

RESOLUTION NO. 5074

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING A THREE YEAR AGREEMENT FOR PROFESSIONAL SERVICES
WITH DAVID TAUSSIG AND ASSOCIATES, INC. IN AN AMOUNT NOT-TO-
EXCEED \$35,250 TO PROVIDE ANNUAL ENGINEERING REPORTS FOR VARIOUS
ASSESSMENT DISTRICTS AND AUTHORIZING THE CITY MANAGER TO
EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY**

WHEREAS, the City of Soledad contracts for professional services to serve as the City's three Maintenance Assessment Districts (MAD) and two Benefit Assessment Districts (BAD) Engineer responsible for performing all duties necessary to levy annual assessments on all parcels within each of the City's five existing assessment districts, which have a special benefit conferred on them, pursuant to the provisions of Proposition 218 and the Landscaping and Lighting Act of 1972, or other applicable regulations, on a schedule that will allow the collection of the assessments on the annual Monterey County property tax roll; and

WHEREAS, our current contract for these services expires April 4, 2015; and

WHEREAS, on February 11, 2015 the City advertised a Request for Proposals to provide these services for the next three years; and

WHEREAS, on February 27, 2015, staff received four proposals; and

WHEREAS, all four firms were very well qualified with David Taussig and Associates scoring the highest with all references contacted and responding very favorably in the firm's favor; and

WHEREAS, the total cost of this professional services contract is \$35,250 over the next three fiscal years, funding is included in the Professional Services line item of each of the MAD and BAD budgets from revenue received for these Assessment Districts from Property Tax Assessments specific to each District.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Soledad that the "Three Year Agreement for Professional Services with David Taussig and Associates, Inc. in an Amount Not-To-Exceed \$35,250 to Provide Annual Engineering Reports for Various Assessment Districts", a copy of which is attached hereto, marked as "Exhibit A", and by this reference incorporated herein, is hereby approved and the City Manager is authorized to execute said agreement on behalf of the City.


PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 1st of April, 2015, by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher K. Bourke, Richard J. Perez, Patricia D. Stephens, Mayor Pro Tem Alejandro Chavez and Mayor Fred J. Ledesma

NOES, Councilmembers: None.

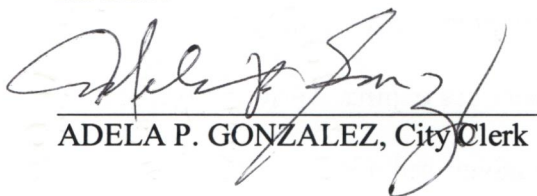
ABSTAIN, Councilmembers: None.

ABSENT, Councilmembers: None.



FRED J. LEDESMA, Mayor

ATTEST



ADELA P. GONZALEZ, City Clerk

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SOLEDAD AND
DAVID TAUSSIG & ASSOCIATES, INC.
TO PROVIDE BENEFIT AND MAINTENANCE ASSESSMENT DISTRICT ADMINISTRATION SERVICES**

THIS AGREEMENT for consulting services is made by and between the City of Soledad ("City") and David Taussig & Associates, Inc. ("Consultant") (together referred to as the "Parties") as of April 1, 2015 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on April 1, 2018, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.
- 1.5 **Public Works Requirements.** N/A

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed Thirty Five Thousand Two Hundred Fifty Dollars (\$35,250), notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;
- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever

incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified below, and shall not exceed \$2,000.00. Expenses not listed below are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded. Expenses:
- Postage, travel mileage (as stated in Exhibit B), Maps, Electronic data provided from the county and/or other applicable resources, construction costs periodicals and copying.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance

Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an occurrence basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant
- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City and 10 days notice if cancellation is due to nonpayment of premium.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$250,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of

this Agreement, Consultant must purchase an extended period coverage for a minimum of five years after completion of work under this Agreement.

- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

4.4.1 **Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Wasting Policies.** No policy required by this Section 4, except Professional Liability Insurance, shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 **Waiver of Subrogation.** Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

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

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each

subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's negligence or other wrongful conduct in its performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days, to the tender of any claim for defense and indemnity by the City, unless this time has been extended by the City. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type to express or implied indemnity against the Indemnitees.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 **Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are

legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized

personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1 Immediately terminate the Agreement;
 - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Monterey or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code § 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Donald T. Wilcox, Public Works Director ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

Any written notice to City shall be sent to:
Adela P. Gonzalez, City Manager
248 Main Street
Soledad, CA 93960

10.11 Professional Seal. Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings/exhibits shall be stamped/sealed and signed by the licensed professional responsible for the report preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report responsibility," as in the following example.

Seal and Signature of Registered Professional with report responsibility.

10.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A

Scope of Services

Exhibit B

Payment Schedule/Expenses

10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

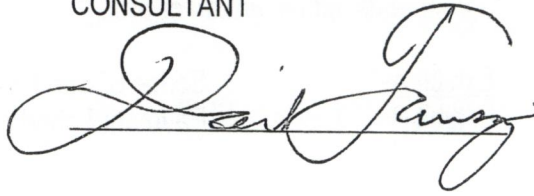
[SIGNATURES ON FOLLOWING PAGE]

The Parties have executed this Agreement as of the Effective Date.


CITY OF SOLEDAD


Adela P. Gonzalez, City Manager

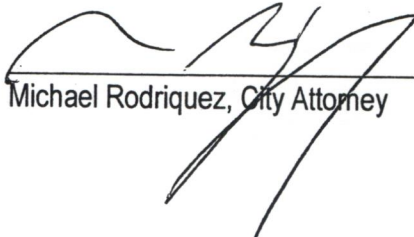
CONSULTANT



Attest:


Adela P. Gonzalez, City Clerk

Approved as to Form:


Michael Rodriguez, City Attorney

SCOPE OF SERVICES

The specific activities and tasks to be performed include the following:

A. SPECIAL ASSESSMENT ADMINISTRATION

DTA will perform the following specific activities and tasks in order to assist the City with its annual administration:

- Task A.1 DTA will schedule a conference call or meeting with City staff to review the existing City information and identify and discuss possible changes to the Special Assessments for the upcoming fiscal year, including budget requirements, annexations, scheduling for proceedings, and modifications to the levies. DTA shall also work with City Staff to establish preliminary dates for any scheduled public meetings and/or required public hearings.
- Task A.2 DTA shall review last year's expenditures and assist the City in preparing an annual budget for each Special Assessment based on costs provided by the City. Upon City request, DTA may provide levy scenario summaries, or a computer model (formatted to meet City requirements) to City staff to run such scenarios.
- Task A.3 DTA will identify and obtain copies of all new final tract or parcel maps recorded with the City. DTA will review new Assessor Parcel Maps to compile a list of the Assessor Parcel Numbers (APN) within the boundaries of each special district, which will be valid for the upcoming fiscal year.
- Task A.4 City will provide DTA with existing parcel database. DTA shall then update the parcel database based on Assessor Roll data available from the County and based on the review of information identified in Task A.3 above. The updated database shall include property characteristics typically found in the County Assessment Roll such as the following:
1. Assessor's Parcel Numbers;
 2. Corresponding tract, lot, and unit number;
 3. Acreage;
 4. Owner name, mailing, and situs address;
 5. Legal description;
 6. Zoning and land use codes; and
 7. Building square footage.
- Task A.5 DTA will coordinate with legal counsel in the preparation of necessary resolutions/staff reports/public hearing notices to be adopted, in conjunction with the annual levy of assessments.
- Task A.6 DTA will provide the City with updated summaries.

- Task A.7 DTA will furnish one (1) bound copy of the Preliminary Assessment Roll for processing and filing.
- Task A.8 DTA will schedule conference calls as necessary in conjunction with the draft Engineer's Reports.
- Task A.9 DTA will prepare the annual Engineer's Reports which contain a summary of the previous year's assessment installment collections, cost estimates for the upcoming year, and an explanation of the methodology employed to calculate the current year's annual assessment installments. Included in the report is a list of assessments for each parcel by Assessor Parcel Number (APN).
- Task A.10 DTA will attend the two (2) public hearings at which the resolutions authorizing the levy and collection of assessments are scheduled for adoption and respond to questions related to the administration of the Special Assessments.
- Task A.11 DTA will provide assessment amounts for each parcel by Assessor's Parcel Number (APN) to the County Auditor/Controller's Office in the media, format, and configuration required by the County for placement on the annual property tax roll.
- Task A.12 DTA shall monitor any changes to the secured tax roll which necessitate new or adjusted property tax bills. This task includes the calculation of new or adjusted bills and the preparation of requests to the County to prepare such bills.
- Task A.13 DTA shall provide a dedicated phone number and staff to field inquiries during normal business hours from City staff, property owners, title companies, and other interested parties. At the City's request, DTA's phone number can also be placed on the property tax bills mailed by the County each year.
- Task A.14 DTA shall request the Final Installment Paid/Unpaid Status Report for the City from the County Auditor-Controller to determine which parcels are delinquent and the corresponding amount of delinquent special taxes.
- Task A.15 As needed, DTA will update the assessment diagram and inventory map based on any new annexations, adjustments in zones (if applicable), and addition of any new facilities. Pursuant to the Streets and Highways Code the assessment diagram will make reference to the assessor maps for parcel dimensions. The maps and diagrams will be prepared to the standards required by the County's Recorder Office for recordation. DTA will email an electronic version of the assessment diagram(s) to City for printing and recording the map at the County Recorder's Office.

V. FEE PROPOSAL & SCHEDULE

DTA's proposed fee schedule (excluding expenses) for completion of the activities and tasks identified in the response to the request for proposals for the City for Fiscal Years 15-16, 16-17, and 17-18 shall be the amounts indicated in Table 1 below. Generally, each Assessment District will cost approximately \$2,000 per fiscal year.

City shall reimburse DTA for travel, copying, courier, facsimile, telephone expenses, data services, materials, and other out-of-pocket expenses, as noted in an agreement approving services and fees, in an amount not to exceed \$500 annually (bringing the total flat fee for all five (5) special districts to \$10,500 annually for each of the three (3) fiscal years, i.e., no rate escalation over the term of the RFP).

Table 1
Annual Administration Services

| Tasks | Annual Fee (Diamond Ridge MAD & BAD) | Annual Fee (Orchard Villas MAD & BAD) | Annual Fee (Rancho San Vicente MAD) | Annual Fee (TOTAL) |
|---|---|--|--|---|
| Tasks A.1 through A.14 | Flat Fee \$4,000 per Fiscal Year FY 15-16, 16-17, and 17-18 | Flat Fee \$4,000 per Fiscal Year FY 15-16, 16-17, and 17- 18 | Flat Fee \$2,000 per Fiscal Year FY 15-16, 16-17, and 17- 18 | Flat Fee \$10,000 per Fiscal Year FY 15-16, 16-17, and 17-18 |
| Task A.15 - <i>As Requested</i> (Assessment Apportionments) | Not to Exceed \$500 per Fiscal Year FY 15-16, 16-17, and 17-18 | Not to Exceed \$500 per Fiscal Year FY 15-16, 16-17, and 17- 18 | Not to Exceed \$250 per Fiscal Year FY 15-16, 16-17, and 17- 18 | Not to Exceed \$1,250 per Fiscal Year FY 15-16, 16-17, and 17-18 |
| Task B (Delinquency Management) | Time and Materials at Hourly Rates in Table 2 | | | |
| Administrative Expenses | Not to Exceed \$500 per Fiscal Year FY 15-16, 16-17, and 17-18 | | | |
| Task C (Assessment Defense) | Time and Materials at Hourly Rates in Table 2 | | | |

Any additional tasks assigned by the City shall be charged at the hourly rates listed in Table 2 below.

Table 2
Hourly Rates

| David Taussig & Associates, Inc. | |
|----------------------------------|------------|
| Managing Director | \$205/Hour |
| Vice President / Engineer | \$185/Hour |
| Manager / Associate | \$150/Hour |
| Senior Analyst | \$125/Hour |
| Analyst | \$115/Hour |
| Research Assistant | \$90/Hour |

On or about the first two weeks of each month during which assessment services are rendered hereunder (unless provided otherwise as discussed above), DTA shall present to City an invoice covering the current consulting services performed and the reimbursable expenses incurred pursuant to the agreement and exhibits thereto. Such invoices shall be paid by City within thirty (30) days of the date of each invoice. A 1.2% monthly charge may be imposed against accounts which are not paid within thirty (30) days of the date of each invoice. Any additional services and expenses shall be billed on a time and materials basis.

Limitations

This budget covers only those tasks outlined in the Proposal. Additional assessment engineering consulting services beyond those included in the Proposal ("Additional Work") may be provided for additional fees if they cause the budget maximum to be exceeded.

DTA assumes it will receive from the prior assessment engineer the historical information and data it used to provide assessment engineering services to the City, including but not limited to, (i) electronic database with the Assessor's parcel number, land use code, service level, dwelling unit count, assigned equivalent dwelling unit ("EDU") for each service level, situs address, and corresponding levy amounts, (ii) Assessor's maps, (iii) assessment diagrams and boundary maps, (iv) street and storm drain plans, street lighting plans, and landscaping plans, as necessary (v) conceptual improvement plans, (vi) subdivision maps and condominium plans, (vii) supporting documents for EDU calculations, (viii) historic Engineer's Reports and Annual Reports, and (ix) service budgets and special tax requirements. Any tasks required of DTA to re-create any such documents may be considered Additional Work.

For example, the following would be considered Additional Work:

- Attendance at more than two (2) consolidated meetings for the Project.
- More than ten (10) bound copies and one (1) electronic version of the Final Assessment Roll for each Special Assessment.

B. OPTIONAL DELINQUENCY MANAGEMENT

Task B.1 DTA shall research and review County records to determine which parcels are delinquent in the payment of property taxes and assessments. This task includes the following subtasks: (1) Semi-Annual Delinquent Assessment Report: Review assessment payment information from Monterey County; determine which parcels are delinquent and the corresponding amount of delinquent assessments for the City; and prepare report summarizing the amount of delinquent assessments. (2) Collection of Delinquent Assessments: Assist City with the development of procedures to cure delinquent assessments; and assist with the preparation of demand letters as necessary.

C. OPTIONAL ASSESSMENT DEFENSE

Task C.1 As a licensed attorney in California, DTA's Project Manager for this engagement, Nathan Perez, Esq., is uniquely situated to efficiently and affordably review legal challenges to City's assessments, or assist with data necessary for increased assessments.

Mr. Perez and other DTA staff will (i) coordinate with City legal counsel, (ii) turn over and explain all work-product, (iii) immediately respond to all information requests, and (iv) if requested by City, assist the City in drafting necessary documentation, or in researching and responding to the challenge.

MEMORANDUM FOR THE DIRECTOR

DATE: 10/15/54

TO: DIRECTOR

FROM: SAC, [illegible]

SUBJECT: [illegible]

[illegible text]

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[illegible text]

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