

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated October 6, 2020 ("Effective Date") and is between the City of Manhattan Beach, a California municipal corporation ("City") and Raftelis Financial Consultants, Inc., a North Carolina 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. E1248-20S on July 21, 2020, titled "2020 Water Master Plan Update Project". Consultant submitted a proposal dated August 24, 2020 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.

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services") for 2020 Water Rate Study Project, 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 Steve Gagnon, Sr. Manager (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

Approved for Use 2/15/20

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.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through December 31, 2022, 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**. In no event shall Consultant be paid more than \$74,682 (the "Maximum Compensation") 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 Council or the City Representative, 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 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. 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 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, discussion, or other information (collectively "Data") 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 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 documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, 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 all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses, including fees of accountants, attorneys, or other professionals and all costs associated therewith caused by negligent 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, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually and reasonably incurred by the City in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs reasonably 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 for such payments under 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 indemnities 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. 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
Department of Public Works
Attn: Tim Birthisel
1400 Highland Avenue
Manhattan Beach, California 90266

TO CONSULTANT:

Raftelis Financial Consultants, Inc.
Attn: Steve Gagnon
17171 Bolsa Chica St. #89
Huntington Beach, California 92649

COPY TO CITY ATTORNEY:

City of Manhattan Beach
Attn: City Attorney
1400 Highland Avenue
Manhattan Beach, CA 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 and B 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:

City of Manhattan Beach,
a California municipal corporation

Consultant:

Raftelis Financial Consultants, Inc.,
a North Carolina corporation

By: _____

Name: Bruce Moe
Title: City Manager

By: _____

Name: Steve Gagnon
Title: Senior Manager

ATTEST:

**PROOF OF AUTHORITY TO BIND
CONTRACTING PARTY REQUIRED**

By: _____

Name: Liza Tamura
Title: City Clerk

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: Stephanie Katsouleas
Title: Public Works Director

EXHIBIT A SCOPE OF SERVICES

Task 1: Project Management, Kick-Off Meeting, QA/QC and Data Collection

Raftelis will gather the required data and start the financial model as Stetson is working on the Water Master Plan.

At the kick-off meeting Raftelis will:

- ☐ Introduce the Project Team and get to know City Staff
- ☐ Establish project goals and objectives
- ☐ Finalize the work plan and schedule
- ☐ Discuss pricing objectives, including equity, affordability, and revenue stability
- ☐ Discuss Water Budget Rates and their pros and cons
- ☐ Discuss the data request and any additional data requirements
- ☐ Discuss goals for customer education and outreach as applicable

Prior to the meeting, Raftelis will prepare an agenda and provide staff with presentation materials.

Task 1 also includes time for quality assurance/quality control (QA/QC) at the completion of each task.

Meeting(s)/Conference(s): One Kick-off Meeting

Deliverables: Kick-off meeting agenda, presentation materials, and meeting minutes

Task 2 Financial Plan Model

Raftelis will project revenue and expenses over a 10-year planning horizon. Expense projections will be based on current water operating costs, including water purchase costs as well as the prioritized capital improvement projects (CIP) developed by Stetson. Raftelis will assess the City's ability to finance the CIP and fund reasonable reserves. Revenue projections will be based on estimated water consumption. City staff will be able to adjust expenses and revenue to see the effect on revenue requirements. Raftelis will review reserves for operating, capital, rate stabilization, and emergency purposes as applicable.

It is very likely the City may have different capital investment scenarios resulting from the updated Water Master Plan. Raftelis' dashboard has proven to be particularly useful when making presentations to policymakers who must select from various alternatives, allowing them to fully and instantly appreciate the impacts of their decisions. In the Dashboard, a model user can change all the key variables, such as water use, size of debt issuance, capital spending, and revenue adjustments to name few. The Dashboard also has error flagging such as the failure to meet debt coverage, unmet reserve targets, etc.

The model will contain modelling instructions and an input tab, formatted tables for printing and highlight all key cells including input cells. The input worksheet will contain all items the user can change such as water use, budgets, rates, and more.

Meeting(s): Raftelis will review the financial plan with City Staff in subsequent task meetings

Deliverables: Financial Plan Model in Microsoft Excel

Task 3 Cost of Service Analysis

The cost of service analysis provides rate defensibility in-light of Proposition 218 and determines the total cost to serve each customer class. It will follow industry standards provided in the American Water Works Association (AWWA) Manual M1: Principles of Water Rates, Fees and Charges, 7th Edition (Manual M1), which was co-authored by several Raftelis staff members. Raftelis will first review historical consumption to assess use patterns by customer class and tier. Next, Raftelis will functionalize costs into water service functions such as supply, treatment, distribution, billing and customer service. Raftelis will then allocate the functionalized cost to cost components such as water supply, base demand, and extra-capacity and determine the unit cost for each component. Finally, Raftelis will distribute costs to the customer classes using the unit costs to establish the cost responsibility of each class.

Raftelis will review the peaking factors for each class and discuss if additional customer classes are warranted as a major basis for customer classes is how a class uses water as evidenced by peaking factors.

Meetings: Raftelis will discuss the Cost of Service as needed in subsequent task meetings

Deliverable(s): Cost of Service calculation in Microsoft Excel

Task 4 Water Rate Design and Customer Bill Impacts

Raftelis will discuss the pros and cons of Water Budget Based Rates. Sanjay Gaur, the Project Director, has helped dozens of agencies through California establish budget-based rates including Western Municipal Water District (WMWD) which recently underwent litigation and prevailed – the rates were upheld. Raftelis will discuss pricing

objectives to help guide and select a rate structure and the right balance between fixed and volumetric charges considering competing pricing objectives such as revenue stability, conservation signaling, affordability and fairness and equity. Raftelis will discuss alternative rate structures—including additional customer classes, if warranted. Raftelis will then calculate 5-year rates.

Raftelis will also discuss whether the City has a billing system that can accommodate budget based rates. Raftelis will decouple the rates into water purchase costs and operations. Raftelis will discuss pass-through rates and implement them if desired. To communicate the cost nexus for tiered rates, the water rates have several cost components for each tier including, but not limited to water supply costs, delivery costs, peaking costs, conservation costs and revenue offsets (which lower the rate).

Note that Water Budget Based Rates require additional work. Therefore, Raftelis provided an option for budget-based rates should the City decide to implement them. The option assumes that the City will provide us with a list of the lot size associated with each account – meaning the City will merge customer account data with assessor data.

Customer Bill Impacts

The model will include a summary of customer bill impacts for the proposed rate structure. Raftelis will graphically illustrate customer bill impacts at different use levels and meter sizes. Raftelis' customer bill impacts have proven particularly useful for public outreach and during the Proposition 218 process.

Meeting(s): Two meetings to discuss the results of Tasks 2 through 4

Deliverable(s): Rate calculation model in Microsoft Excel

Task 5: Three City Council Meetings

Raftelis will present at three City Council meetings. The first will be to inform the Council as to preliminary results of the rate study before Raftelis undertakes public outreach efforts. The second will be to inform the Council as to the feedback and results of the public outreach meetings. The last Council meeting will be to seek direction and approval to move forward with the public hearing. Raftelis will provide a PowerPoint presentation beforehand for Staff review and comment.

Meeting(s): Phone calls as needed to discuss the rate survey

Deliverable(s): Rate comparison calculation and chart in Microsoft Excel

Task 6: Develop a Strategic Communications and Community Engagement Framework

In consultation with City communications staff, Raftelis will develop a phased framework that includes the following components:

1. A situation analysis/environmental scan informed by research that identifies the areas and issues of which the City must be aware. It is used to support every element of the engagement framework.
2. Communication goals and objectives that are SMART: Specific, Measurable, Achievable, Relevant and Time-bound.
3. Key message platform, timeline and distribution recommendations to provide clear, concise and consistent communication messaging that is also adaptable and flexible to accompany outreach.
4. Community outreach strategies and tactics that help secure input from a broad spectrum of stakeholders. One focus area will be to increase the City's visibility within the community through actively engaging community organizations with interests ranging from business and economic to civic to environmental.
5. Recommended communication channels, tools and tactics that include a layered, multi-channel strategy to help ensure customers and stakeholders have the information they need to understand the issue through many different forms of communication. Some of the communication materials Raftelis may recommend include content for written and digital communication (e.g., website copy, social media post content), presentations, postcard, and infographics.
6. Internal communication strategies that are designed to ensure employees are well-informed and can effectively answer questions about the water master plan update and accompanying water rate study.
7. Media relations and social media recommendations and tactics to support engaging customers.
8. Workflow and tactical plan that ensures that the team (both internal City and consultant) understand roles and responsibilities for successful implementation.

Meetings: One virtual webinar meeting with City communications staff, hosted in conjunction with the plan update

Kick-off meeting, with an additional virtual meeting to incorporate City feedback on the draft framework and to finalize.

Deliverable: Strategic Communications and Community Engagement Framework

Task 7: Development of Communications Materials

It is anticipated that the City will lead the implementation of the framework developed in Task 1 throughout the course of the water master plan update process. Given the significant nature of this effort, Raftelis anticipates that the City may benefit from support as it relates to communication materials/tools development as detailed in the framework.

A few of the most common tools Raftelis developed on behalf of clients include:

- ☐ Website copy
- ☐ Frequently asked questions and answers
- ☐ Fact sheets/infographics
- ☐ Postcard
- ☐ Presentation slide deck
- ☐ Social media content

To capitalize on existing customer familiarity of City communications materials, Raftelis will design all pieces in accordance with City brand identity guidelines.

Meetings: As needed webinars

Deliverables: To be determined by City staff

Task 8: Virtual Open House

In addition to the three (3) meetings with City Council stated in the City's Request for Proposal, Raftelis recommends publicizing and hosting a virtual public open house during the Proposition 218 protest period.

Hosted either online, this session will accommodate the need to inform the public and get their input after the preliminary rate study recommendations are complete, but before the process is finalized. Allowing for discussions in an open house setting benefits the participant by providing time for discussion in a way that is specific to their individual needs and benefits the City by allowing for feedback from a diverse audience of attendees. If, like many other cities, attendance at prior open houses that are specific to water rates has been sparse, Raftelis will recommend/facilitate alternative methods of notification to help boost participation.

Meetings: One virtual open house (also attended by rate consultant)

Deliverables: Developing materials specific to the rate study for use at the open house, conducting a dry-run with the staff who will interact with customers and respond to questions, staffing and facilitating open house in partnership with City staff, gathering feedback from participants and compiling an after activity report.

Task 9: Draft and Final Reports

Raftelis will prepare a Draft Rate Study Report which will fully derive the revenue requirement, the costs to serve each class and the rates. It will also show estimated customer bill impacts. Raftelis will define all assumptions used to calculate the amount of water in each Single-Family Residential tier. The report will serve as the Administrative Record. Raftelis will incorporate staff comments into the final version.

Meeting(s): Phone calls as needed to discuss the report

Deliverable(s): Draft and final electronic copies of the Rate Study Report

Optional Tasks

Optional Task 10: Proposition 218 Notice Process (Optional)

If desired, Raftelis will assist the City with developing a Proposition 218 notice for mailing within the required 45-day noticing period prior to holding the public hearing.

Raftelis will draft Proposition 218 Notice content in an MSWord document for the City's legal review/approval. The notice will outline the proposed rate changes, the rationale for the proposed rates, and explain the right of the customer to protest/oppose the proposed rates.

After City review Raftelis' Creative Services Group will use InDesign, a graphics software to create a visually appealing notice. Raftelis will submit a draft to the City for review/comment/approval.

This estimate does not include mailing of the notice as it is often easier for the City to work with its approved printer. However, Raftelis could work with a printer/mail house of the City's choosing to mail notices to customers 45-days prior to the scheduled public hearing if desired. The City will provide a list of customers and parcel owners.

Raftelis' participation in the public hearing to consider adoption of proposed rates – including development / delivery of a presentation, and fielding questions from the public and members of City Council – is included as part of the scope elsewhere in this Scope of Services.

Meetings: N/A

Deliverables: Draft and design Proposition 218 notice, liaison with printer/mail house

Optional Task 11: Public Hearing Presentation

Raftelis will present study results, 45 days after the public hearing notices have been mailed to customers. Raftelis will present the need for revenue adjustments, derive the rates and take questions from City Council and the public as directed by staff.

Meeting(s): Phone calls as needed to discuss the presentation

Deliverable(s): Draft and Final PowerPoint presentation

Project Schedule

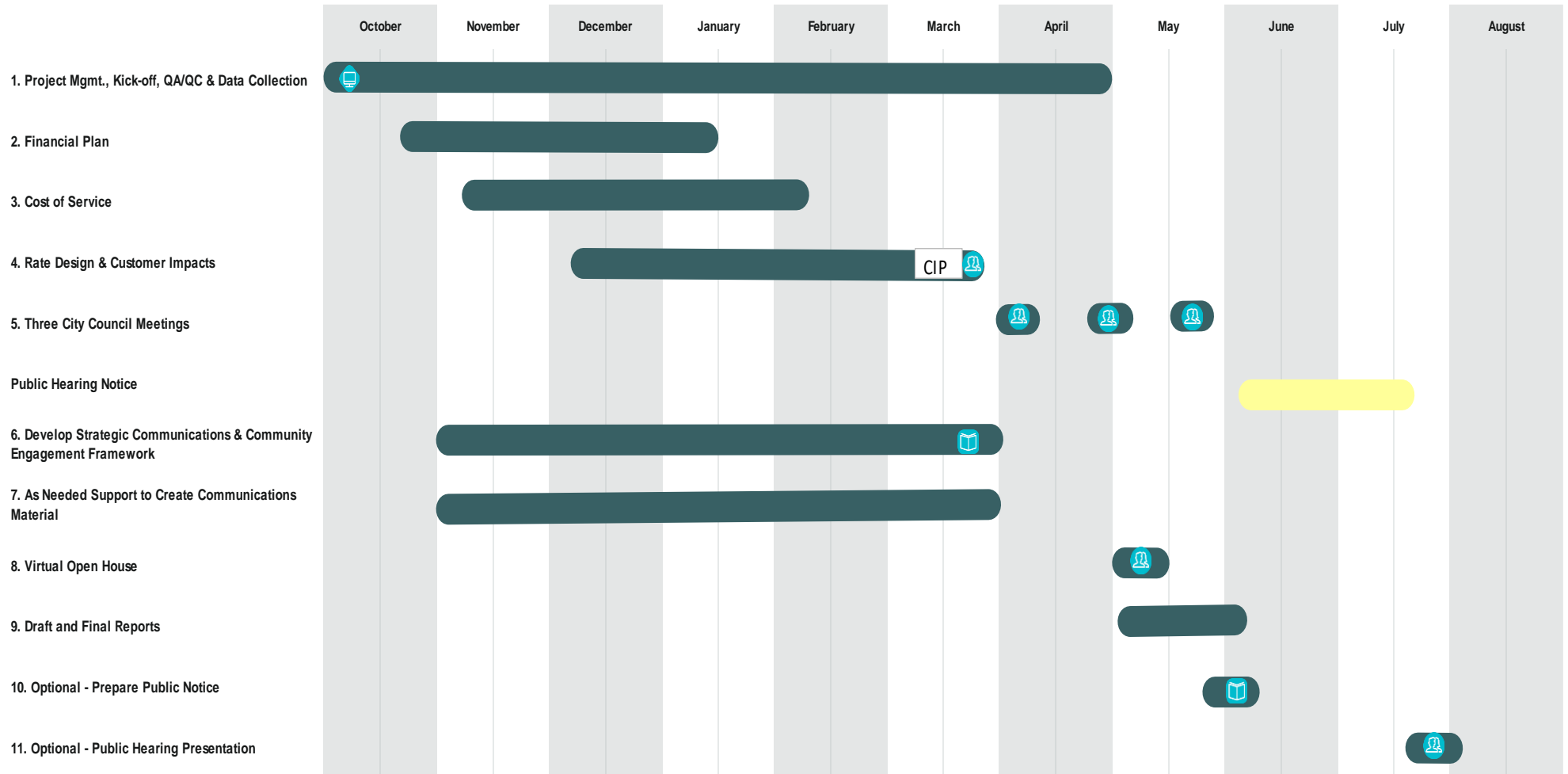


EXHIBIT B APPROVED FEE SCHEDULE

Tasks	Number of Virtual Meetings	HOURS								Total Fees & Expenses	
		PD	PM	SC	ME	MW	CS	Admin	Total		
1. Project Mgmt, Kick-off, QA/QC & Data Collection		4	8	6				1	19	\$5,000	
2. Financial Plan			8	26					34	\$8,130	
3. Cost of Service			6	16					22	\$5,310	
4. Rate Design & Customer Impacts	2	2	10	26					38	\$9,642	
5. Three City Council Meetings	3		17	8					25	\$7,099	
6. Develop Strategic Communications & Community Engagement Framework	1		2		11	20	3		36	\$8,125	
7. As Needed Support to Create Communications Materials			2		6	12	20		40	\$7,410	
8. Virtual Open House	1		4		2	16			22	\$5,860	
9. Draft and Final Reports			8	40					48	\$11,280	
Total Estimated Meetings / Hours	7	6	65	122	19	48	23	1	284		
Hourly Billing Rate		\$310	\$275	\$215	\$240	\$210	\$125	\$80			
Total Professional Fees		\$1,860	\$17,875	\$26,230	\$4,560	\$10,080	\$2,875	\$80	\$63,560		
PD - Project Director, Sanjay Gaur PM - Project Manager, Steve Gagnon, PE (AZ) TR - Technical Reviewer/QA/QC SC - Staff Consultants CS - Creative Services ME - Melissa Elliot MW - Matt Wittern Admin - Administrative Staff CS - Creative Services										Total Fees	\$63,560
										Total Expenses	\$4,296
										Total Fees & Expenses	\$67,856
10. Optional- Prepare Public Notice			2		1	8	8		19	\$3,660	
11. Optional - Public Hearing Presentation	1		9	2					11	\$3,166	
		0	11	2	1	8	8	0	30		
		\$310	\$275	\$215	\$240	\$210	\$125	\$80			
		\$0	\$3,025	\$430	\$240	\$1,680	\$1,000	\$0	\$6,375		
										Total Fees	\$6,375
										Total Expenses	\$451
										Total Optional Fees & Expenses	\$6,826
										Total Fees & Expenses with Optional Tasks	\$74,682