

**AGREEMENT  
CITY OF FRESNO, CALIFORNIA  
CONSULTANT SERVICES**

THIS AGREEMENT is made and entered into effective the \_\_\_\_ day of July, 2015, by and between the CITY OF FRESNO, a California municipal corporation (hereinafter referred to as "CITY"), and Provost & Pritchard Engineering Group, a California Corporation, dba Provost & Pritchard Consulting Group (hereinafter referred to as "CONSULTANT").

**RECITALS**

WHEREAS, CITY desires to obtain professional planning services for the 2015 Urban Water Management Plan, hereinafter referred to as the "Project;" and

WHEREAS, CONSULTANT is engaged in the business of furnishing services as a Engineer and hereby represents that it desires to and is professionally and legally capable of performing the services called for by this Agreement; and

WHEREAS, CONSULTANT acknowledges that this Agreement is subject to the requirements of Fresno Municipal Code Section 4-107 and Administrative Order No. 6-19; and

WHEREAS, this Agreement will be administered for CITY by its Director of Public Utilities (hereinafter referred to as "Director") or his/her designee.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, it is mutually agreed as follows:

1. Scope of Services. CONSULTANT shall perform to the satisfaction of CITY the services described in **Exhibit A**, including all work incidental to, or necessary to perform, such services even though not specifically described in **Exhibit A**.

2. Term of Agreement and Time for Performance. This Agreement shall be effective from the date first set forth above and shall continue in full force and effect through the earlier of complete rendition of the services hereunder or July 1, 2016, subject to any earlier termination in accordance with this Agreement. The services of CONSULTANT as described in **Exhibit A** are to commence upon CITY'S issuance of a written "Notice to Proceed." Work shall be undertaken and completed in a sequence assuring expeditious completion, but in any event, all such services shall be completed within 344 consecutive calendar days from such authorization to proceed.

3. Compensation.

(a) CONSULTANT'S sole compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall be a total fee not to exceed \$90,354, paid on a time and materials basis in accordance with the schedule of fees contained in **Exhibit A**.

(b) Detailed statements shall be rendered monthly and will be payable in the normal course of CITY business. CITY shall not be obligated to reimburse any expense for which it has not received a detailed invoice with applicable copies of representative and identifiable receipts or records substantiating such expense.

(c) The parties may modify this Agreement to increase or decrease the scope of services or provide for the rendition of services not required by this Agreement, which modification shall include an adjustment to CONSULTANT'S compensation. Any change in the scope of services must be made by written amendment to the Agreement signed by an authorized representative for each party. CONSULTANT shall not be entitled to any additional compensation if services are performed prior to a signed written amendment.

4. Termination, Remedies and Force Majeure.

(a) This Agreement shall terminate without any liability of CITY to CONSULTANT upon the earlier of: (i) CONSULTANT'S filing for protection under the federal bankruptcy laws, or any bankruptcy petition or petition for receiver commenced by a third party against CONSULTANT; (ii) 7 calendar days prior written notice with or without cause by CITY to CONSULTANT; (iii) CITY'S non-appropriation of funds sufficient to meet its obligations hereunder during any CITY fiscal year of this Agreement, or insufficient funding for the Project; or (iv) expiration of this Agreement.

(b) Immediately upon any termination or expiration of this Agreement, CONSULTANT shall (i) immediately stop all work hereunder; (ii) immediately cause any and all of its subcontractors to cease work; and (iii) return to CITY any and all unearned payments and all properties and materials in the possession of CONSULTANT that are owned by CITY. Subject to the terms of this Agreement, CONSULTANT shall be paid compensation for services satisfactorily performed prior to the effective date of termination. CONSULTANT shall not be paid for any work or services performed or costs incurred which reasonably could have been avoided.

(c) In the event of termination due to failure of CONSULTANT to satisfactorily perform in accordance with the terms of this Agreement, CITY may withhold an amount that would otherwise be payable as an offset to, but not in excess of, CITY'S damages caused by such failure. In no event shall any payment by CITY pursuant to this Agreement constitute a waiver by CITY of any breach of this Agreement which may then exist on the part of CONSULTANT, nor shall such payment impair or prejudice any remedy available to CITY with respect to the breach.

(d) Upon any breach of this Agreement by CONSULTANT, CITY may (i) exercise any right, remedy (in contract, law or equity), or privilege which may be available to it under applicable laws of the State of California or any other applicable law; (ii) proceed by appropriate court action to enforce the terms of the Agreement; and/or (iii) recover all direct, indirect, consequential, economic and incidental damages for the breach of the Agreement. If it is determined that CITY improperly terminated this Agreement for default, such termination shall be deemed a termination for convenience.

(e) CONSULTANT shall provide CITY with adequate written assurances of future performance, upon Director's request, in the event CONSULTANT fails to comply with any terms or conditions of this Agreement.

(f) CONSULTANT shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of CONSULTANT and without its fault or negligence such as, acts of God or the public enemy, acts of CITY in its contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. CONSULTANT shall notify Director in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in



connection therewith, and shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to Director of the cessation of such occurrence.

5. Confidential Information, Ownership of Documents and Copyright License.

(a) Any reports, information, or other data prepared or assembled by CONSULTANT pursuant to this Agreement shall not be made available to any individual or organization by CONSULTANT without the prior written approval of CITY. During the term of this Agreement, and thereafter, CONSULTANT shall not, without the prior written consent of CITY, disclose to anyone any Confidential Information. The term Confidential Information for the purposes of this Agreement shall include all proprietary and confidential information of CITY, including but not limited to business plans, marketing plans, financial information, designs, drawings, specifications, materials, compilations, documents, instruments, models, source or object codes and other information disclosed or submitted, orally, in writing, or by any other medium or media. All Confidential Information shall be and remain confidential and proprietary in CITY.

(b) Any and all original sketches, pencil tracings of working drawings, plans, computations, specifications, computer disk files, writings and other documents prepared or provided by CONSULTANT pursuant to this Agreement are the property of CITY at the time of preparation and shall be turned over to CITY upon expiration or termination of the Agreement or default by CONSULTANT. CONSULTANT grants CITY a copyright license to use such drawings and writings. CONSULTANT shall not permit the reproduction or use thereof by any other person except as otherwise expressly provided herein. CITY may modify the design including any drawings or writings. Any use by CITY of the aforesaid sketches, tracings, plans, computations, specifications, computer disk files, writings and other documents in completed form as to other projects or extensions of this Project, or in uncompleted form, without specific written verification by CONSULTANT will be at CITY'S sole risk and without liability or legal exposure to CONSULTANT. CONSULTANT may keep a copy of all drawings and specifications for its sole and exclusive use.

(c) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 5.

(d) This Section 5 shall survive expiration or termination of this Agreement.

6. Professional Skill. It is further mutually understood and agreed by and between the parties hereto that inasmuch as CONSULTANT represents to CITY that CONSULTANT and its subcontractors, if any, are skilled in the profession and shall perform in accordance with the standards of said profession necessary to perform the services agreed to be done by it under this Agreement, CITY relies upon the skill of CONSULTANT and any subcontractors to do and perform such services in a skillful manner and CONSULTANT agrees to thus perform the services and require the same of any subcontractors. Therefore, any acceptance of such services by CITY shall not operate as a release of CONSULTANT or any subcontractors from said professional standards.

7. Indemnification. To the furthest extent allowed by law, CONSULTANT shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any



time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT, its principals, officers, employees, agents or volunteers in the performance of this Agreement.

If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

#### 8. Insurance.

(a) Throughout the life of this Agreement, CONSULTANT shall pay for and maintain in full force and effect all insurance as required in **Exhibit B**, which is incorporated into and part of this Agreement, with an insurance company(ies) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated no less than "A-VII" in the Best's Insurance Rating Guide, or (ii) as may be authorized in writing by CITY'S Risk Manager or his/her designee at any time and in his/her sole discretion. The required policies of insurance as stated in Exhibit B shall maintain limits of liability of not less than those amounts stated therein. However, the insurance limits available to CITY, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified therein or the full limit of any insurance proceeds to the named insured.

(b) If at any time during the life of the Agreement or any extension, CONSULTANT or any of its subcontractors/sub-consultants fail to maintain any required insurance in full force and effect, all services and work under this Agreement shall be discontinued immediately, and all payments due or that become due to CONSULTANT shall be withheld until notice is received by CITY that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to CITY. Any failure to maintain the required insurance shall be sufficient cause for CITY to terminate this Agreement. No action taken by CITY pursuant to this section shall in any way relieve CONSULTANT of its responsibilities under this Agreement. The phrase "fail to maintain any required insurance" shall include, without limitation, notification received by CITY that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(c) The fact that insurance is obtained by CONSULTANT shall not be deemed to release or diminish the liability of CONSULTANT, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify CITY shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONSULTANT, its principals, officers, agents, employees, persons under the supervision of CONSULTANT, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

(d) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall require each subcontractor/sub-consultant to provide insurance protection, as an additional insured, to the CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of this section, except that any required certificates and applicable endorsements shall be on file with CONSULTANT



and CITY prior to the commencement of any services by the subcontractor. CONSULTANT and any subcontractor/sub-consultant shall establish additional insured status for CITY, its officers, officials, employees, agents and volunteers by using Insurance Service Office (ISO) Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.

9. Conflict of Interest and Non-Solicitation.

(a) Prior to CITY'S execution of this Agreement, CONSULTANT shall complete a City of Fresno conflict of interest disclosure statement in the form as set forth in **Exhibit C**. During the term of this Agreement, CONSULTANT shall have the obligation and duty to immediately notify CITY in writing of any change to the information provided by CONSULTANT in such statement.

(b) CONSULTANT shall comply, and require its subcontractors to comply, with all applicable (i) professional canons and requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code Section 1090 et. seq., the California Political Reform Act (California Government Code Section 87100 et. seq.), the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations Section 18700 et. seq.) and Section 4-112 of the Fresno Municipal Code (Ineligibility to Compete). At any time, upon written request of CITY, CONSULTANT shall provide a written opinion of its legal counsel and that of any subcontractor that, after a due diligent inquiry, CONSULTANT and the respective subcontractor(s) are in full compliance with all laws and regulations. CONSULTANT shall take, and require its subcontractors to take, reasonable steps to avoid any appearance of a conflict of interest. Upon discovery of any facts giving rise to the appearance of a conflict of interest, CONSULTANT shall immediately notify CITY of these facts in writing.

(c) In performing the work or services to be provided hereunder, CONSULTANT shall not employ or retain the services of any person while such person either is employed by CITY or is a member of any CITY council, commission, board, committee, or similar CITY body. This requirement may be waived in writing by the City Manager, if no actual or potential conflict is involved.

(d) CONSULTANT represents and warrants that it has not paid or agreed to pay any compensation, contingent or otherwise, direct or indirect, to solicit or procure this Agreement or any rights/benefits hereunder.

(e) Neither CONSULTANT, nor any of CONSULTANT'S subcontractors performing any services on this Project, shall bid for, assist anyone in the preparation of a bid for, or perform any services pursuant to, any other contract in connection with this Project. CONSULTANT and any of its subcontractors shall have no interest, direct or indirect, in any other contract with a third party in connection with this Project unless such interest is in accordance with all applicable law and fully disclosed to and approved by the City Manager, in advance and in writing.

(f) If CONSULTANT should subcontract all or any portion of the work to be performed or services to be provided under this Agreement, CONSULTANT shall include the provisions of this Section 9 in each subcontract and require its subcontractors to comply therewith.



(g) This Section 9 shall survive expiration or termination of this Agreement.

10. Recycling Program. In the event CONSULTANT maintains an office or operates a facility(ies), or is required herein to maintain or operate same, within the incorporated limits of the City of Fresno, CONSULTANT at its sole cost and expense shall:

- (i) Immediately establish and maintain a viable and ongoing recycling program, approved by CITY'S Solid Waste Management Division, for each office and facility. Literature describing CITY recycling programs is available from CITY'S Solid Waste Management Division and by calling City of Fresno Recycling Hotline at (559) 621-1111.
- (ii) Immediately contact CITY'S Solid Waste Management Division at (559) 621-1452 and schedule a free waste audit, and cooperate with such Division in their conduct of the audit for each office and facility.
- (iii) Cooperate with and demonstrate to the satisfaction of CITY'S Solid Waste Management Division the establishment of the recycling program in paragraph (i) above and the ongoing maintenance thereof.

11. General Terms.

(a) Except as otherwise provided by law, all notices expressly required of CITY within the body of this Agreement, and not otherwise specifically provided for, shall be effective only if signed by the Director or his/her designee.

(b) Records of CONSULTANT'S expenses pertaining to the Project shall be kept on a generally recognized accounting basis and shall be available to CITY or its authorized representatives upon request during regular business hours throughout the life of this Agreement and for a period of three years after final payment or, if longer, for any period required by law. In addition, all books, documents, papers, and records of CONSULTANT pertaining to the Project shall be available for the purpose of making audits, examinations, excerpts, and transcriptions for the same period of time. If any litigation, claim, negotiations, audit or other action is commenced before the expiration of said time period, all records shall be retained and made available to CITY until such action is resolved, or until the end of said time period whichever shall later occur. If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this paragraph. This Section 11(b) shall survive expiration or termination of this Agreement.

(c) Prior to execution of this Agreement by CITY, CONSULTANT shall have provided evidence to CITY that CONSULTANT is licensed to perform the services called for by this Agreement (or that no license is required). If CONSULTANT should subcontract all or any portion of the work or services to be performed under this Agreement, CONSULTANT shall require each subcontractor to provide evidence to CITY that subcontractor is licensed to perform the services called for by this Agreement (or that no license is required) before beginning work.

12. Nondiscrimination. To the extent required by controlling federal, state and local law, CONSULTANT shall not employ discriminatory practices in the provision of services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status,



sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. Subject to the foregoing and during the performance of this Agreement, CONSULTANT agrees as follows:

(a) CONSULTANT will comply with all applicable laws and regulations providing that no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

(b) CONSULTANT will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. CONSULTANT shall ensure that applicants are employed, and the employees are treated during employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. Such requirement shall apply to CONSULTANT'S employment practices including, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

(c) CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT in pursuit hereof, state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

(d) CONSULTANT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representatives of CONSULTANT'S commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 12.

### 13. Independent Contractor.

(a) In the furnishing of the services provided for herein, CONSULTANT is acting solely as an independent contractor. Neither CONSULTANT, nor any of its officers, agents or employees shall be deemed an officer, agent, employee, joint venturer, partner or associate of CITY for any purpose. CITY shall have no right to control or supervise or direct the manner or method by which CONSULTANT shall perform its work and functions. However, CITY shall retain the right to administer this Agreement so as to verify that CONSULTANT is performing its obligations in accordance with the terms and conditions thereof.



(b) This Agreement does not evidence a partnership or joint venture between CONSULTANT and CITY. CONSULTANT shall have no authority to bind CITY absent CITY'S express written consent. Except to the extent otherwise provided in this Agreement, CONSULTANT shall bear its own costs and expenses in pursuit thereof.

(c) Because of its status as an independent contractor, CONSULTANT and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to CITY employees. CONSULTANT shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including, without limitation, health, welfare and retirement benefits. In addition, together with its other obligations under this Agreement, CONSULTANT shall be solely responsible, indemnify, defend and save CITY harmless from all matters relating to employment and tax withholding for and payment of CONSULTANT'S employees, including, without limitation, (i) compliance with Social Security and unemployment insurance withholding, payment of workers' compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and (ii) any claim of right or interest in CITY employment benefits, entitlements, programs and/or funds offered employees of CITY whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this Agreement, CONSULTANT may be providing services to others unrelated to CITY or to this Agreement.

14. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by facsimile followed by telephone confirmation of receipt, or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices served by United States mail in the manner above described shall be deemed sufficiently served or given at the time of the mailing thereof.

15. Binding. Subject to Section 16, below, once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees and representatives.

16. Assignment.

(a) This Agreement is personal to CONSULTANT and there shall be no assignment by CONSULTANT of its rights or obligations under this Agreement without the prior written approval of the City Manager or his/her designee. Any attempted assignment by CONSULTANT, its successors or assigns, shall be null and void unless approved in writing by the City Manager or his/her designee.

(b) CONSULTANT hereby agrees not to assign the payment of any monies due CONSULTANT from CITY under the terms of this Agreement to any other individual(s), corporation(s) or entity(ies). CITY retains the right to pay any and all monies due CONSULTANT directly to CONSULTANT.

17. Compliance With Law. In providing the services required under this Agreement, CONSULTANT shall at all times comply with all applicable laws of the United States, the State of California and CITY, and with all applicable regulations promulgated by federal, state, regional,



or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.

18. Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

19. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.

20. Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

21. Severability. The provisions of this Agreement are severable. The invalidity, or unenforceability of any one provision in this Agreement shall not affect the other provisions.

22. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

23. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

24. Exhibits. Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.

25. Precedence of Documents. In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.

26. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

27. No Third Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.



28. Extent of Agreement. Each party acknowledges that they have read and fully understand the contents of this Agreement. This Agreement represents the entire and integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by written instrument duly authorized and executed by both CITY and CONSULTANT.

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IN WITNESS WHEREOF, the parties have executed this Agreement at Fresno, California, the day and year first above written.

CITY OF FRESNO,  
a California municipal corporation

By: \_\_\_\_\_  
THOMAS C. ESQUEDA,  
Director  
Department of Public Utilities

ATTEST:  
YVONNE SPENCE, CMC  
City Clerk

By: \_\_\_\_\_  
Deputy

No signature of City Attorney required.  
Standard Document #DPU-S 8.2 has been  
used without modification, as certified by  
the undersigned.

By: \_\_\_\_\_  
MICHAEL CARBAJAL  
Division Manager  
Department of Public Utilities

REVIEWED BY:  
\_\_\_\_\_  
MICHAEL CARBAJAL, Division Manager  
Department of Public Utilities

Addresses:  
CITY:  
City of Fresno  
Attention: Paul Amico, PE,  
CIP Project Manager  
2101 G Street, Building A  
Fresno, CA 93706  
Phone: (559) 621-1602  
FAX: (559) 498-4126

Attachments:

1. Exhibit A - Scope of Services
2. Exhibit B - Insurance Requirements
3. Exhibit C - Conflict of Interest Disclosure Form

Provost & Pritchard Engineering Group,  
a California Corporation, dba Provost &  
Pritchard Consulting Group

By: \_\_\_\_\_  
Name: : RONALD J. SAMUELIAN

Title: PRESIDENT  
(if corporation or LLC, Board  
Chair, Pres. or Vice Pres.)

By: \_\_\_\_\_  
Name: DALE K. MELVILLE

Title: DIRECTOR  
(if corporation or LLC, CFO,  
Treasurer, Secretary or Assistant  
Secretary)

Any Applicable Professional License:  
Number: C59208  
Name: Ronald J. Samuelian  
Date of Issuance: 2/99

CONSULTANT:  
Provost and Pritchard Engineering Group  
Attention: Brock D. Buche, PE, PLS,  
Principal Engineer  
286 W Cromwell Ave  
Fresno, CA 93711  
Phone: (559) 449-2700  
FAX: (559) 449-2715



## **Exhibit A**

### **SCOPE OF SERVICES Consultant Service Agreement between City of Fresno And Provost & Pritchard Consulting Group**

#### **2015 Urban Water Management Plan** PROJECT TITLE

#### **PROJECT DESCRIPTION**

The Department of Water Resources (DWR) requires an Urban Water Management Plan (UWMP) be prepared for urban water suppliers with 3,000 or more connections or that supply more than 3,000 acre-feet of water annually. UWMPs are normally required to be updated and submitted to the Department of Water Resources (DWR) every five years. DWR is preparing a new version of the UWMP Guidebook for use in preparation of the 2015 Update; the anticipated release date of the Guidebook is July 2015. Assembly Bill 2067 extended the deadline for the 2015 Update submittals to July 1, 2016. Additionally, Senate Bill 1420 modified the requirements to include a water loss quantification based on the American Water Works Association methodology. The following scope of work has been prepared to outline the tasks to be completed by Provost & Pritchard Consulting Group to provide the City of Fresno (City) a complete 2015 UWMP.

#### **Task 1: Project Kickoff and Data Acquisition**

Provost & Pritchard Consulting Group (Provost & Pritchard) and the City will initiate the project with a kick-off meeting. Prior to the meeting Provost & Pritchard will review existing pertinent materials to develop a better understanding of the subject water system.

##### **Task 1.1: Kick-off Meeting**

Provost & Pritchard will coordinate a project kick-off meeting with the City to establish who the team members will be for both parties and establish lines of communications. Provost & Pritchard will provide a meeting agenda which will highlight discussion topics, such as, project purpose, project charter, primary contacts, schedule, and dates for regular monthly project management meetings. Additionally, Provost & Pritchard will assemble a list of prospective City reviewers that will be utilized over the course of plan preparation. The list will then be utilized by the City's project manager to route draft chapters to those individuals' best suited to provide comments.

##### **Deliverables:**

- Attend kick-off meeting
- Agenda and summary minutes for kick-off meeting
- Draft list of City staff chapter reviewers/routing form
- Project Charter
- Updated Schedule

##### **Task 1.2: Data Acquisition**

Preparation of the UWMP entails assembling significant amounts of data to characterize the water system. The initial data request will outline all data needed to update information from



the previous plan. The initial request will be provided to the City at the kick-off meeting or earlier if possible depending on timing of contract execution. Data request will include, but is not limited to: groundwater and surface water production records since last update; recharge records; recycled water production; 2035 land use shape files; copy of population tracking spreadsheet; list of top water users with amounts; updates on Demand Management Measures.

Deliverable:

- Data Request List identifying data needed from City.

City Deliverable:

- All data requested by Provost & Pritchard for plan preparation.

## **Task 2: 2015 UWMP Preparation**

Provost & Pritchard will prepare the 2015 UWMP in accordance with the requirements set forth in the DWR 2015 UWMP Guidebook. At the time of preparing this scope of services only the draft Guidebook was available. The following scoped items are based on the draft Guidebook, and any additive revisions to the Guidebook will require amending the project scope and fees. Plan preparation will proceed as follows:

### **Task 2.1: Introduction**

Provost & Pritchard will prepare an introduction that will serve to describe the legislative requirements dictating the need for the preparation of the plan and provide an overview of the plan's structure. The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Deliverable:

- One electronic file (MSWord format) of the draft chapter.

### **Task 2.2: Plan Preparation and Coordination**

By the definition provided in the Guidebook, a plan that is prepared for just the individual agency is one where the "agency develops an UWMP for only itself and addresses all requirement of the Water Code. The agency notifies and coordinates with appropriate regional agencies and constituents." The City desires the preparation of the 2015 UWMP be on the individual reporting basis. As such, Provost & Pritchard will limit engagement of regional stakeholders to only those of which the City desires to have review and provide comments on the draft 2015 UWMP.

In regards to the reporting of system specific data in the UWMP, the option exists to develop the plan on either a calendar year or fiscal year basis. In prior years the City's plans have been prepared on the calendar year basis, and Provost & Pritchard assumes that will be the case for this update. Provost & Pritchard will however discuss with the City to ensure this is still the appropriate means of reporting for this effort.

For the overall project, Provost & Pritchard, will summarize: notifications, public meetings and hearings, circulation of draft and final copies of the plan, and city council action, for inclusion in the plan. The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Deliverables:

- Notification letters to regional agencies for City to sign and mail.
- One electronic file (MSWord format) of the draft chapter.

Task 2.3: System Description

Provost & Pritchard will prepare a system description chapter which will generally discuss the service area, climate, population, demographics, and key elements of the physical water system. Provost & Pritchard will develop population projections which will be extended out over a 20 year period, through the year 2040 to ensure applicability of the plan over the 5 year plan life. The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Neither the project scope of services nor the project budget include the optional sub-section for Climate Change, which is mentioned in the draft DWR Guidebook. Should the City desire the optional sub-section be included, the scope of services and budget will need to be amended.

Deliverable:

- One electronic file (MSWord format) of the draft chapter.

Task 2.4: Water System Use

To develop an understanding of the water system use patterns, the City will be requested to provide Provost & Pritchard city-wide water meter data from prior year(s) for all single-family residential, multi-family residential, commercial, industrial, institutional, and landscape services. The provided data will be analyzed and sector based water demands developed. The resultant values will characterize the City's use and the values will be utilized throughout the plan.

Additionally, this section will provide a discussion of distribution system water losses. For the 2015 UWMP, California Water Code (CWC) requires "the distribution system water loss shall be quantified for the most recent 12-month period available." The CWC stipulates a worksheet will be developed by DWR through a public process, however, the draft Guidebook notes this will be provided when available. For this item the scope of services assumes the quantification analysis will require a full day's effort. Should additional time be required, Provost & Pritchard will discuss with the City so a revised budget and scope of service can be developed and approved for work completion. One meeting is included with this effort to meet with distribution and production operations staff to ensure proper accounting of water losses.

Lastly, Provost & Pritchard will review the housing elements of the general plan to determine associated water demands for projected low income households. A narrative will be prepared for plan inclusion based on the research and developed demands.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Neither the project scope of services nor the project budget include the optional sub-sections for: Water Savings from Codes, Ordinances, or Transportation and Land Use Plans; and Climate Change, which are mentioned in the draft DWR Guidebook. Should the



City desire the optional sub-sections be included, the scope of services and budget will need to be amended.

Deliverable:

- Attend one meeting with operations staff
- One electronic file (MSWord format) of the draft chapter.

City Deliverable:

- Water meter data for at least one full year period, in electronic format, such as, Excel spreadsheet.
- All information necessary to perform distribution system water loss audit.

Task 2.5: Baselines and Targets

In order for the State to demonstrate water agencies are striving to achieve the SBx7-7 mandated 20% urban water use reduction, each urban water supplier developed water use targets for the years of 2015 and 2020. For the 2015 UWMP water suppliers may update their 2020 target and select a new methodology, if desired. It is important to note that "Once the 2015 plan is submitted, the Target Method may not be changed in any amendments to the 2015 plan or in the 2020 plan." This task will update previous calculations, using recent production data and population values developed through GIS, consistent with the draft Guidebook requirements. Provost & Pritchard will perform the calculations for each methodology and summarize the results in a brief memorandum which will subsequently be incorporated in the plan. Provost & Pritchard will meet with the City to discuss the results of the analysis so the City may select the methodology best suited for them. This chapter will summarize the calculations and report which methodology, and target values, the City has selected.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Deliverables:

- Attend one meeting to review four methodologies.
- Summary memorandum on four methodologies calculations.
- One electronic file (MSWord format) of the draft chapter.

Task 2.6: System Supplies

The purpose of this section is to define each water source available to a water purveyor. Provost & Pritchard will "provide a narrative description ... of the origin of the water supply, water quality and quantity issues, and any actions or projects that are anticipated to meet future water demands." The narrative will cover surface water supplies retained by the City, specifically: the USBR CVP contract water; the Fresno Irrigation District (FID) contract water; the Wastewater Recycle Exchange agreement with FID; and applicable water transfer and/or exchanges.

With the pending implementation of Sustainable Groundwater Management Act (SGMA), DWR is expecting the groundwater segment of the UWMP to provide characterization of hydrogeologic conditions and groundwater management based on federal, state, or local studies. There will also be discussions of the City's recycled supplies from its North Fresno Wastewater Reclamation Facility and the future recycled water treatment facility at the Regional Wastewater Reclamation Facility.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Neither the project scope of services nor the project budget include the optional sub-section for Climate Change Impacts to Supply, which is mentioned in the draft DWR Guidebook. Should the City desire the optional sub-section be included, the scope of services and budget will need to be amended.

Deliverable:

- One electronic file (MSWord format) of the draft chapter.

Task 2.7: Water Supply Reliability Assessment

Building off the System Supplies discussion, Provost & Pritchard will evaluate the reliability of each identified source using available historic data, and identify fluctuations for varying hydrologic years. The completed evaluation will result in the definition of average water year supply, single-dry year supply, and multiple-dry year supply, and the reliability of each. This section will also have discussions on supplementing inconsistent sources, water quality, supply and demand assessment, and regional supply reliability.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Deliverable:

- One electronic file (MSWord format) of the draft chapter.

Task 2.8: Water Shortage Contingency Planning

The development of a comprehensive water shortage contingency plan is highlighted by the current prolonged drought and the Governor's recent Executive Order to reduce water use statewide by 25 percent from 2013 values. To facilitate determining the stage of demand reduction as the result of supply changes, the City's current water shortage contingency plan separates sources of surface water supplies which tends to create a convoluted decision making process. Provost & Pritchard will meet with DPU Administration and senior Water Division staff to re-evaluate the decision matrix and develop a framework which is supported by a spreadsheet. The spreadsheet would simply be filled in based on known and projected water year supplies and would produce a defensible stage determination. Such a tool could be shared with City Administration and Council, to definitively demonstrate consistency in stage selection, justify implementation, and show correlative compliance to the City adopted UWMP. With the framework solidified, Provost & Pritchard will develop the remaining water shortage contingency plan chapter.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

Deliverables:

- Attend one meeting with senior Division and Administration staff.
- Agenda and summary minutes for meeting with senior Division and Administration staff.



- Electronic copy of developed Water Shortage Stage spreadsheet.
- One electronic file (MSWord format) of the draft chapter.

#### Task 2.9: Demand Management Measures

The reporting requirements for this section were significantly modified by legislation in 2014. Previously there were 14 Demand Management Measures (DMM) that required tracking and reporting that demonstrated the actions being taken by a water purveyor to promote conservation and reduce the demand on the water supply. The new requirement has seven DMMs which need to be addressed. The Demand Management Measures are:

- Water waste prevention
- Metering
- Conservation pricing
- Public education and outreach
- Programs to assess and manage distribution system real loss
- Water Conservation program coordination and staffing report
- Other demand management measures that have a significant impact on water use as measured in gallons per capita day, including innovative measures, if implemented.

Provost & Pritchard will meet with the Conservation Section Supervisor to discuss the status of each DMM and then develop a narrative discussion on how each of these have been addressed for the previous five years and planned efforts to meet projected targets.

The City will have an opportunity to review and comment on the chapter. City will provide one set of consolidated comments. Provost & Pritchard will incorporate appropriate comments into the chapter.

#### Deliverables:

- Attend two meetings with Conservation Section Supervisor.
- Agenda and summary minutes for meeting with Conservation Section Supervisor.
- One electronic file (MSWord format) of the draft chapter.

#### Task 2.10: Urban Water Management Plan Report

At this point the City will have an opportunity to review and comment on the assembled draft plan prior to making it available to the public. Five (5) copies of the assembled plan, excluding appendices, will be provided to the City for review. The City will provide one set of consolidated comments. After all comments have been received from the City and interested agencies, Provost & Pritchard will meet with the City to review any outstanding and/or unresolved comments and decide which will be incorporate into the final draft plan. Provost & Pritchard assumes the extent of the comments will be minimal since each chapter had been previously reviewed. Provost & Pritchard will incorporate appropriate comments into the plan and then upload the necessary information into the DWR Online Submittal Tool (DOST). Hard-copies, and an electronic file, of the final draft plan will be provided to the City for circulation to City Administration, councilmembers, and other key stakeholders, in advance of the required Public Hearing.

Deliverable:

- Attend one meeting with City to discuss outstanding comment
- Five (5) hard-copies and one electronic file (PDF) of the assembled draft plan, excluding appendices.
- Ten (10) hard-copies and one electronic file (PDF) of the final draft plan.

**Task 2.11: Plan Adoption and Submittal**

The process for plan adoption requires a hearing be conducted so the general public has an opportunity to discuss and provide comments. Prior to the public hearing the City is required to make the plan available for public review, and to publish once a week for two consecutive weeks notification of time and place of the hearing. Provost & Pritchard will prepare a draft public notice which the City can finalize and use to advertise the hearing. To facilitate the public hearing at a regularly scheduled Council session, Provost & Pritchard will prepare a PowerPoint presentation which can be used by the City's Project Manager at the public hearing. Provost & Pritchard will make one round of changes to the final draft plan based on comments from the public hearing and requests for revisions by DWR.

After City Council has adopted the plan, the City is required to submit a CD copy of the plan to DWR, and copies to the State Library and the County, within 30 days of adoption.

Deliverables:

- Draft notice for public hearing.
- Prepare PowerPoint Presentation for City Council session.
- Attend one pre-City Council coordination meeting.
- Attend City Council session for plan adoption.
- Ten (10) hard-copies and one electronic file (PDF) of the final plan.

**Task 3: Project Management and Coordination**

Over the course of the project, the Provost & Pritchard project manager will track work progression on plan preparation, maintain a current project schedule, review expense reports, prepare monthly progress reports and monthly invoices, manage internal personnel resources, coordinate with City staff, and attend regularly scheduled project status meetings. Additionally, a quality assurance and quality control plan will be initiated prior to project commencement. QA/QC reviews will be conducted on each segment of the plan preparation prior to circulating to the City of review. This task is intended to cover these managerial responsibilities.

Deliverables:

- Monthly project management meeting or conference call.
- Monthly progress reports.
- Monthly invoices
- Periodically update project schedule.

**Task 4: Optional Supplemental Services**

Throughout the project, Provost & Pritchard will provide as-needed services upon approval by the City. This scope of services includes up to \$8,200 (10% of the project budget for Tasks 1 through 3) to perform this task on a time and materials basis, as approved by the City.



Task 4.1: Assumptions and Clarifications

Provost & Pritchard shall not begin this activity until authorized by the City

Task 4.2: Deliverables

As determined through City Authorization.

**Assumptions**

This proposal includes the following assumptions:

1. DWR Guidebook requirements will not change from the present draft version that is being circulated for the upcoming June 22, 2015, DWR public meeting.
2. DWR still has to provide a worksheet to quantify distribution system water losses and has not done so yet. For Task 2.4 Water System Use the scope of services assumes the quantification analysis will require eight (8) hours of effort. If after the worksheet is provided and the level of effort will exceed eight (8) hours, the project scope of services and project budget will have to be amended.
3. City will mail plan preparation notification letters.
4. Sections will be sent individually, as completed, to City staff for review and comment.
5. City project manager will route draft chapters and plan to appropriate staff and agencies and consolidate comments.
6. All data requested by Provost & Pritchard will be readily available and provided by the City.
7. The scope includes one review per chapter by City staff and revisions based on those comments.
8. City will perform reviews for each chapter within two (2) weeks from receipt of the draft chapters.
9. The scope includes one review by DWR staff and revisions based on those comments.
10. Coordination and costs for newspaper advertisements for plan preparation and the public hearing is handled and paid by the City.
11. Council Report and Resolution for adoption are prepared by the City.

Consultant fees will be based on the following terms.

1. Travel expenses and all other expenses directly related to the Project will be based on actual costs and will not be marked up. Receipts for all costs over \$25 will be maintained and submitted with invoices.
2. The automobile mileage rate will be based on the IRS established rate times mileage directly attributed to the Project.
3. Subconsultant labor will be marked up by 6%. First-tier subconsultant labor will be marked up by the prime consultant only, and second-tier labor will be marked up by the first-tier subconsultant only. Additional tiers, in any, will be treated similarly. No subconsultant's labor will be marked up by any party other than the one with whom they are contracted (no compounding mark-ups).
4. Monthly invoices will present labor costs and expenses on a per-task basis. Subconsultants will be shown on the invoice as a separate line item under each task on the Consultant's invoice. Mark-up on subconsultant will be shown as a separate line item clearly indicating that the mark-up applies to subconsultant labor costs. Subconsultant invoices will also present labor costs and expenses on a per task basis

# 2015 Standard Fee Schedule

This schedule supersedes previously published fee schedules as of the effective date of November 1, 2014. Multi-year contracts are subject to any subsequent changes in these rates.

Staff Type	Fee Range
<b>Engineering Staff</b>	
Assistant Engineer	\$85.00 – \$105.00
Associate Engineer	\$110.00 – \$125.00
Senior Engineer	\$130.00 – \$160.00
Principal Engineer	\$165.00 – \$190.00
<b>Specialists</b>	
Associate Environmental Specialist	\$105.00 – \$135.00
Senior Environmental Specialist	\$140.00 – \$165.00
Principal Environmental Specialist	\$170.00 – \$195.00
GIS Specialist	\$100.00 – \$125.00
Associate Geologist/Hydrogeologist	\$105.00 – \$130.00
Senior Geologist/Hydrogeologist	\$135.00 – \$165.00
Water Resources Specialist	\$95.00 – \$125.00
<b>Planning Staff</b>	
Assistant Planner	\$65.00 – \$90.00
Associate Planner	\$95.00 – \$120.00
Senior Planner	\$125.00 – \$150.00
Principal Planner	\$155.00 – \$180.00
<b>Technical Staff</b>	
Assistant Technician	\$60.00 – \$90.00
Associate Technician	\$95.00 – \$110.00
Senior Technician	\$115.00 – \$130.00
<b>Construction Services Staff</b>	
Associate Construction Manager	\$100.00 – \$120.00
Senior Construction Manager	\$125.00 – \$140.00
Principal Construction Manager	\$145.00 – \$175.00
Construction Manager <sup>(1)</sup>	\$125.00 – \$145.00

Staff Type Fee Range	
Support Staff	
Administrative Assistant	\$50.00 – \$70.00
Project Administrator	\$60.00 – \$80.00
Surveying Services Staff	
LSIT Surveyor	\$85.00 – \$105.00
Licensed Surveyor	\$110.00 – \$140.00
1-Man Survey Crew	\$150.00/\$170.00 (1)
2-Man Survey Crew	\$200.00/\$235.00 (1)
2-Man Survey Crew including LS	\$240.00/\$250.00 (1)
1-Man CORS Survey Crew	\$170.00
2-Man CORS Survey Crew	\$220.00
(Field work not including survey equipment billed at individual standard rate plus vehicle as appropriate.)	
(1) Prevailing wage rates shown for San Joaquin, Stanislaus, Merced, Madera, Fresno, Tulare, Kings, and Kern counties	

## Additional Fees

Expert Witness: As quoted.

GIS Training: As quoted.

Travel Time (for greater than one (1) hour from employee's base office):

\$70/hour minimum (unless the individual's rate is less)

## Project Costs:

Mileage: IRS value

Outside Consultants: Cost + 6%

Direct Costs: Cost



## **Exhibit B**

### **INSURANCE REQUIREMENTS**

#### **Consultant Service Agreement between City of Fresno ("CITY") and Provost and Pritchard Engineering Group ("CONSULTANT")**

2015 Urban Water Management Plan  
PROJECT TITLE

### **MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."
2. The most current version of ISO \*Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto). If personal automobile coverage is used, the CITY, its officers, officials, employees, agents and volunteers are to be listed as additional insureds.
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT'S profession. Architect's and engineer's coverage is to be endorsed to include contractual liability.

### **MINIMUM LIMITS OF INSURANCE**

CONSULTANT, or any party the CONSULTANT subcontracts with, shall maintain limits of liability of not less than those set forth below. However, insurance limits available to CITY, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

#### **1. COMMERCIAL GENERAL LIABILITY:**

- (i) \$1,000,000 per occurrence for bodily injury and property damage;
- (ii) \$1,000,000 per occurrence for personal and advertising injury;
- (iii) \$2,000,000 aggregate for products and completed operations; and,

- (iv) \$2,000,000 general aggregate applying separately to the work performed under the Agreement.

2. **COMMERCIAL AUTOMOBILE LIABILITY:**

\$1,000,000 per accident for bodily injury and property damage;

OR\*

**PERSONAL AUTOMOBILE LIABILITY** insurance with limits of liability not less than:

- (i) \$100,000 per person;
- (ii) \$300,000 per accident for bodily injury; and,
- (iii) \$50,000 per accident for property damage.

3. **WORKERS' COMPENSATION INSURANCE** as required by the State of California with statutory limits.

4. **EMPLOYER'S LIABILITY:**

- (i) \$1,000,000 each accident for bodily injury;
- (ii) \$1,000,000 disease each employee; and,
- (iii) \$1,000,000 disease policy limit.

5. **PROFESSIONAL LIABILITY** (Errors and Omissions):

- (i) \$1,000,000 per claim/occurrence; and,
- (ii) \$2,000,000 policy aggregate.

**UMBRELLA OR EXCESS INSURANCE**

In the event CONSULTANT purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the CITY, its officers, officials, employees, agents and volunteers.

**DEDUCTIBLES AND SELF-INSURED RETENTIONS**

CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared on the Certificate of Insurance, and approved by, the CITY'S Risk Manager or his/her designee. At the option of the CITY'S Risk Manager or his/her designee, either:

- (i) The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, agents and volunteers; or



- (ii) (ii) CONSULTANT shall provide a financial guarantee, satisfactory to CITY'S Risk Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

#### **OTHER INSURANCE PROVISIONS/ENDORSEMENTS**

The General Liability and Automobile Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. CITY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds. CONSULTANT shall establish additional insured status for the City and for all ongoing and completed operations by use of ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript insurance company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.
2. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, officials, employees, agents and volunteers. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the Additional Insured.
3. For any claims related to this Agreement, CONSULTANT'S insurance coverage shall be primary insurance with respect to the CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents and volunteers shall be excess of CONSULTANT'S insurance and shall not contribute with it. CONSULTANT shall establish primary and non-contributory status by using ISO Form CG 20 01 04 13 or by an executed manuscript insurance company endorsement that provides primary and non-contributory status as broad as that contained in ISO Form CG 20 01 04 13.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: CONSULTANT and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents and volunteers.

If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made form:

1. The retroactive date must be shown, and must be before the effective date of the Agreement or the commencement of work by CONSULTANT.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first, or, in the alternative, the policy shall be endorsed to provide not less than a five (5) year discovery period.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by CONSULTANT, CONSULTANT must purchase

"extended reporting" coverage for a minimum of five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first.

4. A copy of the claims reporting requirements must be submitted to CITY for review.
5. These requirements shall survive expiration or termination of the Agreement.

All policies of insurance required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar days written notice by certified mail, return receipt requested, has been given to CITY. CONSULTANT is also responsible for providing written notice to the CITY under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, CONSULTANT shall furnish CITY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for CITY, CONSULTANT shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than fifteen (15) calendar days prior to the expiration date of the expiring policy.

#### **VERIFICATION OF COVERAGE**

CONSULTANT shall furnish CITY with all certificate(s) and **applicable endorsements** effecting coverage required hereunder. All certificates and **applicable endorsements** are to be received and approved by the CITY'S Risk Manager or his/her designee prior to CITY'S execution of the Agreement and before work commences. All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of CITY, CONSULTANT shall immediately furnish City with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.



# Exhibit C

## DISCLOSURE OF CONFLICT OF INTEREST

2015 Urban Water Management Plan  
PROJECT TITLE

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do you represent any firm, organization or person who is in litigation with the City of Fresno?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Are you or any of your principals, managers or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Are you or any of your principals, managers or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
* If the answer to any question is yes, please explain in full below.			

Explanation: Provost & Pritchard  
provides engineering  
services for public &  
private clients that do  
business with the City.

☐ Additional page(s) attached.

Ronald J. Samuelian  
Signature

6/24/2015  
Date

RONALD J. SAMUELIAN  
(name)

Provost & Pritchard Consulting Group  
(company)

286 W. Cromwell Avenue  
(address)

Fresno CA 93711  
(city state zip)