and includes 200 working days for construction.

The project schedule shall include accommodation for the various special events, City classes, sports events, i.e. "The Contractor shall cooperate and accommodate the special event by neatly and securely condensing the staging/laydown area prior to the event date or temporarily vacating the staging/laydown area, as required and directed by the Engineer".

Task 1- General Administration & Meetings

The designated Project Manager will be provided for attendance at required meetings and as needed to manage and coordinate the project among the various stakeholders.

Project Controls System (PCS) and Document Management System: KOA in consultation with the City will develop a Project Controls System to provide for document creation, archiving, and retrieval, and monitoring of project costs.

Communications and Correspondence: KOA will archive project records including emails, field directives, letters, and all other correspondence and transmit to the City upon completion of work.

Task 2- Construction Observation/Inspection Services

KOA inspectors have the tools and equipment necessary to conduct their work, inclusive of Personal Protection Equipment (PPE), measuring tools, reimbursed vehicle expense, valid drivers license, mobile phone with camera, and laptop computer and/or tablet.

KOA understands that normal working hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. with a 1-hour lunch break.

The inspector will attend required project meetings which may include the preconstruction meeting, construction progress meetings, City meetings, and project closeout meeting.

The inspector will review project plans and specifications prior to the preconstruction meeting, and will retain design documents for reference during construction.

The inspector will establish communications with relevant stakeholders and develop a contact list for reference.

The inspector will monitor the site for conformance to approved traffic control plans, stormwater pollution prevention BMPs, project safety, and interaction with stakeholders and the public. The Contractor shall be advised of non-conforming conditions for corrective measures. The City shall be advised of noted issues. The inspector will monitor work site condition, safety, traffic control (MUTCD and WATCH manual), BMP's, and staging. The Contractor will be informed and shall correct unacceptable work, practices, and unsafe conditions. The inspector will study and become knowledgeable on the construction documents and interpret and implement the provisions of the contract documents, Caltrans Standard Specifications, and APWA "Green Book." The inspector will serve as the City's representative and liaison to the contractor and his staff. The inspector will communicate with staff for problems and issues that arise and those needing resolution, especially in an urgent situation. KOA will confirm that the work meets contract requirements. Unacceptable or rejected work shall be reported to the Contractor and the City. Work will be performed in a cost-effective manner and in the interest of the City.

The inspector will ensure compliance with the Specifications and other requirements, including the Contract, Traffic Control, Cal/OSHA Standards, Contract Change Orders, Permits, Standard Plans, environmental requirements, checking line, grade, size, elevation, and location of improvements. Inspector will verify layout of improvements prior to beginning construction activities.

KOA will make a photograph record of the project site before, during, and after completion.

The inspector will receive, review, approve and file material certifications (i.e. load tickets), for delivered construction materials, including equipment, furnishings, PCC, asphalt, and aggregates.

The inspector will keep a daily diary, complete incident reports, and prepare daily inspection reports with the following items and transmit them to the City:

- Labor (trade and classification)
- Hours worked
- Equipment used
- Description of activities
- Quantities constructed
- Problems, issues, accidents, disputes, claims. Delays and reasons for delay.
- Directives and field orders
- Stormwater protection
- Materials delivered and/or incorporated into the work
- Safety measures and issues
- Traffic control measures
- Weather
- Photographs

The inspector will provide for the following efforts:

- Coordinate material testing services and monitor testing results
- Measure and record quantities of work constructed
- Maintain project diary
- Ensure contractor maintains updated as-built drawings
- Immediately notify the City of any directives, recommendations, or notices from other agencies.
- Exercise reasonable care and diligence to discover and promptly report to the City all defects or deficiencies in the materials or workmanship used in the Project.
- Coordinate with City staff and dispatch emergency services, residents, waste disposal, and other stakeholders.
- Coordinate with utility agencies.

Extra Work: In the event of Contractor claims for Extra Work, KOA will receive such documents and transmit them to the City for direction. For Force Account work, the inspector will verify and document time, materials, equipment, and quantities, and sign daily reports. KOA will assist the City in any Extra Work and Change Order negotiations

Submittals and Shop Drawings: KOA will receive, transmit to the City, and provide recommendations on shop drawings and submittals. KOA will facilitate the process for the City's Project Manager to make determinations as to the nature of the design and engineering.

As-Built Plan: KOA will verify that the Contractor's "As-Built" plan is current and correct, and at least a monthly basis as well as track the project progress and changes on our own plan copy for comparison.

Closeout and Punchlist: KOA will conduct a final walkthrough inspection, develop “punchlists” of incomplete work, and follow up until all work is complete and corrected. A final inspection and recommendation of completion will be provided to the City. All files will be populated, completed, and transmitted to the City for their files and approval.

- Development of the construction “punch list” and “punch list” schedule of remaining work
- Verification that all work is complete and performance of final inspection
- Final project photographs
- Verification of material testing compliance and remedial measures
- Verification of survey documentation compliance
- Submittal of As-Built plans
- Review final progress payment quantities
- Delivery of project files to the City (in printed and digital format).

Final Inspection: All corrections must be made before KOA recommends acceptance of the project. KOA will develop and maintain a punchlist of remaining and corrective work items. Upon completion of the punch list and final sign-off by all project stakeholders, KOA will make a recommendation regarding final acceptance.

Outreach: The inspector can provide for incidental public outreach activities as the project allows, for example, delivering mailer notifications to nearby residents and businesses.

Services for construction inspection will implement controls in accordance with the project permit, Contract Document, Plans, and Specifications, Manual of Uniform Traffic Control Devices, Greenbook Standard Specifications and Standard Plans for Public Works Construction, Caltrans Standard Plans and Specifications, and the Caltrans Local Assistance Procedures Manual. KOA considers safety the most important issue on any construction project. KOA will recommend key safety provisions to require the contractor to have competent safety personnel and site-specific safety programs employed on the projects at all times. The Inspector will monitor the contractor for compliance with the project safety requirements.

DELIVERABLES

- Daily Reports
- Incident Reports
- Direction to Contractor
- Material Certificates of Compliance
- Quantity Reports
- Employee Interviews
- Photographs
- Extra Work/ Time and Materials Records
- Special Inspection Reports
- Material Testing Reports

- Labor Compliance Review
- Submittals and Shop Drawings
- Pay Request Recommendations
- Punchlist
- Recommendation of Final Completion
- As-Built Plan

Task 3- Construction Management Services

Program Changes and Change Order Management: KOA will implement RFI, RFC, and Change Order management per approved protocol. All changes will be documented, archived, and transmitted to the City and Contractor for implementation. Changes that accrue time and cost changes will be transmitted to the schedule and budget accordingly. Changes will not be implemented without the approval of the City.

Cost Monitoring: KOA will monitor project expenditures and projected project costs at completion.

Submittal Management and Review: KOA will develop a submittal list for control, verification, response, and approval of submittals in accordance with the Caltrans LAPM.

RFI Management and Review: KOA will maintain a log for the submittal, review, response, and implementation of Requests for Information, and manage RFI's through the document PCS.

Utility Coordination: KOA will ensure that the general contractor performs utility coordination throughout the construction phase of the project, including DigAlert, utility pothole investigation, and verification of clearances, protection, and restoration/utility adjustment post-construction.

KOA office engineering, RE, and inspector staff will provide for the required utility and agency coordination, notification, reporting, and documentation efforts. Stakeholders may include affected utility companies, City Police Department, Los Angeles County Fire Department, Waste Management, SCE, etc.

We will review the project scope at the pre-construction meeting, review possible conflicts, and work with each utility to ensure that the project's specific needs are understood. We will continue to follow up on requirements at the regular construction meetings through the closeout of the project.

Any unknown and discovered utilities will be coordinated with the City and designer to determine the best disposition, including possible relocation. We will coordinate with SCE for electrical facilities.

CONSTRUCTION CLOSEOUT

KOA will coordinate with City staff for project turnover upon completion of construction activities and punchlist work. Closeout activities will include a full field review (walking inspection) of all work to verify completion. We will recommend substantial completion, final punchlist, and completion. We will review and recommend final quantities and payment. The Contractor will be required to provide material and lien releases, guarantees, and warranties and provide for the warranty period corrective work. KOA will advise and assist in the notice of completion. All project files, including the final As-Built plan, will be transmitted to the City. We will recommend release of retention upon completion of the notification period.

FINAL INSPECTION

All corrections must be made before KOA recommends processing the "Notice of Completion". KOA is noted for our attention to detail. We excel at closing out our own projects and we have been requested to and successfully close out problem client projects where our services are not initially utilized. Upon completion of the punchlist and final sign off by all project stakeholders, KOA will make recommendations to the City regarding Contractors final progress payment request and prepare final progress payment report for submission to City.

DELIVER PROJECT CLOSE-OUT DOCUMENTS

KOA will review "as-constructed" plans and prepare "as-constructed" reports. KOA will help the contractor maintain a field set of updated "as-constructed" plans. KOA will continually document changed field conditions and not rely on the contractor to document "as-constructed" conditions. KOA will report and photograph field condition changes. Discrepancies will be discussed, resolved, and recorded. Completed "as-constructed" plans will be submitted to the City. KOA will provide a final project report, detailing all relevant aspects of the project, including budget, reasons for bid price variations, schedule information, as-built plans, and technical details, including a compilation of project photographs.

To implement a timely project closeout, KOA will enforce implementation of the Construction Contract documents. All construction management and inspection records will be provided to the City for their records. KOA will ensure full compliance with all pre-construction, construction, and post-construction requirements for all pertinent project permits. KOA will perform closeout duties including final organization of project files in binder and electronic format, (CD-ROM or thumb drive) and submit to the City for final approval and assist with the filing of the notice of completion and release of retention.

Closeout tasks will include:

- Review and prepare final payment for the City's approval.
- Transmit Record Drawings (As-Built) from the contractor to the City, via Hard copies and electronic version.

- Finalize record drawings/As-Builts, contract bid items, claims, change orders and punch list items.
- Prepare all final reports, including report of completion for acceptance of the Project.
- Finalize and deliver all construction files to the City for archives.
- Provide one electronic copy of all reports and construction files to City.
- Provide electronic version of all record drawings and files in PDF file format.
- Address all unresolved issues including but not limited to change orders and claims
- Complete documentation required by the City.

**EXHIBIT B
APPROVED FEE SCHEDULE**

Fee Schedule

Assumption for Construction Phase 200 Working Days for SD-279		Proposal Fee for City of Manhattan Beach PROFESSIONAL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SANTA MONICA BAY TMDL HFCTCD PROJECT (SD-279)			
TASK DESCRIPTION		Construction/ Project Manager	Construction Inspector	Administrative Assistant	TOTALS
Hourly Rate Schedule		\$187	\$138	\$94	
TMDL SD-279	Pre-Construction Mtg, Site Review, Coord.	4	2		6
	Pre-Coon Review of Construction	8	2		10
	Construction Inspection and Reporting	800	1600	45.5	2446
	Project Closeout	8	8		16
	TOTAL HOURS	820	1612	46	2478
	SUB-TOTAL COST	\$153,340	\$222,456	\$4,280	\$380,076
	DIRECT PROJECT EXPENSES (MILEAGE)				\$0
SD-279 TOTAL COST		\$153,340	\$222,456	\$4,280	\$380,076
TOTAL HOURS		820	1612	46	2478
TOTAL LABOR COST		\$153,340	\$222,456	\$4,280	\$380,076
DIRECT PROJECT EXPENSES					\$0
PROPOSED FEE SD-279					\$380,076

NOTE: Construction Inspector rate shown is for regular daytime hours. The State DIR requires adjustments for special shift, overtime and holiday hours.

Rate Sheet

KOA Corporation				
2022 - 2025 Hourly Billing Rates				
Professional Services	2022 Rates	2023 Rates	2024 Rates	2025 Rates
Senior Engineer	\$ 190	\$ 200	\$ 209	\$ 220
Senior Associate Engineer	\$ 150	\$ 158	\$ 165	\$ 174
Associate Engineer	\$ 120	\$ 126	\$ 132	\$ 139
Senior Designer	\$ 150	\$ 158	\$ 165	\$ 174
Associate Designer	\$ 100	\$ 105	\$ 110	\$ 116
Senior Planner	\$ 190	\$ 200	\$ 209	\$ 220
Senior Associate Planner	\$ 150	\$ 158	\$ 165	\$ 174
Associate Planner	\$ 120	\$ 126	\$ 132	\$ 139
Construction Manager	\$ 170	\$ 179	\$ 187	\$ 197
Project Manager	\$ 185	\$ 194	\$ 204	\$ 214
Assistant Project Manager	\$ 150	\$ 158	\$ 165	\$ 174
Construction Scheduling Specialist	\$ 150	\$ 158	\$ 165	\$ 174
Sr Construction Inspector	\$ 135	\$ 142	\$ 149	\$ 156
Construction Inspector	\$ 125	\$ 131	\$ 138	\$ 145
Sr Marketing Coordinator	\$ 105	\$ 110	\$ 116	\$ 122
Associate Marketing Coordinator	\$ 85	\$ 89	\$ 94	\$ 98
Marketing Coordinator	\$ 80	\$ 84	\$ 88	\$ 93
Sr Administrator	\$ 120	\$ 126	\$ 132	\$ 139
Administrative Assistant	\$ 85	\$ 89	\$ 94	\$ 98
Intern	\$ 65	\$ 68	\$ 72	\$ 75
Sr Systems Administrator	\$ 120	\$ 126	\$ 132	\$ 139
Systems Analyst	\$ 100	\$ 105	\$ 110	\$ 116
Principal	\$ 240	\$ 252	\$ 265	\$ 278

EXHIBIT C

TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code (“Chapter 1”). Further, Contractor acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations (“DIR”) implementing such statutes. Therefore, as to those Services that are “public works”, Contractor shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.

2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.

3. Contractor shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Contractor shall not perform work with any subcontractor that is not registered with DIR pursuant to Section 1725.5. Contractor and subcontractors shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Contractor or any subcontractor ceases to be registered with DIR at any time during the duration of the project, Contractor shall immediately notify City.

4. Pursuant to Labor Code Section 1771.4, Contractor’s Services are subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by DIR regulations.

5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Agreement.

6. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

7. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records.

8. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Administrative Code Title 8, Section 200 *et seq.* concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

9. The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If the Contractor or any subcontractor becomes debarred or suspended during the duration of the project, the Contractor shall immediately notify City.

10. Contractor acknowledges that eight hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Section 1810. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

12. For every subcontractor who will perform work on the project, Contractor shall be responsible for such subcontractor’s compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor’s compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor’s expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys’ fees, and other related costs and expenses. All duties of Contractor under this Section shall survive the termination of the Agreement.