

DESIGN SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated May 7, 2019 ("Effective Date") and is between the City of Manhattan Beach, a California municipal corporation ("City") and Quantum Quality Consulting, Inc., a California corporation ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City issued Request for Proposals No. 1200-19SD on November 30, 2018 titled "Engineering Design Services for Water, Sewer, and/or Storm Drain Infrastructure Improvement Project". Consultant submitted a proposal dated January 23, 2019 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 professional engineering design services described in the Scope of Services (the "Services") attached as **Exhibit A**. Consultant's proposal is attached as **Exhibit D**. 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 Frank Bigdeli, P.E., President (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 in conformance with the project timeline set forth in **Exhibit A**.

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, 2021, unless sooner terminated as provided in Section 12 of this Agreement or extended.

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**. Consultant shall be paid no more than \$159,110.00 for such Services.

B. Expenses. The amount set forth in paragraph 3.A. above includes reimbursement for all expenditures incurred in the performance of this Agreement.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Manager, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by 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. In no event shall the City pay more than \$16,000 for such additional services. 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. 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 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 and Documents 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. Indemnity for Design Professional Services. To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, indemnify, and hold harmless 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, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith, and reimbursement of attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to arise out of,

pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c)(2).

B. Other Indemnities.

1) Other than in the performance of design professional services, and to the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, 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 "Claims"), 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, contractors 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 Claims 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 Claim 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 the 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 B.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 indemnities, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims 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's

subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors 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 Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the Parties.

C. Workers' Compensation Acts not Limiting. Consultant's 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.

D. 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, Claims, tax, assessment, penalty or interest asserted against City.

E. Survival of Terms. The indemnification in 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. 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:

If to City:

Attn: Tim Birthisel
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5368
Email: tbirthisel@citymb.info

If to Consultant:

Attn: Frank Bigdeli, P.E.
Quantum Quality Consulting, Inc.
2720 Sepulveda Blvd.
Torrance, CA 90505
Telephone: (310) 891-3994
Email: fbigdeli@thequantumconsulting.com

With a courtesy copy to:

Quinn M. Barrow, City Attorney
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5061
Email: qbarrow@rwglaw.com

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, C, and D 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.

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

City:

City of Manhattan Beach,
a California municipal corporation

Consultant:

Quantum Quality Consulting, Inc.
a California corporation

By: _____
Name: Bruce Moe
Title: City Manager

ATTEST:

By: _____
Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By: Qm Barrow
Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO CONTENT:

By: Steve S. Charelian
Name: Steve S. Charelian
Title: Finance Director

By: _____
Name: _____
Title: _____
By: _____
Name: _____
Title: _____

PROOF OF AUTHORITY TO BIND CONTRACTING
PARTY REQUIRED



EXHIBIT A SCOPE OF SERVICES

**Proposal for Engineering Design Services
Storm Drain Infrastructure Improvement Project
City of Manhattan Beach
RFP No. 1200-19SD**

A. Project Management and Meetings

Quantum will provide full turnkey oversight of the project. We will provide project administration including necessary project meetings, meeting notes, quality control and adherence to the project schedule. We will meet with the City to initiate the project and obtain a clearer understanding of the project elements. Our project manager will attend pre-bid meeting prior to construction. All project meetings will be included in the overall fee proposal. We will coordinate with other agencies, utilities and affected property owners related to this project.

B. Background Research

Quantum will research and obtain available as-built plans (inclusive of all utilities, communication, etc.) to be depicted on the plans, construction records, City's water/sewer/storm drain master plan, topographic survey, survey ties, City benchmarks, basis for bearings and stationing, existing right-of-way (to be clearly depicted on the plans), City standards, and improvements within and adjacent to the project area. We will conduct field investigation to identify existing conditions in and around each project work area. We will keep a log of all documents obtained for the project. Other research might be done as seen necessary by Quantum for successful design and completion of said improvements.

C. Utility & Agency Coordination

We will prepare and mail preliminary utility notices on City letterhead to obtain maps and other documents to identify existing utility locations on the plans. The utility notices are as follows: 1st Utility Notice – Preliminary Project Notice and Request As-built Maps; 2nd Utility Notice – Review and Identify Potential Conflict and Need to Relocate; 3rd Utility Notice – Notice to Relocate; and 4th Utility Notice – Final Notice to Relocate Immediately, if applicable. We will document via log sheet, updated regularly, and call or meet the utility companies, as necessary, until a written response form is received from each potential conflicting utility. We will coordinate with affected utility companies to depict any necessary utility modifications. The City has available contact information for affected utilities, if needed. It may be assumed that the detailed design for new or relocated utilities will be prepared by the affected utilities, and construction of the same will be the responsibility of the affected utility. Coordination for any work impacting adjacent cities or Caltrans right of way including plan check, traffic control plans and permit approvals is considered part of our work to address so that the improvements can be constructed in a timely manner.

D. Field Verification

Quantum will conduct a detailed field check of project streets to note surface locations of existing utilities and by opening existing utility vaults/manholes/valves to determine existing utilities' invert depths, where possible. In addition, we will perform thorough field inspection of hydrants, sewer clean-outs, manholes, valves, vaults and private property improvements in public right-of-way encroachment areas. We will compare all field investigation findings with existing plans; select an appropriate alignment maintaining





**Proposal for Engineering Design Services
Storm Drain Infrastructure Improvement Project
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Quantum will compile a list identifying potential locations of conflict between existing utilities and the proposed infrastructure main alignments. We will include a minimum \$20,000 pot-holing budget to be utilized at City's direction based on our recommendations for each storm drain. We will strategically pothole, or engage a construction service to pothole, all underground utilities to determine the location, depth for clearance, connection points, or conflicts for any underground improvements such as sewer lines, storm drains, gas lines, waterlines and other utilities. We will pothole a sufficient number of pipes at appropriate locations to establish critical depths besides verifying as-built information. We will submit to each utility company a preliminary set of plans that provide the location and elevation of the utility with the conflict areas clouded to show the utility companies the areas of conflict with the proposed improvements. The potholing information and plan will be submitted to the City after completion of that task. Potholes in paved areas will be repaired per City Standards. However, potholes within the proposed pavement reconstruction area may be considered for an alternate repair treatment, at the discretion of the City. It will be the responsibility of Quantum to notify Underground Service Alert prior to the start of any subsurface exploration work. We will submit for City Review a traffic control plan and obtain a permit to operate and conduct any potholing within the public right-of-way.

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**Proposal for Engineering Design Services
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RFP #1200-19SD, Engineering Design Services for Storm Drain Infrastructure Improvement Project

Quantum Consulting

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	July 2019	August 2019	September 2019
1	IE	Initial Kickoff Meeting	1 day	Mon 4/15/19	Mon 4/15/19		7	12	17
2	IE	Records and Requirements Search	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	17	22
3	IE	Utility Research	30 days	Tue 4/16/19	Mon 5/27/19	1	12	17	22
4	IE	Surveying/Field Verification	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	17	22
5	IE	CCTV Inspections	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	17	22
6	IE	Geotechnical Investigation	6 wks	Tue 4/16/19	Mon 5/27/19	1	12	17	22
7	IE	Potholing Plan and Potholing	5 days	Tue 5/28/19	Mon 6/3/19	6	12	17	22
8	IE	Review Meeting With City	1 day	Tue 6/4/19	Tue 6/4/19	7	12	17	22
9	IE	60% Civil Design	4 wks	Wed 6/5/19	Tue 7/2/19	8	12	17	22
10	IE	60% Plans, Specifications and Estimate	2 wks	Wed 7/3/19	Tue 7/16/19	9	12	17	22
11	IE	60% Design Completion and Submittal	1 day	Wed 7/17/19	Wed 7/17/19	10	12	17	22
12	IE	60% Review Meeting w/ City Staff	1 day	Thu 7/18/19	Thu 7/18/19	11	12	17	22
13	IE	90% Civil Design	3 wks	Thu 8/1/19	Wed 8/21/19		12	17	22
14	IE	90% Plans, Specifications and Estimate	1 day	Thu 8/22/19	Thu 8/22/19	13	12	17	22
15	IE	90% Design Completion and Submittal	1 day	Fri 8/23/19	Fri 8/23/19	14	12	17	22
16	IE	90% Review Meeting w/ City Staff	1 day	Mon 8/26/19	Mon 8/26/19	15	12	17	22
17	IE	100% Civil Design	2 wks	Mon 9/9/19	Fri 9/20/19		12	17	22
18	IE	100% Plans, Specifications and Estimate	1 day	Mon 9/23/19	Mon 9/23/19	17	12	17	22
19	IE	100% Design Completion and Submittal	1 day	Tue 9/24/19	Tue 9/24/19	18	12	17	22
20	IE	100% Review Meeting w/ City Staff	1 day	Wed 9/25/19	Wed 9/25/19	19	12	17	22
21	IE	RFI, Addenda, Change Orders	5 days	TBD					
22	IE	Bid Analysis and Recommendation	5 days	TBD					
23	IE	Construction Management Support	5 days	TBD					
24	IE	As Built Drawings	5 days	TBD					

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

City of Manhattan Beach
January 23, 2019

EXHIBIT B APPROVED FEE SCHEDULE QUANTUM CONSULTING

Fee Proposal

City of Manhattan Beach

RFP 1200-19SD for Engineering Design Services; Storm Drain Infrastructure Improvement Project

Wednesday, January 23, 2019

	Principal in Charge	Project Manager	Project Engineer	CAD Operator	Survey	Geotechnical	CCTV	Potholing	Fees
Hourly Rates	\$250	\$180	\$135	\$95	\$400	\$400	\$320	\$315	
Preliminary Evaluation/Design									
Initial Kick off meeting	2	2	2	0	0	0	0	0	\$1,130.00
Records and Requirements Search	0	2	16	40	0	0	0	0	\$6,320.00
Utility Research	0	2	16	48	0	0	0	0	\$7,080.00
Surveying /Field Verification (17 locations)	0	4	8	8	92	0	0	0	\$39,360.00
CCTV Inspection	0	4	8	6	0	0	40	0	\$15,170.00
Geotechnical Investigation	0	4	8	6	0	40	0	0	\$18,370.00
Potholing Plan and Potholing	0	2	8	8	0	0	0	64	\$22,360.00
Review Meeting with City	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$111,110.00
60% Design Completion and Submittal									
60% Civil Design	0	2	40	80	0	0	0	0	\$13,360.00
60% Plans, Specifications and Estimate	0	2	16	32	0	0	0	0	\$5,560.00
60% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$20,240.00
90% Design Completion and Submittal									
90% Civil Design	0	2	16	40	0	0	0	0	\$6,320.00
90% Plans, Specifications and Estimate	0	2	8	16	0	0	0	0	\$2,960.00
90% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$10,600.00
100% PS&E and Submittal									
100% Civil Design	0	2	8	40	0	0	0	0	\$5,240.00
100% Plans, Specifications and Estimate	0	2	16	12	0	0	0	0	\$3,660.00
100% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$10,220.00
Closeout / Bidding Management Support									
Contract Closeout	0	2	2	4	0	0	0	0	\$1,010.00
RFIs, Addenda, Change Orders	0	2	8	0	0	0	0	0	\$1,440.00
Bid Analysis and Recommendation	0	2	8	0	0	0	0	0	\$1,440.00
Construction Management Support	0	2	4	0	0	0	0	0	\$900.00
As Built Drawings	0	2	2	16	0	0	0	0	\$2,150.00
Subtotal									\$6,940.00
Total									\$159,110.00

Notes:

The tasks indicated correspond to those in the scope of services.

The fees are inclusive of telephone, fax, mail and travel costs.

The fee schedule is limited to the number of sites shown.

All printing will be at cost plus 15%.

City of Manhattan Beach to make provision for providing access to records.





**Proposal for Engineering Design Services
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QUANTUM CONSULTING, INC.
STANDARD HOURLY RATES – 2019

<u>Classification</u>	<u>Hourly Rates</u>
Principal	\$250.00
Program Manager	\$180.00
Project Manager	\$180.00
Project Engineer	\$135.00
Design Engineer	\$135.00
Staff Engineer	\$95.00
Associate Engineer	\$95.00
Traffic Engineer	\$180.00
Field Technician	\$75.00
Plan Checker (Public Works)	\$115.00
Plan Checker (Building)	\$140.00
Construction Manager	\$125.00
Senior Inspector (Public Works)	\$115.00
Inspector (Public Works)	\$95.00
Inspector (Building)	\$130.00
Grant Specialist	\$125.00
Administrative Assistant	\$68.00
CAD Operator	\$95.00
Licensed Surveyor	\$200.00
Survey Crew	\$400.00

Any additional work beyond the scope described will be per the hourly rates. The hourly rates indicated herein include cost of travel, phone, and fax. The hourly rates do not include cost of printing and outside services. The rates are valid for one year and are subject to change annually. Inspectors rate are per prevailing wage requirements & subject to overtime & holiday rates.



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 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.



EXHIBIT D CONSULTANT'S PROPOSAL

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A. Project Management and Meetings

Quantum will provide full turnkey oversight of the project. We will provide project administration including necessary project meetings, meeting notes, quality control and adherence to the project schedule. We will meet with the City to initiate the project and obtain a clearer understanding of the project elements. Our project manager will attend pre-bid meeting prior to construction. All project meetings will be included in the overall fee proposal. We will coordinate with other agencies, utilities and affected property owners related to this project.

B. Background Research

Quantum will research and obtain available as-built plans (inclusive of all utilities, communication, etc.) to be depicted on the plans, construction records, City's water/sewer/storm drain master plan, topographic survey, survey ties, City benchmarks, basis for bearings and stationing, existing right-of-way (to be clearly depicted on the plans), City standards, and improvements within and adjacent to the project area. We will conduct field investigation to identify existing conditions in and around each project work area. We will keep a log of all documents obtained for the project. Other research might be done as seen necessary by Quantum for successful design and completion of said improvements.

C. Utility & Agency Coordination

We will prepare and mail preliminary utility notices on City letterhead to obtain maps and other documents to identify existing utility locations on the plans. The utility notices are as follows: 1st Utility Notice – Preliminary Project Notice and Request As-built Maps; 2nd Utility Notice – Review and Identify Potential Conflict and Need to Relocate; 3rd Utility Notice – Notice to Relocate; and 4th Utility Notice – Final Notice to Relocate Immediately, if applicable. We will document via log sheet, updated regularly, and call or meet the utility companies, as necessary, until a written response form is received from each potential conflicting utility. We will coordinate with affected utility companies to depict any necessary utility modifications. The City has available contact information for affected utilities, if needed. It may be assumed that the detailed design for new or relocated utilities will be prepared by the affected utilities, and construction of the same will be the responsibility of the affected utility. Coordination for any work impacting adjacent cities or Caltrans right of way including plan check, traffic control plans and permit approvals is considered part of our work to address so that the improvements can be constructed in a timely manner.

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PROJECT MANAGEMENT

Quantum will provide project management services for any storm drain improvements accepted by the City. We pride ourselves in our excellent communication skills, thorough documentation techniques and our extensive previous experience. Having worked with numerous cities all over Southern California on similar projects has allowed us to cultivate our project management skills which we will bring to the City of Manhattan Beach. Our services could include, but are not limited to the following:

- ✓ Provide project management and coordination with City staff. Prepare and provide project status updates including updates to scope status, schedule and cost.
- ✓ Perform Quality Assurance/Quality Control (QA/QC).
- ✓ Prepare and perform presentations to City staff, the public and other stakeholders.
- ✓ Prepare and attend project coordination meetings with City staff and other permitting agencies.
- ✓ Prepare cost estimates and project schedules.
- ✓ Prepare meeting agenda and minutes.

Our philosophy is to apply the resources, talent, and high standards of quality and problem identification in advance to provide excellence in project management. Our approach is to resolve issues proactively regardless of source. This consistent approach, coupled with a robust quality control/assurance program has allowed us to create solid professional relationships with our repeat clients.



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Quantum's Quality Control/Assurance Program

In order to meet our client's expectations, Quantum is committed to quality and service at every level. One mechanism that continues to assist us with achieving this goal is the administration of a quality assurance and quality control (QA/QC) program.

The QA/QC program at Quantum outlines procedures and protocols encompassing the design and document preparation phase through the construction phase of our projects. Program components include:

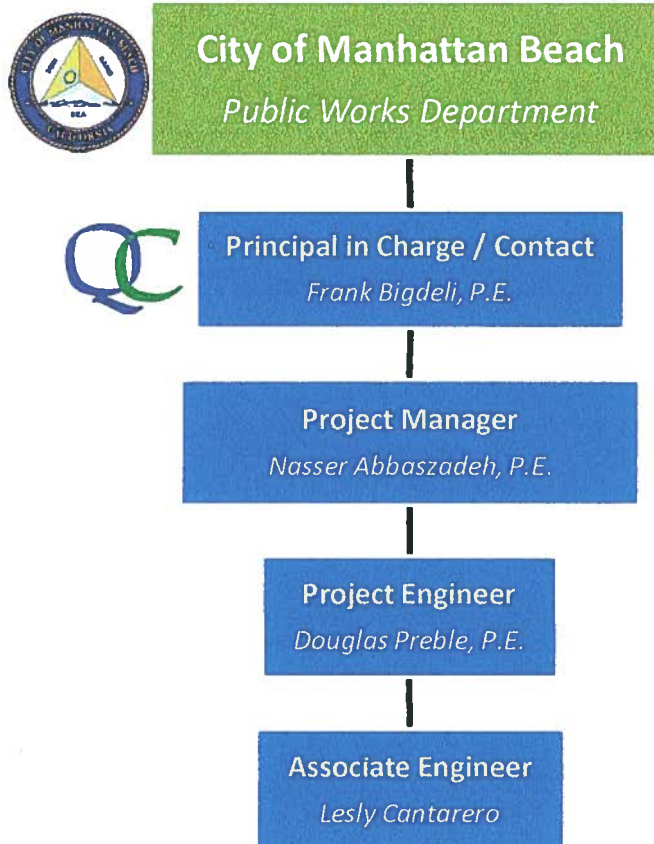
- Design phase protocols and calculation review
- Project document review process
- Establishment of standardized plans, details and specifications
- Adherence to standardized plan sheets, design details and construction specifications
- Computer Aided Design and Drafting (CADD) Standards
- Development of and adherence to construction management protocols
- QA/QC review process of deliverables, which includes
 - Peer Review
 - Specialty Review
 - Team Review



**Proposal for Engineering Design Services
Storm Drain Infrastructure Improvement Project
City of Manhattan Beach
RFP No. 1200-19SD**

STATEMENT OF QUALIFICATIONS

Organizational Chart



Our staff whose qualifications and current and past projects are shown below, will conduct the Design and provide plans, specifications and estimates. If one or more of our proposed staff should become unavailable, we understand we may substitute other staff of at least equal competence only after prior written approval by the City. Moreover, we understand that we will not be allowed to change the sub-consultant without written permission from the City.

QUANTUM CONSULTING

Resource Allocation Matrix

City of Manhattan Beach

RFP 1200-19SD for Engineering Design Services; Storm Drain Infrastructure Improvement Project

Wednesday, January 23, 2019

	Classification							
	Principal in Charge	Project Manager	Project Engineer	CAD Operator	Survey	Geotech	CCTV	Potholing
Preliminary Evaluation/Design								
Initial Kick off meeting	2	2	2	0	0	0	0	0
Records and Requirements Search	0	2	16	40	0	0	0	0
Utility Research	0	2	16	48	0	0	0	0
Surveying /Field Verification	0	4	8	8	92	0	0	0
CCTV Inspection	0	4	8	6	0	0	40	0
Geotechnical Investigation	0	4	8	6	0	40	0	0
Potholing Plan and Potholing	0	2	8	8	0	0	0	64
Review Meeting with City	2	2	2	2	0	0	0	0
Subtotal	4	22	68	118	92	40	40	64
60% Design Completion and Submittal								
60% Civil Design	0	2	40	80	0	0	0	0
60% Plans, Specifications and Estimate	0	2	16	32	0	0	0	0
60% Review Meeting with the City Staff	2	2	2	2	0	0	0	0
Subtotal	2	6	58	114	0	0	0	0
90% Design Completion and Submittal								
90% Civil Design	0	2	16	40	0	0	0	0
90% Plans, Specifications and Estimate	0	2	8	16	0	0	0	0
90% Review Meeting with the City Staff	2	2	2	2	0	0	0	0
Subtotal	2	6	26	58	0	0	0	0
100% PS&E and Submittal								
100% Civil Design	0	2	8	40	0	0	0	0
100% Plans, Specifications and Estimate	0	2	16	12	0	0	0	0
100% Review Meeting with the City Staff	2	2	2	2	0	0	0	0
Subtotal	2	6	26	54	0	0	0	0
Closeout / Bidding Management Support								
Contract Closeout	0	2	2	4	0	0	0	0
RFIs, Addenda, Change Orders	0	2	8	0	0	0	0	0
Bid Analysis and Recommendation	0	2	8	0	0	0	0	0
Construction Management Support	0	2	4	0	0	0	0	0
As Built Drawings	0	2	2	16	0	0	0	0
Subtotal	0	10	24	20	0	0	0	0
TOTAL HOURS	10	50	202	364	92	40	40	64





ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	July 2019	August 2019	September 2019
1		Initial Kickoff Meeting	1 day	Mon 4/15/19	Mon 4/15/19		7	12	19
2		Records and Requirements Search	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	19	26
3		Utility Research	30 days	Tue 4/16/19	Mon 5/27/19	1	12	19	26
4		Surveying/Field Verification	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	19	26
5		CCTV Inspections	4 wks	Tue 4/16/19	Mon 5/13/19	1	12	19	26
6		Geotechnical Investigation	6 wks	Tue 4/16/19	Mon 5/27/19	1	12	19	26
7		Potholing Plan and Potholing	5 days	Tue 5/28/19	Mon 6/3/19	6	12	19	26
8		Review Meeting With City	1 day	Tue 6/4/19	Tue 6/4/19	7	12	19	26
9		60% Civil Design	4 wks	Wed 6/5/19	Tue 7/2/19	8	12	19	26
10		60% Plans, Specifications and Estimate	2 wks	Wed 7/3/19	Tue 7/16/19	9	12	19	26
11		60% Design Completion and Submittal	1 day	Wed 7/17/19	Wed 7/17/19	10	12	19	26
12		60% Review Meeting w/ City Staff	1 day	Thu 7/18/19	Thu 7/18/19	11	12	19	26
13		90% Civil Design	3 wks	Thu 8/1/19	Wed 8/21/19	13	12	19	26
14		90% Plans, Specifications and Estimate	1 day	Thu 8/22/19	Thu 8/22/19	14	12	19	26
15		90% Design Completion and Submittal	1 day	Fri 8/23/19	Fri 8/23/19	15	12	19	26
16		90% Review Meeting w/ City Staff	1 day	Mon 8/26/19	Mon 8/26/19	17	12	19	26
17		100% Civil Design	2 wks	Mon 9/9/19	Fri 9/20/19	18	12	19	26
18		100% Plans, Specifications and Estimate	1 day	Mon 9/23/19	Mon 9/23/19	19	12	19	26
19		100% Design Completion and Submittal	1 day	Tue 9/24/19	Tue 9/24/19	19	12	19	26
20		100% Review Meeting w/ City Staff	1 day	Wed 9/25/19	Wed 9/25/19	19	12	19	26
21		RFI, Addenda, Change Orders	5 days	TBD					
22		Bid Analysis and Recommendation	5 days	TBD					
23		Construction Management Support	5 days	TBD					
24		As Built Drawings	5 days	TBD					

City of Manhattan Beach
January 23, 2019

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

QUANTUM CONSULTING

Fee Proposal

City of Manhattan Beach

RFP 1200-19SD for Engineering Design Services; Storm Drain Infrastructure Improvement Project

Wednesday, January 23, 2019

	Principal in Charge	Project Manager	Project Engineer	CAD Operator	Survey	Geotechnical	CCTV	Potholing	Fees
Hourly Rates	\$250	\$180	\$135	\$95	\$400	\$400	\$320	\$315	
Preliminary Evaluation/Design									
Initial Kick off meeting	2	2	2	0	0	0	0	0	\$1,130.00
Records and Requirements Search	0	2	16	40	0	0	0	0	\$6,320.00
Utility Research	0	2	16	48	0	0	0	0	\$7,080.00
Surveying /Field Verification (17 locations)	0	4	8	8	92	0	0	0	\$39,360.00
CCTV Inspection	0	4	8	6	0	0	40	0	\$15,170.00
Geotechnical Investigation	0	4	8	6	0	40	0	0	\$18,370.00
Potholing Plan and Potholing	0	2	8	8	0	0	0	64	\$22,360.00
Review Meeting with City	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$111,110.00
60% Design Completion and Submittal									
60% Civil Design	0	2	40	80	0	0	0	0	\$13,360.00
60% Plans, Specifications and Estimate	0	2	16	32	0	0	0	0	\$5,560.00
60% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$20,240.00
90% Design Completion and Submittal									
90% Civil Design	0	2	16	40	0	0	0	0	\$6,320.00
90% Plans, Specifications and Estimate	0	2	8	16	0	0	0	0	\$2,960.00
90% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$10,600.00
100% PS&E and Submittal									
100% Civil Design	0	2	8	40	0	0	0	0	\$5,240.00
100% Plans, Specifications and Estimate	0	2	16	12	0	0	0	0	\$3,660.00
100% Review Meeting with the City Staff	2	2	2	2	0	0	0	0	\$1,320.00
Subtotal									\$10,220.00
Closeout / Bidding Management Support									
Contract Closeout	0	2	2	4	0	0	0	0	\$1,010.00
RFIs, Addenda, Change Orders	0	2	8	0	0	0	0	0	\$1,440.00
Bid Analysis and Recommendation	0	2	8	0	0	0	0	0	\$1,440.00
Construction Management Support	0	2	4	0	0	0	0	0	\$900.00
As Built Drawings	0	2	2	16	0	0	0	0	\$2,150.00
Subtotal									\$6,940.00
Total									\$159,110.00

Notes:

The tasks indicated correspond to those in the scope of services.

The fees are inclusive of telephone, fax, mail and travel costs.

The fee schedule is limited to the number of sites shown.

All printing will be at cost plus 15%.

City of Manhattan Beach to make provision for providing access to records.





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QUANTUM CONSULTING, INC.
STANDARD HOURLY RATES – 2019

<u>Classification</u>	<u>Hourly Rates</u>
Principal	\$250.00
Program Manager	\$180.00
Project Manager	\$180.00
Project Engineer	\$135.00
Design Engineer	\$135.00
Staff Engineer	\$95.00
Associate Engineer	\$95.00
Traffic Engineer	\$180.00
Field Technician	\$75.00
Plan Checker (Public Works)	\$115.00
Plan Checker (Building)	\$140.00
Construction Manager	\$125.00
Senior Inspector (Public Works)	\$115.00
Inspector (Public Works)	\$95.00
Inspector (Building)	\$130.00
Grant Specialist	\$125.00
Administrative Assistant	\$68.00
CAD Operator	\$95.00
Licensed Surveyor	\$200.00
Survey Crew	\$400.00

Any additional work beyond the scope described will be per the hourly rates. The hourly rates indicated herein include cost of travel, phone, and fax. The hourly rates do not include cost of printing and outside services. The rates are valid for one year and are subject to change annually. Inspectors rate are per prevailing wage requirements & subject to overtime & holiday rates.

