

**AGREEMENT BETWEEN
THE CITY OF SAN DIEGO
AND
PROTEUS CONSULTING
FOR
WATER TREATMENT PLANT REGULATORY REPORTING**

CONTRACT NUMBER: H2326130

TABLE OF CONTENTS

**ARTICLE I
CONSULTANT SERVICES**

1.1 Scope of Services 1
1.2 Contract Administrator..... 1
1.3 City Modification of Scope of Services 1
1.4 Written Authorization 2
1.5 Confidentiality of Services 2
1.6 Competitive Bidding 2

**ARTICLE II
DURATION OF AGREEMENT**

2.1 Term of Agreement 2
2.2 Time of Essence..... 2
2.3 Notification of Delay 3
2.4 Delay..... 3
2.5 City's Right to Suspend for Convenience 3
2.6 City's Right to Terminate for Convenience 3
2.7 City's Right to Terminate for Default..... 4

**ARTICLE III
COMPENSATION**

3.1 Amount of Compensation 4
3.2 Additional Services. 4
3.3 Manner of Payment 4
3.4 Additional Costs..... 4
3.5 Eighty Percent Notification..... 5

**ARTICLE IV
CONSULTANT'S OBLIGATIONS**

4.1 Industry Standards 5
4.2 Right to Audit..... 5
4.3 Insurance 6
4.4 Subcontractors 9
4.5 Contract Records and Reports. 10
4.6 Non-Discrimination Requirements..... 11

4.7	Drug-Free Workplace	11
4.8	Product Endorsement	12
4.9	Conflict of Interest.....	12
4.10	Mandatory Assistance.....	13
4.11	Compensation for Mandatory Assistance.....	13
4.12	Attorney Fees related to Mandatory Assistance.....	13
4.13	Notification of Increased Construction Cost	14
4.14	ADA Certification	14
4.15	Prevailing Wage Rates - RESERVED.....	14

**ARTICLE V
RESERVED**

**ARTICLE VI
INDEMNIFICATION**

6.1	Indemnification and Hold Harmless Agreement.....	14
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**ARTICLE VII
MEDIATION**

7.1	Mandatory Non-binding Mediation.....	14
7.2	Mandatory Mediation Costs	14
7.3	Selection of Mediator	15
7.4	Conduct of Mediation Sessions	15

**ARTICLE VIII
INTELLECTUAL PROPERTY RIGHTS**

8.1	Work For Hire.....	15
8.2.	Rights in Data.....	16
8.3	Intellectual Property Rights Assignment	16
8.4	Moral Rights.....	16
8.5	Subcontracting	16
8.6	Publication	16
8.7	Intellectual Property Warranty and Indemnification	16
8.8	Enforcement Costs.....	17
8.9	Ownership of Documents.....	17

**ARTICLE IX
MISCELLANEOUS**

9.1	Notices.....	17
9.2	Headings	17
9.3	Non-Assignment	17
9.4	Independent Contractors	17
9.5	Consultant and Subcontractor Principals for Consultant Services	18

9.6	Covenants and Conditions	18
9.7	Compliance with Controlling Law	18
9.8	Jurisdiction	18
9.9	Successors in Interest	18
9.10	Integration	18
9.11	Counterparts	18
9.12	No Waiver	19
9.13	Severability	19
9.14	Additional Consultants or Contractors	19
9.15	Employment of City Staff	19
9.16	Municipal Powers	19
9.17	Drafting Ambiguities	19
9.18	Signing Authority	19
9.19	Conflicts Between Terms	19
9.20	Consultant Evaluation	19
9.21	Exhibits Incorporated	20
9.22	Survival of Obligations	20
9.23	Contractor Standards	20
9.24	Equal Benefits Ordinance	20
9.25	Public Records	20
9.26	Equal Pay Ordinance	21

CONSULTANT AGREEMENT EXHIBITS

Exhibit A - Scope of Services

Exhibit B - Compensation and Fee Schedule

Exhibit C - Time Schedule

Exhibit D - City's Equal Opportunity Contracting Program Consultant Requirements

(AA) Disclosure of Discrimination Complaints

(BB) Work Force Report

(CC) Subcontractors List

Exhibit E - Consultant Performance Evaluation Form

Exhibit F - Contractor Standards Pledge of Compliance

Exhibit G - Determination Form

**AGREEMENT BETWEEN
THE CITY OF SAN DIEGO
AND PROTEUS CONSULTING
FOR CONSULTANT SERVICES**

THIS Agreement is made and entered into between the City of San Diego, a municipal corporation [City], and Proteus Consulting [Consultant] for the Consultant to provide Professional Services to the City for civil engineering.

RECITALS

The City wants to retain the services of a civil engineering firm to provide civil engineering services [Professional Services].

The Consultant has the expertise, experience, and personnel necessary to provide the Professional Services. The City and the Consultant [Parties] want to enter into an Agreement whereby the City will retain the Consultant to provide, and the Consultant shall provide, the Professional Services.

In consideration of the above recitals and the mutual covenants and conditions set forth, herein, and for good and valuable consideration, the sufficiency of which are hereby acknowledged, the Parties hereby set forth their mutual covenants and understandings as follows:

**ARTICLE I
CONSULTANT SERVICES**

The above-listed recitals are true and correct and are hereby incorporated by reference.

1.1 Scope of Services. The Consultant shall perform the Professional Services as set forth in the written Scope of Services (Exhibit A) at the direction of the City.

1.2 Contract Administrator. The Public Utilities Department is the contract administrator for this Agreement. The Consultant shall provide the Professional Services under the direction of a designated representative of the Public Utilities Department. The City's designated representative will communicate with the Consultant on all matters related to the administration of this Agreement and the Consultant's performance of the Professional Services rendered hereunder. When this Agreement refers to communications to or with the City, those communications will be with the designated representative, unless the designated representative or the Agreement specifies otherwise. However, when this Agreement refers to an act or approval to be performed by City, that act or approval shall be performed by the Mayor or his designee, unless the Agreement specifies otherwise.

1.3 City Modification of Scope of Services. The City may, without invalidating this Agreement, order changes in the Scope of Services by altering, adding to, or deducting from the Professional Services to be performed. All such changes shall be in writing and shall be performed in accordance with the provisions of this Agreement. If any such changes cause an increase or decrease in the Consultant's cost of, or the time required for, the performance of any of the Professional Services, the Consultant shall immediately notify the City. If the City deems

it appropriate, an equitable adjustment to the Consultant's compensation or time for performance may be made, provided that any adjustment must be approved by both Parties in writing in accordance with Section 9.1 of this Agreement.

1.4 Written Authorization. Prior to performing any Professional Services, the Consultant shall obtain from the City a written authorization to proceed. Further, throughout the term of this Agreement, the Consultant shall immediately advise the City in writing of any anticipated change in the Scope of Services (Exhibit A), Compensation and Fee Schedule (Exhibit B), or Time Schedule (Exhibit C), and shall obtain the City's written consent to the change prior to making any changes. In no event shall the City's consent be construed to relieve the Consultant from its duty to render all Professional Services in accordance with applicable laws and accepted industry standards.

1.5 Confidentiality of Services. All Professional Services performed by the Consultant, including but not limited to all drafts, data, correspondence, proposals, reports, and estimates compiled or composed by the Consultant, pursuant to this Agreement, are for the sole use of the City, its agents and employees. Neither the documents nor their contents shall be released to any third party without the prior written consent of the City. This provision does not apply to information that (a) was publicly known, or otherwise known to the Consultant, at the time that it was disclosed to the Consultant by the City, (b) subsequently becomes publicly known through no act or omission of the Consultant, or (c) otherwise becomes known to the Consultant other than through disclosure by the City. Except for Subcontractors covered by Section 4.4, neither the documents nor their contents shall be released to any third party without the prior written consent of the City.

1.6 Competitive Bidding. If applicable, the Consultant shall comply with the following: Consultant shall ensure that any plans, specifications, studies, or reports prepared, required, or recommended under this Agreement allow for competitive bidding. The Consultant shall prepare such plans, specifications, studies, or reports so that procurement of services, labor or materials are not available from only one source, and shall not prepare plans, specifications, studies, or reports around a single or specific product, piece of major equipment or machinery, a specific patented design, or a proprietary process, unless required by principles of sound engineering practice and supported by a written justification that has been approved in writing by the City. The Consultant shall submit this written justification to the City prior to beginning work on such plans, specifications, studies, or reports. Whenever the Consultant recommends a specific product or equipment for competitive procurement, such recommendation shall include at least two brand names of products that are capable of meeting the functional requirements applicable to the Project.

ARTICLE II DURATION OF AGREEMENT

2.1 Term of Agreement. This Agreement shall be effective on the date it is executed by the last Party to sign the Agreement, and approved by the City Attorney in accordance with San Diego Charter Section 40. Unless otherwise terminated, it shall be effective until completion of the Scope of Services or sixty (60) months, whichever is the earliest but not to exceed five years unless approved by City ordinance.

2.2 Time of Essence. Time is of the essence for each provision of this Agreement, unless otherwise specified in this Agreement. The time for performance of the Scope of Services (Exhibit A) is set forth in the Time Schedule (Exhibit C).

2.3 Notification of Delay. The Consultant shall immediately notify the City in writing if the Consultant experiences or anticipates experiencing a delay in performing the Professional Services within the time frames set forth in the Time Schedule (Exhibit C). The written notice shall include an explanation of the cause for, and a reasonable estimate of the length of the delay. If in the opinion of the City, the delay affects a material part of the City's requirements for the Professional Services, the City may exercise its rights under Sections 2.5-2.7 of this Agreement.

2.4 Delay. If delays in the performance of the Professional Services are caused by unforeseen events beyond the control of the Parties, such delay may entitle the Consultant to a reasonable extension of time, but such delay shall not entitle the Consultant to damages or additional compensation. Any such extension of time must be approved in writing by the City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the Consultant's work; inability to obtain materials, equipment, or labor; required additional Professional Services; or other specific reasons agreed to between the City and the Consultant; provided, however, that: (a) this provision shall not apply to, and the Consultant shall not be entitled to an extension of time for, a delay caused by the acts or omissions of the Consultant; and (b) a delay caused by the inability to obtain materials, equipment, or labor shall not entitle the Consultant to an extension of time unless the Consultant furnishes the City, in a timely manner, documentary proof satisfactory to City of the Consultant's inability to obtain materials, equipment, or labor.

2.5 City's Right to Suspend for Convenience. The City may, at its sole option and for its convenience, suspend all or any portion of the Consultant's performance of the Professional Services, for a reasonable period of time not to exceed six months. In accordance with the provisions of this Agreement, the City will give written notice to the Consultant of such suspension. In the event of such a suspension, in accordance with the provisions of Article III of this Agreement, the City shall pay to the Consultant a sum equivalent to the reasonable value of the Professional Services the Consultant has satisfactorily performed up to the date of suspension. Thereafter, the City may rescind such suspension by giving written notice of rescission to the Consultant. The City may then require the Consultant to resume performance of the Professional Services in compliance with the terms and conditions of this Agreement; provided, however, that the Consultant shall be entitled to an extension of time equal to the length of the suspension, unless otherwise agreed to in writing by the Parties.

2.6 City's Right to Terminate for Convenience. The City may, at its sole option and for its convenience, terminate all or any portion of the Professional Services agreed to pursuant to this Agreement by giving written notice of such termination to the Consultant. Such notice shall be delivered by certified mail with return receipt for delivery to the City. The termination of the Professional Services shall be effective upon receipt of the notice by the Consultant. After termination of this Agreement, the Consultant shall complete any and all additional work necessary for the orderly filing of documents and closing of the Consultant's Professional Services under this Agreement. For services satisfactorily rendered in completing the work, the Consultant shall be entitled to fair and reasonable compensation for the Professional Services performed by the Consultant before the effective date of termination. After filing of documents and completion of performance, the Consultant shall deliver to the City all documents or records related to the Consultant's Professional Services. By accepting payment for completion, filing, and delivering documents as called for in this paragraph, the Consultant discharges the City of all of the City's payment obligations and liabilities under this Agreement.

2.7 City's Right to Terminate for Default. If the Consultant fails to satisfactorily perform any obligation required by this Agreement, the Consultant's failure constitutes a Default. A Default includes the Consultant's failure to adhere to the Time Schedule. If the Consultant fails to satisfactorily cure a Default within ten calendar days of receiving written notice from the City specifying the nature of the Default, the City may immediately cancel and/or terminate this Agreement, and terminate each and every right of the Consultant, and any person claiming any rights by or through the Consultant under this Agreement. The rights and remedies of the City enumerated in this Section are cumulative and shall not limit, waive, or deny any of the City's rights under any other provision of this Agreement. Nor does this Section otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of this Agreement or hereinafter enacted or established, that may be available to the City against the Consultant.

ARTICLE III COMPENSATION

3.1 Amount of Compensation. The City shall pay the Consultant for performance of all Professional Services rendered in accordance with this Agreement, including reasonably related expenses, a total contract amount not exceeding \$986,293.68. The compensation for the Scope of Services shall not exceed \$786,293.68, and the compensation for Additional Services (described in Section 3.2), if any, shall not exceed \$200,000.00.

3.2 Additional Services. The City may require that the Consultant perform additional Professional Services [Additional Services] beyond those described in the Scope of Services (Exhibit A). Prior to the Consultant's performance of Additional Services, the City and the Consultant must agree in writing upon a fee for the Additional Services, including reasonably related expenses, in accordance with the Compensation and Fee Schedule (Exhibit B). The City will pay the Consultant for the performance of Additional Services in accordance with Section 3.3.

3.3 Manner of Payment. The City shall pay the Consultant in accordance with the Compensation and Fee Schedule (Exhibit B). For the duration of this Agreement, the Consultant shall not be entitled to fees, including fees for expenses, that exceed the amounts specified in the Compensation and Fee Schedule. The Consultant shall submit one invoice per calendar month in a form acceptable to City in accordance with the Compensation and Fee Schedule. The Consultant shall include with each invoice a description of completed Professional Services, reasonably related expenses, if any, and all other information, including but not limited to: the progress percentage of the Scope of Services and/or deliverables completed prior to the invoice date, as required by the City. The City will pay undisputed portions of invoices within thirty calendar days of receipt.

3.4 Additional Costs. Additional Costs are those costs that can be reasonably determined to be related to the Consultant's errors or omissions, and may include Consultant, City, or Subcontractor overhead, construction, materials, demolition, and related costs. The Consultant shall not be paid for the Professional Services required due to the Consultant's errors or omissions, and the Consultant shall be responsible for any Additional Costs associated with such errors or omissions. These Additional Costs may be deducted from monies due, or that become due, the Consultant. Whether or not there are any monies due, or becoming due, the Consultant shall reimburse the City for Additional Costs due to the Consultant's errors or omissions.

3.5 Eighty Percent Notification. The Consultant shall promptly notify the City in writing of any potential cost overruns. Cost overruns include, but are not limited to the following: (1) where anticipated costs to be incurred in the next sixty calendar days, when added to all costs previously incurred, will exceed 80 percent of the maximum compensation for this Agreement; or (2) where the total cost for performance of the Scope of Services appears that it may be greater than the maximum compensation for this Agreement.

ARTICLE IV CONSULTANT'S OBLIGATIONS

4.1 Industry Standards. The Consultant agrees that the Professional Services rendered under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent civil engineering firm using the degree of care and skill ordinarily exercised by reputable professionals practicing in the same field of service in the State of California. Where approval by the City, the Mayor or his designee, or other representatives of the City is required, it is understood to be general approval only and does not relieve the Consultant of responsibility for complying with all applicable laws, codes, and good consulting practices.

4.2 Right to Audit.

4.2.1 Access. The City retains the right to review and audit, and the reasonable right of access to Consultant's and any Subcontractor's premises to review and audit the Consultant's or Subcontractor's compliance with the provisions of this Agreement [City's Right]. The City's Right includes the right to inspect and photocopy same, and to retain copies, outside of the Consultant's premises, of any and all records related to the Professional Services provided hereunder with appropriate safeguards, if such retention is deemed necessary by the City in its sole discretion. This information shall be kept by the City in the strictest confidence allowed by law.

4.2.2 Audit. The City's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that the City determines are necessary to discover and verify that the Consultant or Subcontractor is in compliance with all requirements under this Agreement.

4.2.2.1 Cost Audit. If there is a claim for additional compensation or for Additional Services, the City's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that the City determines are necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

4.2.2.1.1 Accounting Records. The Consultant and all subcontractors shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. The Consultant and Subcontractors shall make available to the City for review and audit, all Service related accounting records and documents, and any other financial data. Upon the City's request, the Consultant and Subcontractors shall submit exact duplicates of originals of all requested records to the City.

4.2.3 City's Right Binding on Subcontractors. The Consultant shall include the City's Right as described in Section 4.2, in any and all of their subcontracts, and shall ensure that these sections are binding upon all Subcontractors.

4.2.4 Compliance Required before Mediation or Litigation. A condition precedent to proceeding with mandatory mediation and further litigation provided for in Article VII is the Consultant's and Subcontractors full compliance with the provisions of this Section 4.2 within sixty days of the date on which the City mailed a written request to review and audit compliance.

4.3 Insurance. The Consultant shall not begin the Professional Services under this Agreement until it has: (a) obtained, and provided to the City, insurance certificates and endorsements reflecting evidence of all insurance required in Article IV, Section 4.3.1; and (b) confirmed that all policies contain the specific provisions required in Article IV, Section 4.3.4 of this Agreement. However, failure to obtain City approval of the required documents prior to the Professional Services commencing shall not waive Consultant's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Agreement, at any time. Consultant's liabilities, including but not limited to Consultant's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. If Consultant maintains broader coverage or higher limits than the minimums shown below, City requires and shall be entitled to the broader coverage, or the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City. Except as provided for under California law, all policies of insurance required hereunder must provide that the City is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies. Maintenance of specified insurance coverage is a material element of this Agreement and Consultant's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of contract by the City.

Further, the Consultant shall not modify any policy or endorsement thereto which increases the City's exposure to loss for the duration of this Agreement.

4.3.1 Types of Insurance. At all times during the term of this Agreement, the Consultant shall maintain insurance coverage as follows:

4.3.1.1 Commercial General Liability. The Consultant shall keep in full force and effect Commercial General Liability (CGL) Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$2,000,000 per occurrence and subject to an annual aggregate of \$4,000,000. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

4.3.1.2 Commercial Automobile Liability. For all of the Consultant's automobiles including owned, hired, and non-owned automobiles, the Consultant shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1,000,000 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto). If the Consultant does not possess owned automobiles, then coverage for hired and non-owned automobiles shall be provided.

4.3.1.3 Workers' Compensation and Employer's Liability. For all of the Consultant's employees who are subject to this Agreement the Consultant shall keep in full force and effect, Workers' Compensation Insurance as required by the State of California, with

Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

4.3.1.4 Architects & Engineers Professional Liability. For all of the Consultant's employees who are subject to this Agreement, the Consultant shall keep in full force and effect, Professional Liability coverage for professional liability with a limit of \$3,000,000 per claim and \$3,000,000 annual aggregate. The Consultant shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the Professional Services; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Professional Services or termination of this Agreement whichever occurs last. The Consultant agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the City's exposure to loss.

4.3.1.5 Contractors Pollution Liability Insurance.

Consultant shall procure and maintain at Consultant's expense or require Consultant's Subcontractor, as described below, to procure and maintain Contractors Pollution Liability Insurance applicable to the Professional Services being performed, with a limit no less than \$1,000,000 per claim or occurrence and \$2,000,000 aggregate per policy period of one year.

Consultant shall obtain written approval from the City for any insurance provided by Consultant's Subcontractor instead of Consultant.

For approval of a substitution of Consultant's Subcontractor's insurance, the Consultant shall certify that all activities for which the Contractors Pollution Liability Insurance will provide coverage will be performed exclusively by the Subcontractor providing the insurance. The deductible shall not exceed \$25,000 per claim unless the City has provided prior, written approval.

Occurrence based policies shall be procured before the Professional Services commence. Claims Made policies shall be procured before the Professional Services commence, shall be maintained for the duration of this Agreement, and shall include a 12-month extended Claims Discovery Period applicable to this Agreement or the existing policy or policies that shall continue to be maintained for 12 months after the completion of the Professional Services without advancing the retroactive date.

For consultant agreements where there is a pollution exposure and Consultant's manuscript Architects & Engineers Professional Liability policy affords pollution liability coverage, Consultant may, in lieu of providing separate Contractor's Pollution Liability Insurance, provide to City either; a.) the endorsement affording pollution liability coverage under the Architects & Engineers Professional Liability policy, or, b.) a copy of the Architects & Engineers Professional Liability policy language where this is stated. The Architects & Engineers Professional Liability policy limits must reflect a minimum of \$3,000,000 per claim and \$5,000,000 annual aggregate if the manuscript Architects & Engineers Professional Liability policy affords pollution liability coverage.

4.3.2 Deductibles. Consultant shall disclose deductibles and self-insured retentions to the City at the time the evidence of insurance is provided. The City may require Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

4.3.3 Acceptability of Insurers.

4.3.3.1 Except for the State Compensation Insurance Fund, all insurance required by this Agreement shall only be carried by insurance companies with a rating of at least "A-, VI" by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State of California, and that have been approved by the City.

4.3.3.2 The City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

4.3.4 Required Endorsements

The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under this Agreement.

4.3.4.1 Commercial General Liability Insurance Endorsements

ADDITIONAL INSURED. To the fullest extent permitted by law and consistent with the limiting provisions set forth at California Civil Code section 2782, California Insurance Code section 11580.04, and any applicable successor statutes limiting indemnification of public agencies that bind the City, the policy or policies shall be endorsed to include as an Additional Insured the City and its respective elected officials, officers, employees, agents, and representatives, with respect to liability arising out of:

- a. Ongoing operations performed by you or on your behalf,
- b. your products,
- c. your work, e.g., your completed operations performed by you or on your behalf, or
- d. premises owned, leased, controlled, or used by you.

PRIMARY AND NON-CONTRIBUTORY COVERAGE. The policy or policies must be endorsed to provide that the insurance afforded by the Commercial General Liability policy or policies is primary to any insurance or self-insurance of the City of San Diego and its elected officials, officers, employees, agents, and representatives as respects operations of the Named Insured. Any insurance maintained by the City of San Diego and its elected officials, officers, employees, agents, and representatives shall be in excess of Consultant's insurance and shall not contribute to it.

4.3.4.2 Worker's Compensation and Employer's Liability Insurance Endorsements

WAIVER OF SUBROGATION. The Worker's Compensation policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City and its respective elected officials, officers, employees, agents, and representatives for losses paid under the terms of this policy or these policies which arise from work performed by the Named Insured for the City.

4.3.4.3 Contractors Pollution Liability Insurance Endorsements.

ADDITIONAL INSURED. To the fullest extent allowed by law and consistent with the limiting provisions set forth at California Civil Code section 2782, California Insurance Code section 11580.04, and any applicable successor statutes limiting indemnification of public agencies that bind the City, the policy or policies shall be endorsed to include as an Additional Insured the City and its respective elected officials, officers, employees, agents, and representatives, with respect to liability arising out of: (a) ongoing operations performed by you or on your behalf, (b) your products, (c) your work, e.g., your completed operations performed by you or on your behalf, or d) premises owned, leased, controlled, or used by you.

PRIMARY AND NON-CONTRIBUTORY COVERAGE. The policy or policies shall be endorsed to provide that the insurance afforded by the Contractors Pollution Liability Insurance policy or policies is primary to any insurance or self-insurance of the City and its elected officials, officers, employees, agents, and representatives with respect to operations including the completed operations of the Named Insured. Any insurance maintained by the City and its elected officials, officers, employees, agents, and representatives shall be in excess of the Consultant's insurance and shall not contribute to it.

SEVERABILITY OF INTEREST. For Contractors Pollution Liability Insurance, the policy or policies shall provide that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and shall provide cross-liability coverage.

4.3.5 Reservation of Rights. The City reserves the right, from time to time, to review the Consultant's insurance coverage, limits, deductible and self-insured retentions to determine if they are acceptable to the City. The City will reimburse the Consultant for the cost of the additional premium for any coverage requested by the City in excess of what is required by this Agreement without overhead, profit, or any other markup.

4.3.6 Additional Insurance. The Consultant may obtain additional insurance not required by this Agreement.

4.3.7 Notice of Changes to Insurance. Consultant shall notify the City 30 days prior to any material change to the policies of insurance provided under this Agreement.

4.3.8 Excess Insurance. All policies providing excess coverage to the City shall follow the form of the primary policy or policies including but not limited to all endorsements.

4.4 Subcontractors. The Consultant's hiring or retaining of any third parties [Subcontractors] to perform services related to the Project [Subcontractor Services] is subject to prior approval by the City. The Consultant shall list on the Subcontractor List (Exhibit D, Attachment CC) all Subcontractors known to the Consultant at the time this Agreement is entered. If at any time after this Agreement is entered into, the Consultant identifies a need for addition, deletion, or substitution of Subcontractor Services, the Consultant must submit a written notice to the City requesting approval for the change modifying the Subcontractor Services. The Consultant's written notice shall include a justification, a description of the scope of services, an estimate of all costs/percentage of contract participation for the Subcontractor Services, and an updated Exhibit D, Attachment CC reflecting the requested change(s). The City agrees to consider such requests in good faith.

4.4.1 Subcontractor Contract. All contracts entered into between the Consultant and any Subcontractor shall contain the information as described in Sections 4.6 and 4.7, and shall also provide as follows:

4.4.1.1 The Consultant shall require the Subcontractor to obtain insurance policies, as described in Section 4.3.1, and those policies shall be kept in full force and effect during any and all work on this Project and for the duration of this Agreement. Furthermore, Subcontractor policy limits, and required endorsements shall be determined by the Consultant proportionate to the services performed by the Subcontractor.

4.4.1.2 The Consultant is obligated to pay the Subcontractor, for Consultant and City-approved invoice amounts, out of amounts paid by the City to the Consultant, not later than seven working days from the Consultant's receipt of payment from the City. Nothing in this paragraph shall be construed to impair the right of the Consultant and any Subcontractor to negotiate fair and reasonable pricing and payment provisions among themselves.

4.4.1.3 In the case of a deficiency in the performance of Subcontractor Services, the Consultant shall notify the City in writing of any withholding of payment to the Subcontractor, specifying: (a) the amount withheld; (b) the specific cause under the terms of the subcontract for withholding payment; (c) the connection between the cause for withholding payment and the amount withheld; and (d) the remedial action the Subcontractor must take in order to receive the amount withheld. Once the Subcontractor corrects the deficiency, the Consultant shall pay the Subcontractor the amount withheld within fourteen working days of the Consultant's receipt of the City's next payment.

4.4.1.4 In any dispute between the Consultant and Subcontractor, the City shall not be made a party to any judicial or administrative proceeding to resolve the dispute. The Consultant agrees to defend and indemnify the City as described in Article VI of this Agreement in any dispute between the Consultant and Subcontractor should the City be made a party to any judicial or administrative proceeding to resolve the dispute in violation of this position.

4.4.1.5 The Subcontractor is bound to the City's Equal Opportunity Contracting Program covenants set forth in Article IV, Section 4.6, and Exhibit D of this Agreement.

4.4.1.6 The City is an intended beneficiary of any work performed by the Subcontractor for purposes of establishing a duty of care between the Subcontractor and the City.

4.5 Contract Records and Reports.

4.5.1 The Consultant shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors. Records shall show name, telephone number including area code, and business address of each Subcontractor and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

4.5.2 The Consultant shall retain all records, books, papers, and documents directly pertinent to the Contract for a period of not less than five (5) years after Completion of the contract and allow access to said records by the City's authorized representatives.

4.5.3 The Consultant must submit the following reporting using the City's web-based contract compliance i.e., Prism® portal:

4.5.3.1 Monthly Employment Utilization. Consultant and their Subcontractors must submit Monthly Employment Utilization Reporting by the fifth (5th) day of the subsequent month.

4.5.3.2 Monthly Invoicing and Payments. Consultant and their Subcontractors must submit Monthly Invoicing and Payment Reporting by the fifth (5th) day of the subsequent month.

4.5.3.3 To view the City's online tutorials on how to utilize PRISM® for compliance reporting, please visit: <http://stage.prismcompliance.com/etc/vendortutorials.htm>

Incomplete and/or delinquent reporting may cause payment delays, non-payment of invoice, or both. The Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

4.6 Non-Discrimination Requirements.

4.6.1 Compliance with the City's Equal Opportunity Contracting Program. The Consultant shall comply with the City's Equal Opportunity Contracting Program Consultant Requirements (Exhibit D). The Consultant shall not discriminate against any employee or applicant for employment on any basis prohibited by law. The Consultant shall provide equal opportunity in all employment practices. The Consultant shall ensure that its Subcontractors comply with the City's Equal Opportunity Contracting Program Consultant Requirements. Nothing in this Section shall be interpreted to hold the Consultant liable for any discriminatory practice of its Subcontractors.

4.6.2 Non-Discrimination Ordinance. The Consultant shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of Subcontractors, vendors, or suppliers. The Consultant shall provide equal opportunity for Subcontractors to participate in subcontracting opportunities. The Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall be in contracts between the Consultant and any Subcontractors, vendors, and suppliers.

4.6.3 Compliance Investigations. Upon the City's request, the Consultant agrees to provide to the City, within sixty calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that the Consultant has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by the Consultant for each subcontract or supply contract. The Consultant further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance [San Diego Municipal Code sections 22.3501-22.3517.] The Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Consultant up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. The Consultant further understands and agrees that the procedures, remedies, and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

4.7 Drug-Free Workplace. By signing this Agreement, the Consultant agrees that it is aware of, and hereby certifies that it agrees to comply with, the City's Drug-Free Workplace

requirements set forth in Council Policy 100-17, adopted by San Diego Resolution R-277952 and incorporated into this Agreement by this reference. Council Policy 100-17 is available online at <https://www.sandiego.gov/city-clerk/officialdocs>.

4.7.1 Consultant's Notice to Employees. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition.

4.7.2 Drug-Free Awareness Program. The Consultant shall establish a drug-free awareness program to inform employees about all of the following:

4.7.2.1 The dangers of drug abuse in the workplace.

4.7.2.2 The policy of maintaining a drug-free workplace.

4.7.2.3 Available drug counseling, rehabilitation, and employee assistance programs.

4.7.2.4 The penalties that may be imposed upon employees for drug abuse violations.

4.7.3 Posting the Statement. In addition to Section 4.7.1 above, the Consultant shall post the drug-free policy in a prominent place.

4.7.4 Subcontractor's Agreements. The Consultant further certifies that each contract for Subcontractor Services for this Agreement shall contain language that binds the Subcontractor to comply with the provisions of Article IV, Section 4.7 of this Agreement, as required by Sections 2.A.(1) through (3) of Council Policy 100-17. Consultants and Subcontractors shall be individually responsible for their own drug-free workplace program.

4.8 Product Endorsement. The Consultant acknowledges and agrees to comply with the provisions of City of San Diego Administrative Regulation 95.65, concerning product endorsement. Any advertisement identifying or referring to the City as the user of a product or service requires the prior written approval of the City.

4.9 Conflict of Interest. The Consultant is subject to all federal, state, and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices, including but not limited to California Government Code sections 1090, et. seq. and 81000, et. seq., and the City of San Diego Ethics Ordinance, codified in the San Diego Municipal Code at sections 27.3501 to 27.3595.

4.9.1 If, in performing the Professional Services set forth in this Agreement, the Consultant makes, or participates in, a "governmental decision" as described in Title 2, section 18704 of the California Code of Regulations, or performs the same or substantially all the same duties for the City that would otherwise be performed by a City employee holding a position specified in the department's conflict of interest code, the Consultant shall be subject to a conflict of interest code requiring the completion of one or more statements of economic interests disclosing the Consultant's relevant financial interests. The determination as to whether any individual members of the Consultant's organization must make disclosures of relevant financial interests is set forth in the Determination Form (Exhibit G).

4.9.1.1 Statements of economic interests shall be made on Fair Political Practices Commission Form 700 and filed with the City Clerk. The Consultant shall file a Form 700 (Assuming Office Statement) within thirty calendar days of the City's determination that the Consultant is subject to a conflict of interest code. The Consultant shall also file a Form 700 (Annual Statement) on or before April 1, disclosing any financial interests held during the previous calendar year for which the Consultant was subject to a conflict of interest code.

4.9.1.2 If the City requires the Consultant to file a statement of economic interests as a result of the Professional Services performed, the Consultant shall be considered a "City Official" subject to the provisions of the City of San Diego Ethics Ordinance, including the prohibition against lobbying the City for one year following the termination of this Agreement.

4.9.2 The Consultant shall establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

4.9.3 The Consultant's personnel employed for the Professional Services shall not accept gratuities or any other favors from any Subcontractors or potential Subcontractors. The Consultant shall not recommend or specify any product, supplier, or contractor with whom the Consultant has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

4.9.4 If the Consultant violates any conflict of interest law or any of the provisions in this Section 4.9, the violation shall be grounds for immediate termination of this Agreement. Further, the violation subjects the Consultant to liability to the City for attorneys' fees and all damages sustained as a result of the violation.

4.10 Mandatory Assistance. If a third party dispute or litigation, or both, arises out of, or relates in any way to the Professional Services provided under this Agreement, upon the City's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials, or any event related to the dispute resolution and/or litigation.

4.11 Compensation for Mandatory Assistance. The City will compensate the Consultant for fees incurred for providing Mandatory Assistance as Additional Services under Section 3.3. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of the Consultant, its agents, officers, and employees, the Consultant shall reimburse the City. The City is then entitled to reimbursement of all fees paid to the Consultant, its agents, officers, and employees for Mandatory Assistance.

4.12 Attorney Fees related to Mandatory Assistance. In providing the City with dispute or litigation assistance, the Consultant or its agents, officers, and employees may incur expenses and/or costs. The Consultant agrees that any attorney fees it may incur as a result of assistance provided under Section 4.11 are not reimbursable. The Parties agree this provision does not in any way affect their rights to seek attorney fees under Article VIII, Section 8.8 of this Agreement.

4.13 Notification of Increased Construction Cost. If applicable, at any time prior to the City's approval of the final plans, specifications, studies, or report, the Consultant anticipates that the total construction cost will exceed the estimated construction budget, the Consultant shall immediately notify the City in writing. This written notification shall include an itemized cost estimate and a list of recommended revisions which the Consultant believes will bring the construction cost to within the estimated construction budget. The City may either: (1) approve an increase in the amount authorized for construction; or (2) delineate a project which may be constructed for the budget amount; or (3) any combination of (1) and (2).

4.14 ADA Certification. By signing this Agreement, the Consultant agrees that it is aware of, and hereby certifies that it agrees to comply with, the City's Americans With Disabilities Act Compliance/City Contracts requirements set forth in Council Policy 100-04, adopted by San Diego Resolution R-282153 and incorporated into this Agreement by this reference. Council Policy 100-04 is available at <https://www.sandiego.gov/city-clerk/officialdocs>.

4.15 Prevailing Wage Rates: RESERVED

**ARTICLE V
RESERVED**

**ARTICLE VI
INDEMNIFICATION**

6.1 Indemnification and Hold Harmless Agreement. With respect to any liability, including but not limited to claims asserted or costs, losses, or payments for injury to any person or property caused or claimed to be caused by the acts or omissions of the Consultant, or Consultant's employees, agents, and officers, arising out of any services performed under this Agreement, the Consultant agrees to defend, indemnify, protect, and hold harmless the City, its agents, officers, and employees from and against all liability. Also covered is liability arising from, connected with, caused by, or claimed to be caused by the passive negligent acts or omissions of the City, its agents, officers, or employees which may be in combination with the active or passive negligent acts or omissions of the Consultant, its employees, agents, or officers, or any third party. The Consultant's duty to defend, indemnify, protect, and hold harmless shall not include any claims or liabilities arising from the active or sole negligence or sole willful misconduct of the City, its agents, officers, or employees.

**ARTICLE VII
MEDIATION**

7.1 Mandatory Non-binding Mediation. With the exception of Sections 2.5-2.7 of this Agreement, if a dispute arises out of, or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, prior to the initiation of any litigation, the Parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation under the Construction Industry Mediation Rules of the American Arbitration Association [AAA] or any other neutral organization agreed upon before having recourse in a court of law.

7.2 Mandatory Mediation Costs. The expenses of witnesses for either side shall be paid by the Party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator [Mediator], and the cost of any proofs or

expert advice produced at the direct request of the Mediator, shall be borne equally by the Parties, unless they agree otherwise.

7.3 Selection of Mediator. A single Mediator that is acceptable to both Parties shall be used to mediate the dispute. The Mediator will be knowledgeable in construction aspects and may be selected from lists furnished by the AAA or any other agreed upon Mediator. To initiate mediation, the initiating Party shall serve a Request for Mediation on the opposing Party. If the Mediator is selected from a list provided by AAA, the initiating Party shall concurrently file with AAA a "Request for Mediation" along with the appropriate fees, a list of three requested Mediators marked in preference order, and a preference for available dates.

7.3.1 If AAA is selected to coordinate the mediation [Administrator], within ten working days from the receipt of the initiating Party's Request for Mediation, the opposing Party shall file the following: a list of preferred Mediators listed in preference order after striking any Mediators to which they have any factual objection, and a preference for available dates. If the opposing Party strikes all of initiating Party's preferred Mediators, opposing Party shall submit a list of three preferred Mediators listed in preference order to initiating Party and Administrator. Initiating Party shall file a list of preferred Mediators listed in preference order, after striking any Mediator to which they have any factual objection. This process shall continue until both sides have agreed upon a Mediator.

7.3.2 The Administrator will appoint, or the Parties shall agree upon, the highest, mutually preferred Mediator from the individual Parties' lists who is available to serve within the designated time frame.

7.3.3 If the Parties agree not to use AAA, then a Mediator, date and place for the mediation shall be mutually agreed upon.

7.4 Conduct of Mediation Sessions. Mediation hearings will be conducted in an informal manner and discovery will not be allowed. All discussions, statements, or admissions will be confidential to the Party's legal position. The Parties may agree to exchange any information they deem necessary.

7.4.1 Both Parties must have an authorized representative attend the mediation. Each representative must have the authority to recommend entering into a settlement. Either Party may have attorney(s) or expert(s) present. Upon reasonable demand, either Party may request and receive a list of witnesses and notification whether attorney(s) will be present.

7.4.2 Any agreements resulting from mediation shall be documented in writing. All mediation results and documentation, by themselves, shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless such admission is otherwise agreed upon, in writing, by both Parties. Mediators shall not be subject to any subpoena or liability and their actions shall not be subject to discovery.

ARTICLE VIII INTELLECTUAL PROPERTY RIGHTS

8.1 Work For Hire. All original designs, plans, specifications, reports, documentation, and other informational materials, whether written or readable by machine, originated or prepared exclusively for the City pursuant to this Agreement (Deliverable Materials) is "work for hire" under the United States Copyright law and shall become the sole property of the City. The Consultant, including its employees, and independent Subcontractor(s), shall not assert any

common law or statutory patent, copyright, trademark, or any other intellectual proprietary right to the City to the Deliverable Materials.

8.2. Rights in Data. All rights including, but not limited to publication(s), registration of copyright(s), and trademark(s) in the Deliverable Materials, developed by the Consultant, including its employees, agents, talent, and independent Subcontractors pursuant to this Agreement are the sole property of the City. The Consultant, including its employees, agents, talent, and independent Subcontractor(s), may not use any such Deliverable Materials mentioned in this article for purposes unrelated to Consultant's work on behalf of the City without prior written consent of the City.

8.3 Intellectual Property Rights Assignment. Consultant, its employees, agents, talent, and independent Subcontractor(s) agree to promptly execute and deliver, upon request by City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials; and cooperate and assist in the prosecution of any action or opposition proceeding involving said rights and any adjudication of the same.

8.4 Moral Rights. Consultant, its employees, agents, talent, and independent Subcontractor(s) hereby irrevocably and forever waives, and agrees never to assert, any Moral Rights in or to the Deliverable Materials which Consultant, its employees, agents, talent, and independent Subcontractor(s), may now have or which may accrue to Consultant, its employees, agents, talent, and independent Subcontractor(s)' benefit under U.S. or foreign copyright laws and any and all other residual rights and benefits which arise under any other applicable law now in force or hereafter enacted. The term "Moral Rights" shall mean any and all rights of paternity or integrity in or to the Deliverable Materials and the right to object to any modification, translation, or use of said content, and any similar rights existing under judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.

8.5 Subcontracting. In the event that Consultant utilizes a Subcontractor(s) for any portion of the Work that is in whole or in part of the specified Deliverable Materials to the City, the agreement between Consultant and the Subcontractor [Subcontractor Agreement] shall include a statement that identifies that the Deliverable Materials/Work product as a "work-for hire" as defined in the Act and that all intellectual property rights in the Deliverable Materials/Work product, whether arising in copyright, trademark, service mark or other belongs to and shall vest solely with the City. Further, the Subcontractor Agreement shall require that the Subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to the City, all titles, rights, and interests in and to said Work/Deliverable Materials, including all copyrights and other intellectual property rights. City shall have the right to review any Subcontractor agreement for compliance with this provision.

8.6 Publication. Consultant may not publish or reproduce any Deliverable Materials, for purposes unrelated to Consultant's work on behalf of the City without prior written consent of the City.

8.7 Intellectual Property Warranty and Indemnification. Consultant represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this contract are either original, not encumbered and do not infringe upon the copyright,

trademark, patent, or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Consultant to produce, at Consultant's own expense, new non-infringing materials, deliverables or Works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Consultant further agrees to indemnify and hold harmless the City, its elected officials, officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type alleging or threatening that any materials, deliverables, supplies, equipment, services, Deliverable Materials, or Works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claims of Infringement). If a Third Party Claim of Infringement is threatened or made before Consultant receives payment under this contract, City shall be entitled, upon written notice to Consultant, to withhold some or all of such payment.

8.8 Enforcement Costs. The Consultant agrees to pay any and all costs the City incurs enforcing the indemnity and defense provisions set forth in Article 8, including but not limited to, attorneys' fees.

8.9 Ownership of Documents. Once the Consultant has received any compensation for the Professional Services performed under this Agreement, all documents, including but not limited to, original plans, maps, studies, sketches, drawings, computer printouts and electronic files, and specifications prepared in connection with or related to the Scope of Services or Professional Services, shall be the property of the City.

ARTICLE IX MISCELLANEOUS

9.1 Notices. In all cases where written notice is required under this Agreement, service shall be deemed sufficient if the notice is deposited in the United States mail, postage paid. Proper notice shall be effective on the date it is mailed, unless provided otherwise in this Agreement. For the purpose of this Agreement, unless otherwise agreed in writing, notice to the City shall be addressed to: Public Utilities Department, 2797 Caminito Chollas, San Diego, CA 92123, Attn: Courtney Muffels, Project Manager, and notice to the Consultant shall be addressed to: Proteus Consulting, Soma Bhadra, Chief Operating Officer, soma@consult-proteus.com, 4087 Alabama Street, San Diego, CA 92104.

9.2 Headings. All article headings are for convenience only and shall not affect the interpretation of this Agreement.

9.3 Non-Assignment. The Consultant shall not assign the obligations under this Agreement, whether by express assignment or by sale of the company, nor any monies due or to become due, without the City's prior written approval. Any assignment in violation of this paragraph shall constitute a Default and is grounds for immediate termination of this Agreement, at the sole discretion of the City. In no event shall any putative assignment create a contractual relationship between the City and any putative assignee.

9.4 Independent Contractors. The Consultant and any Subcontractors employed by the Consultant shall be independent contractors and not agents of the City. Any provisions of this Agreement that may appear to give the City any right to direct the Consultant concerning the details of performing the Professional Services, or to exercise any control over such

performance, shall mean only that the Consultant shall follow the direction of the City concerning the end results of the performance.

9.5 Consultant and Subcontractor Principals for Consultant Services. It is understood that this Agreement is for unique Professional Services. Retention of the Consultant's Professional Services is based on the particular professional expertise of the following members of the Consultant's organization: Soma Bhadra, (Chief Operating Officer) [Project Team]. Accordingly, performance of Professional Services under this Agreement may not be delegated to other members of the Consultant's organization or to Subcontractors without the prior written consent of the City. It is mutually agreed that the members of the Project Team are the principal persons responsible for delivery of all Professional Services and may not be removed from the Project Team without the City's prior written approval. Removal of any member of the Project Team without notice and approval by the City may be considered a default of the terms and conditions of this Agreement by the Consultant. In the event any member of the Project Team becomes unavailable for any reason, the City must be consulted as to any replacement. If the City does not approve of a proposed replacement, the City may terminate this Agreement pursuant to section 2.6 of this Agreement. Further, the City reserves the right, after consultation with the Consultant, to require any of the Consultant's employees or agents to be removed from performance of the Scope of Services.

9.6 Covenants and Conditions. All provisions of this Agreement expressed as either covenants or conditions on the part of the City or the Consultant, shall be deemed to be both covenants and conditions.

9.7 Compliance with Controlling Law. The Consultant shall comply with all laws, ordinances, regulations, and policies of the federal, state, and local governments applicable to this Agreement. In addition, the Consultant shall comply immediately with all directives issued by the City or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations. The laws of the State of California shall govern and control the terms and conditions of this Agreement.

9.8 Jurisdiction. The jurisdiction and applicable laws for any suit or proceeding concerning this Agreement, the interpretation or application of any of its terms, or any related disputes shall be in accordance with the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

9.9 Successors in Interest. This Agreement and all rights and obligations created by this Agreement shall be in force and effect whether or not any Parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any Party's successor in interest.

9.10 Integration. This Agreement and the Exhibits and references incorporated into this Agreement fully express all understandings of the Parties concerning the matters covered in this Agreement. No change, alteration, amendment, or modification of the terms or conditions of this Agreement, and no verbal understanding of the Parties, their officers, agents, or employees shall be valid unless made in the form of a written change agreed to in writing by both Parties. All prior negotiations and agreements are merged into this Agreement.

9.11 Counterparts. This Agreement may be executed in counterparts, which when taken together shall constitute a single signed original as though all Parties had executed the same page.

9.12 No Waiver. No failure of either the City or the Consultant to insist upon the strict performance by the other of any covenant, term, or condition of this Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Agreement, shall constitute a waiver of any such breach of such covenant, term, or condition. No waiver of any breach shall affect or alter this Agreement, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

9.13 Severability. The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of this Agreement unenforceable, invalid, or illegal.

9.14 Additional Consultants or Contractors. The City reserves the right to employ, at its own expense, such additional Consultants or contractors as the City deems necessary to perform work or to provide the Professional Services.

9.15 Employment of City Staff. This Agreement may be unilaterally and immediately terminated by the City, at its sole discretion, if the Consultant employs an individual who, within the last twelve months immediately preceding such employment did, in the individual's capacity as an officer or employee of the City, participate in, negotiate with, or otherwise have an influence on the recommendation made to the City Council or Mayor in connection with the selection of the Consultant.

9.16 Municipal Powers. Nothing contained in this Agreement shall be construed as a limitation upon the powers of the City as a chartered city of the State of California.

9.17 Drafting Ambiguities. The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and the decision of whether or not to seek advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each Party. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in the drafting of the Agreement.

9.18 Signing Authority. The representative for each Party signing on behalf of a corporation, partnership, joint venture, or governmental entity hereby declares that authority has been obtained to sign on behalf of the corporation, partnership, joint venture, or entity and agrees to hold the other Party or Parties hereto harmless if it is later determined that such authority does not exist.

9.19 Conflicts Between Terms. If an apparent conflict or inconsistency exists between the main body of this Agreement and the Exhibits, the main body of this Agreement shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order, or code and this Agreement, the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this Agreement, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Agreement.

9.20 Consultant Evaluation. City will evaluate Consultant's performance of Professional Services using the Consultant Evaluation Form (Exhibit E).

9.21 Exhibits Incorporated. All Exhibits referenced in this Agreement are incorporated into the Agreement by this reference.

9.22 Survival of Obligations. All representations, indemnifications, warranties and guarantees made in, required by, or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, shall survive, completion and acceptance of the Professional Services and termination or completion of the Agreement.

9.23 Contractor Standards. This Agreement is subject to the Contractor Standards clause of the Municipal Code Chapter 2, Article 2, Division 30 adopted by Ordinance No. O-20316. All consultants are required to complete the Contractor Standards Pledge of Compliance included herein as Exhibit F.

9.24 Equal Benefits Ordinance. Unless an exception applies, Consultant shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (§22.4304(f)). Failure to maintain equal benefits is a material breach of this Agreement. By signing this Agreement, Consultant certifies that Consultant is aware of, and will comply with, this City-mandated clause throughout the duration of the Agreement.

9.25 Public Records. By Signing this Agreement, the Consultant agrees that it is aware that the contents of this Agreement and any documents pertaining to the performance of the Agreement requirements/Scope of Services resulting from this Agreement are public records, and therefore subject to disclosure unless a specific exemption in the California Public Records Act applies.

If the Consultant submits information **clearly marked** confidential or proprietary, the City of San Diego (City) may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the **responsibility of the Consultant** to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the California Public Records Act, should the City choose to withhold such information.

General references to sections of the California Public Records Act will not suffice. Rather, the Consultant must provide a **specific and detailed legal basis, including applicable case law that clearly establishes** the requested information is exempt from the disclosure requirements of the California Public Records Act.

If the Consultant does not provide a specific and detailed legal basis for withholding the requested information within a time specified by the City, the City will release the information as required by the California Public Records Act and the **Consultant will hold the City harmless** for release of this information.

It will be the **Consultant's obligation to defend**, at Consultant's expense, any legal actions or challenges seeking to obtain from the City any information requested under the California Public Records Act withheld by the City at the Consultant's request. Furthermore, the Consultant shall **indemnify** the City and **hold it harmless** for any claim or liability, and **defend any action** brought against the City, resulting from the City's refusal to release information requested under the Public Records Act withheld at Consultant's request.

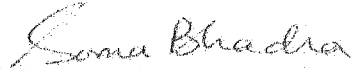
Nothing in this Agreement creates any obligation for the City to notify the Consultant or obtain the Consultant's approval or consent before releasing information subject to disclosure under the California Public Records Act.

9.26 Equal Pay Ordinance. Unless an exception applies, Consultant shall comply with the Equal Pay Ordinance (EPO) codified in the San Diego Municipal Code (SDMC) at section 22.4801 through 22.4809. Consultant shall require all of its subconsultants to certify compliance with the EPO in their written subcontracts. Consultant must post a notice informing its employees of their rights under the EPO in their workplace or job site. By signing this Agreement with the City of San Diego, Consultant acknowledges the EPO requirements and pledges ongoing compliance with the requirements of SDMC Division 48, section 22.4801 et seq., throughout the duration of this Agreement.

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. IN WITNESS WHEREOF, this Agreement to the Water Treatment Plant Regulatory Reporting (H2326130); is executed by the City of San Diego acting by and through its Mayor, or his designee, pursuant to San Diego Municipal Code section 22.3207 authorizing such execution, and by the Consultant pursuant to Proteus Consulting's signature authority document.

I HEREBY CERTIFY I can legally bind Proteus Consulting and that I have read all of this Agreement, this 24 day of OCTOBER, 2023.

By 
Soma Bhadra, P.E.
Chief Operating Officer


Dated this 12th day of April, 2024.

THE CITY OF SAN DIEGO
Mayor or Designee

By 
Cindy Crocker
Principal Contract Specialist
Purchasing & Contracting

I HEREBY APPROVE the form of the foregoing Agreement this 12th day of April, 2024.

MARA W. ELLIOTT, City Attorney

By 
Bonny Hsu
Deputy City Attorney

CONSULTANT AGREEMENT EXHIBITS

SCOPE OF SERVICES

1.0 PURPOSE

The City of San Diego's Miramar and Alvarado water treatment plants store and utilize Environmental Protection Agency (EPA) and California Accidental Release Prevention Program (CalARP) regulated chemicals. These chemicals are elemental chlorine and ammonia hydroxide that are used as part of the water treatment process. Due to the storage quantity and concentration at the plants, the City is obligated to fulfill federal and/or state reporting requirements for both chemicals.

Chlorine and Ammonia are disinfection chemicals that are highly regulated due to their toxicity, release endpoint distances, concentration and threshold quantities used or stored. Elemental chlorine used at the plants are Federal EPA and CalARP program level 3 covered processes. The aqueous ammonia used at the plants are CalARP program level 2 ("state only") covered processes. Offsite consequences are a possibility from an unintentional or accidental release. Authority is delegated to the County of San Diego Hazardous Materials Division as the Certified Unified Program Agency (CUPA) for oversight of these processes. Between the two plants, each housing the two regulated chemicals, the Water Production Division produces 16 separate reports during a five-year reporting cycle. There are three report types: RMP/PSM or CALARP (Public and Technical Document), a RMP Compliance Audit (an audit of the RMP), and a Process Hazard Analysis (PHA). The City has recently completed the cycle of all reporting activities and is requesting proposals to complete the next cycle.

The product quantities and other technical details are not included in this scope of services. However, reviews of recent reports can be made available and conducted in-person at the Chollas Operations Facility by appointment only and for a limited time. Review appointments are available Monday through Thursday between 9:00 AM and 3:30 PM. Be advised that all visitors must show valid photo identification upon arrival and/or upon request (i.e., driver's license or other state photo identity cards issued by the DMV or equivalent or U.S. passport/passport card). Please direct any questions and/or requests to: cmuffels@sandiego.gov

Courtney Muffles, Associate Civil Engineer
City of San Diego, Water Production Division
2797 Caminito Chollas, San Diego, CA, 92015
cmuffels@sandiego.gov
(858) 614-4052

2.0 REQUIREMENTS

Consultant shall perform research to evaluate and/or confirm the appropriate regulatory report for each Miramar and Alvarado Water Treatment Plant's chlorine and ammonia systems to meet state and federal reporting requirements. Consultant shall develop a 5-year schedule designating the timeline for each report. Then the Consultant shall prepare the required regulatory reports for each chemical system by the specified deadline. Site visits and workshops will be required when applicable.

3.0 REGULATED CHEMICAL REPORTING DEADLINES

Alvarado Water Treatment Plant	
1. Alvarado Chlorine Process Hazard Analysis (PHA)	<i>November 2025</i>
2. Alvarado WTP Chlorine Risk Management Plan (RMP) and Process Safety Management Plan (PSM)	<i>February 2026</i>
3. Alvarado WTP Ammonia Process Hazard Analysis (PHA)	<i>August 2026</i>
4. Alvarado WTP Ammonia Risk Management Plan (RMP) and/or California Accidental Release Prevention Program Manual (CalARP)	<i>November 2026</i>
5. Alvarado WTP Ammonia Compliance Audit	<i>June 2025 & 2028</i>
6. Alvarado WTP Chlorine Compliance Audit	<i>October 2025 & 2028</i>
Miramar Water Treatment Plant	
7. Miramar WTP Ammonia Process Hazard Analysis (PHA)	<i>March 2026</i>
8. Miramar WTP Ammonia Risk Management Plan (RMP) and/or California Accidental Release Prevention Program Manual (CalARP)	<i>June 2026</i>
9. Miramar Chlorine Process Hazard Analysis (PHA)	<i>December 2026</i>
10. Miramar WTP Chlorine Risk Management Plan (RMP) and Process Safety Management Plan (PSM)	<i>April 2027</i>
11. Miramar WTP Ammonia Compliance Audit	<i>May 2025 & 2028</i>
12. Miramar WTP Chlorine Compliance Audit	<i>October 2025 & 2028</i>

4.0 PROJECT ADMINISTRATION

Meetings Consultant shall schedule and attend per report include:

- One virtual or in-person kick-off meeting before work begins on each report.
- At least one in-person site visit for each report. Consultant may schedule site visit after or concurrently with kick-off meeting. Consultant may schedule additional site visits with City staff as needed.
- Virtual bi-weekly progress meetings with City, expected 30 mins.
- One virtual draft comment review session per report. A review meeting shall be scheduled by the Consultant after City has provided comments on draft report.

EXHIBIT A

City will provide comments via tracking review comments in MS Word and/or comment log.

4.1 SCHEDULE

Before regulatory reporting begins, the Consultant shall create a 5-year schedule to include a timeline for each report. Consultant shall schedule at a minimum the following dates with the City in advance and include on 5-year schedule.

Checklist of Standard Forms Per Report	<input checked="" type="checkbox"/>	Required Agency Submission	<input checked="" type="checkbox"/>
Miramar WTP Chlorine RMP			
1. Statement of Certification		CUPA	
2. Risk Management Plan (RMP) Work Plan		CUPA	
3. EPA Certification		CUPA	
4. EPA RMP Submittal Spreadsheet*		EPA	
5. Final Report w/ Appendices		EPA / CUPA	
Alvarado Chlorine RMP			
1. Statement of Certification		CUPA	
2. Risk Management Plan (RMP) Work Plan		CUPA	
3. EPA Certification		CUPA	
4. EPA RMP Submittal Spreadsheet*		EPA	
5. Final Report w/ Appendices		EPA / CUPA	
Miramar Ammonia CalARP			
1. Statement of Certification		CUPA	
2. Risk Management Plan (RMP) Work Plan		CUPA	
3. Final Report		CUPA	
Alvarado Ammonia CalARP			
1. Statement of Certification		CUPA	

2. Risk Management Plan (RMP) Work Plan		CUPA	
3. Final Report		CUPA	

Required dates per report include:

- Kick-off meeting
- Workshops (Applicable for PHAs and Audits)
- Draft reports submission to City
- Draft report City review period
- Final report submission to City

Final report submission shall be one (1) week prior to regulatory deadline date, which is one week before the end of the month. Duration of City review period for each draft report is detailed under each report subtask below. Workshops are applicable to the PHA and Compliance Audit reporting development only, up to two days shall be allotted for this. PHA shall occur before RMP tentatively three months prior or per industry standard.

Deliverables:

- 5-year Schedule for each Alvarado & Miramar WTP, in MS Excel.

4.2 REGULATORY REPORTING CHECKLIST & FORMS

The City is required to submit the Chlorine Risk Management Plans (RMP) and the Ammonia California Accidental Release Prevention Program Manuals (CalARP) along with standard forms to regulating agencies for both Miramar and Alvarado Water Treatment Plant. Consultant shall prepare required standard forms for each report and provide to the City to make required submission. Standard forms must include appropriate facility ID numbers.

Below, Checklist of Standard Forms Per Report, table shows the forms that must be completed by Consultant and submitted by the City to required agencies. Consultant shall include this table when submitting final report with standard forms to the City for transmittal tracking purposes.

*Internal document used to make EPA submission. City to provide spreadsheet template for completion by Consultant.

Deliverables:

- Regulatory reporting 'Checklist of Standard Forms Per Report', in MS Word or Excel.
- Standard Reporting Forms as needed for each report.

5.0 DATA COLLECTION

The City shall provide access upon request to existing ammonia/chlorine system related documents including previous regulatory reports, as-built drawings, red-lined as-built drawings, equipment submittals, standard operating procedures (SOPs), Equipment Lists, and operations and maintenance records and manuals. Consultant shall be responsible for verifying information provided is accurate in the field.

6.0 REGULATED CHEMICAL REPORTING

Consultant shall evaluate each Miramar and Alvarado Water Treatment Plants chlorine and ammonia systems to determine and/or confirm the correct reporting required to meet state and federal regulations. The following state and federal regulations and industry standards are what the City has adhered to this date. Consultant shall conduct an independent review to ensure applicable state and federal regulations are met at the time of each report.

- i. EPA's Risk Management Plan Rule (EPA RMP 40 CFR)
- ii. Occupational Safety and Health, Process Safety Management (OSHA PSM 29 CFR)
- iii. California Division of Occupational safety and Health (CalOSHA 8 CCR)
- iv. California Accidental Release Prevention (CalOES/CalARP 19 CCR)
- v. American Society of Civil Engineers (ASCE). 2016. Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE/SEI 7-16).
- vi. California Building Standards Code (California Code of Regulations, Title 24), 2019.
- vii. California Code of Regulations (CCR) Title 19, Division 2 Chapter 4.5, California Accidental Release Prevention (CalARP) Program (October 1, 20170
- viii. Guidance for California Accidental Release Prevention (CalARP) Program Seismic Assessments, prepared for the Administering Agency (AA) Subcommittee Region I Local Emergency Planning Committee (LEPC), Prepared by the CalARP Program Seismic Guidance Committee, December 2013, Approved by Region I LEPC, 03/12/2104.
- ix. Guidelines for Seismic Evaluation and Design of Petrochemical Facilities, Second Edition, Task Committee on Seismic Evaluation and Design of Petrochemical Facilities, American Society of Civil Engineers, Reston, Virginia, 2011.

6.1 ALVARADO WATER TREATMENT PLANT (AWTP)

The Alvarado WTP's chlorine system exceeds the threshold quantity pursuant to section 112(r) of the Clean Air Act and is a Program Level 3 covered process per 40 CFR 68 subpart D. The chlorine system process requires a management system, hazard assessment, emergency response plan and full prevention program and is subject to Occupational Safety and Health Administration's (OSHA) Process Safety Management.

The Alvarado WTP's ammonia system exceeds the threshold quantity pursuant to section 112(r) of the Clean Air Act and is a Program Level 2 covered process per 40 CFR 68 subpart C. The ammonia system process requires a management system, hazard assessment, emergency response plan and prevention program.

6.1.1 Chlorine Risk Management Plan (RMP) and Process Safety Management Plan (PSM) Updates

A Prevention Program, such as an RMP/PSM, or CalARP, must be developed and updated on a five-year basis. City review period for this draft report shall be five weeks.

Deliverables:

- (1) Digital MS Word and/or Excel file of draft report and any appendices
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (5) Printed copies of final report including appendices. Refer to section 7.0 Final Report Printing Requirements for detailed instructions on printed copies.

6.1.2 Chlorine Process Hazard Analysis (PHA)

The Process Hazard Analysis must be conducted on a 5-year basis and must occur at least three months prior to the development of the Prevention Program. The method of hazard review Consultant shall use to meet this report requirement is the Hazard and Operability Study (HAZOP). The City reserves discretion to change chosen method of hazard review up until day of kick-off meeting for each report. Consultant and City must agree on a date and time (virtual or in-person) to conduct the PHA workshop. These dates shall be included in the final schedule. The City shall invite a representative from the overseeing agency, County of San Diego Hazardous Materials Division Certified Unified Program Agency (CUPA), to attend PHA workshops. City review period for the draft report shall be two weeks.

Deliverables:

- (1) PHA Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (5) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.1.3 Chlorine Compliance Audit

Compliance audits are to be completed every three years to confirm procedures developed under the Prevention Program are acceptable and are being adhered to. City review period for the draft report shall be two weeks.

Deliverables:

- (1) Audit Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (5) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.1.4 Ammonia Risk Management Plan (RMP) and/or California Accidental Release Prevention Program Manual (CalARP)

A Prevention Program, such as an RMP, PSM, or CalARP must be developed and updated on a five-year basis. City review period for this draft report shall be five weeks.

Deliverables:

- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (5) Printed copies of final report including appendices. Refer to section 7.0 Final Report Printing Requirements for detailed instructions on printed copies.

6.1.5 Ammonia Process Hazard Analysis (PHA)

The Process Hazard Analysis must be conducted on a 5-year basis and must occur at least three months prior to the development of the Prevention Program. The method of hazard review Consultant shall use to meet this report requirement is the Hazard and Operability Study (HAZOP). The City reserves discretion to change chosen method of hazard review up until day of kick-off meeting for each report. Consultant and City must agree on a date and time (virtual or in-person) to conduct the PHA workshop. These dates shall be included in final schedule. The City shall invite a representative from the overseeing agency, County of San Diego Hazardous Materials Division Certified

EXHIBIT A

Unified Program Agency (CUPA), to attend PHA workshops. City review period for the draft report shall be two weeks.

Deliverables:

- (1) PHA Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
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6.1.6 Ammonia Compliance Audit

Compliance audits are to be completed every three years to confirm procedures developed under the Prevention Program are acceptable and are being adhered to. City review period for the draft report shall be two weeks.

Deliverables:

- (1) Audit Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (5) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.2 MIRAMAR WATER TREATMENT PLANT (MWTP)

The Miramar WTP's gas chlorine system exceeds the threshold quantity pursuant to section 112(r) of the Clean Air Act and is a Program Level 3 covered process per 40 CFR 68 subpart D. The chlorine system process requires a management system, hazard assessment, emergency response plan and full prevention program and is subject to Occupational Safety and Health Administration's (OSHA) Process Safety Management.

The Miramar WTP's ammonia system exceeds the threshold quantity pursuant to section 112(r) of the Clean Air Act and is a Program Level 2 covered process per 40 CFR 68 subpart C. The ammonia system process requires a management

system, hazard assessment prevention program, emergency response plan and prevention program.

6.2.1 Chlorine Risk Management Plan (RMP) and Process Safety Management Plan (PSM) Updates

A Prevention Program, such as an RMP, PSM, or CalARP must be developed and updated on a five-year basis. City review period for this draft report shall be five weeks.

Deliverables:

- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Refer to section 7.0 Final Report Printing Requirements for detailed instructions on printed copies.

6.2.2 Chlorine Process Hazard Analysis (PHA)

The Process Hazard Analysis must be conducted on a 5-year basis and must occur at least three months prior to the development of the Prevention Program. The method of hazard review Consultant shall use to meet this report requirement is the Hazard and Operability Study (HAZOP). The City reserves discretion to change chosen method of hazard review up until day of kick-off meeting for each report. Consultant and City must agree on a date and time (virtual or in-person) to conduct the PHA workshop. These dates shall be included in the final schedule. The City shall invite a representative from the overseeing agency, County of San Diego Hazardous Materials Division Certified Unified Program Agency (CUPA), to attend PHA workshops. City review period for the draft report shall be two weeks.

Deliverables:

- (1) PHA Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.2.3 Chlorine Compliance Audit

EXHIBIT A

Compliance audits are to be completed every three years to confirm procedures developed under the Prevention Program are acceptable and are being adhered to. City review period for the draft report shall be two weeks.

Deliverables:

- (1) Audit Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.2.4 Ammonia Risk Management Plan (RMP) and/or California Accidental Release Prevention Program Manual (CalARP)

A Prevention Program (RMP, PSM, or CalARP) must be developed and updated on a five-year basis. City review period for this draft report shall be five weeks.

Deliverables:

- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Refer to section 7.0 Final Report Printing Requirements for detailed instructions on printed copies.

6.2.5 Ammonia Process Hazard Analysis (PHA)

The Process Hazard Analysis must be conducted on a 5-year basis and must occur at least three months prior to the development of the Prevention Program. The method of hazard review Consultant shall use to meet this report requirement is the Hazard and Operability Study (HAZOP). The City reserves discretion to change chosen method of hazard review up until day of kick-off meeting for each report. Consultant and City must agree on a date and time (virtual or in-person) to conduct the PHA workshop. These dates shall be included in the final schedule. The City shall invite a representative from the overseeing agency, County of San Diego Hazardous Materials Division Certified Unified Program Agency (CUPA), to attend PHA workshops. City review period for the draft report shall be two weeks.

Deliverables:

- (1) PHA Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Only printed copy is required, no binder.
- Report title page should show: 1) Report Date 2) Workshop Date

6.2.6 Ammonia Compliance Audit

Compliance audits are to be completed every three years to confirm procedures developed under the Prevention Program are acceptable and are being adhered to. City review period for the draft report shall be two weeks.

Deliverables:

- (1) Audit Workshop meeting minutes. Digital MS Word and/or Excel file. Document shall capture action items and reasoning for recommendations.
- (1) Digital MS Word and/or Excel file of draft and any appendices.
- (1) Digital PDF file of final report. PDF is to have bookmarks and include all appendices.
- (3) Printed copies of final report including appendices. Only printed copy is required, no binder.

7.0 REPORT ORGANIZATION & PRINTING REQUIREMENTS

This section is only regarding the chlorine and ammonia Prevention Program required for each plant which will be either a Risk Management Plant (RMP) and/or California Accidental Release Prevention Program Manual (CalARP).

7.1 PREVENTION PROGRAM REPORT PRINTING REQUIREMENTS

Requirements for each final report printed copy are as follows:

- 7.1.1 Each final report shall be housed in its own binder.
- 7.1.2 Each appendix shall be housed in its own binder.
- 7.1.3 All binders shall be three ring binders of appropriate size.
- 7.1.4 Each binder shall include cover title page, spine label, and labeled section dividers.

7.1.5 Each section shall be printed on a new page.

7.2 PREVENTION PROGRAM REPORT ORGANIZATION

This section on report organization applies to only the Risk Management Plan (RMP) and/or California Accidental Release Prevention Program Manual (CalARP) for each chlorine and ammonia at Miramar and Alvarado WTP. These reports shall conform to the below historical section organization used in the previous reports. Any deviation from the below section organization must be approved by City ahead of draft report submittal.

Section Organization for RMP and/or CalARP

Section 1. Submittal Elements

Section 2. Background

Section 3. RMP Prevention Program

3.1 Process Safety Information

3.2 Process Hazard Analysis

3.3 Operating Procedures

3.4 Training

3.5 Mechanical Integrity

3.6 Management of Change

3.7 Pre-Startup Safety Review

3.8 Compliance Audits

3.9 Incident Investigation

3.10 Employee Participation

3.11 Hot Work Permit

3.12 Contractors

Section 4. Hazard Assessment

Section 5. Emergency Response

Appendix A - General

Appendix B - Compliance Audits

Appendix C - PHA Reviews

Appendix D - Seismic Reports

8.0 TECHINCAL WRITING

Documents delivered under this Scope of Services shall be produced in accordance with the following guidelines:

Determine the purpose and use of the document, and what the Department desires the readers to know or do after reading the document. The objective should be clearly defined, and the message presented succinctly, clearly, and accurately.

Direct the document to the intended audience (e.g., the public, stakeholders, policy makers, regulatory agency, etc.) and take into account their level of technical knowledge, and the amount of detail they will need to be appropriately informed of the subject matter, and act upon it. Determine the level of detail required; when to use scientific vocabulary and detailed supporting data, and when to present data in lay terms with clearly understood supporting graphics. The wordsmiths assigned should be skilled at conveying complex technical information to a lay audience.

Organize the data, graphics, and text to support the objective and the audience. Develop an outline of key topics and the data required to support each topic. Extensive data, complex tables, etc. should be included in an appendix.

Assign a seasoned water resources writer or editor with a public utility water resources writing background to ensure that a single coherent writing style is maintained throughout the document, graphics and tables are appropriately positioned and captioned within the text, redundancies and contradictions are eliminated, and terminology is consistently used.

The Department will review the document but is not the proofreader. All document submittals shall be of professional quality, using grammatically correct sentence and paragraph structure, and shall meet the standards of TechProse Technical Writing Guidelines. The Department staff will provide a PDF copy of the TechProse guidelines upon request.

If significant edits are required or the report cannot be considered a submittal, the editing costs shall be borne by the Consultant.

9.0 SEISMIC ASSESSMENT

A Seismic Assessment is required for the Aqua Ammonia Program 2 (40 CFR § 68.50) and Chlorine Program 3 (40 CFR §68.67) chemical systems at both Miramar and Alvarado Water Treatment Plants. This assessment shall be conducted every five years concurrently with each Process Hazard Analysis (PHA) and be included as part of that final report.

The Seismic Assessment shall be prepared as outlined in the 2019 reference document, Guidance for California Accidental Release Prevention (CalARP) Program Seismic Assessments. As part of the assessment the Consultant shall conduct an onsite walk down of the aqua ammonia and chlorine systems by a structural engineer. A description of walk down methodology can be found in ASCE Guidelines for Seismic Evaluation and Design of Petrochemical Facilities.

10.0 INVOICING AND REPORTING

Progress reports shall be submitted with each invoice monthly. The reports shall detail:

Work performed during the period covered by the invoice; The percentage of each task completed (versus planned percentage completed); Work planned for the next invoice period; Problems identified, solved, and/or unresolved; Schedule, and any schedule updates;

An explanation of any deviations from schedule and the budget and a description of what actions will be taken to ensure that the project shall be completed as scheduled and within budget; and

A cost breakdown by cost category for each task showing the amount of funds expended for the invoicing period, cumulative total of funds expended per task to date and the amount of funds remaining per task (spreadsheet format). This shall include an estimate and analysis of the cost to date.

11.0 ADDITIONAL SERVICES

The City may require that the Consultant perform Additional Professional Services (Additional Services) beyond those described in the Scope of Services Tasks. Any Additional Services shall be defined and authorized by City staff prior to beginning work. Prior to the Consultants' performance of Additional Services, the City and the Consultant must agree in writing upon a scope, schedule, and fee for the Additional Services, including reasonably related expenses, in accordance with the Compensation and Fee Schedule. Upon written authorization by the City, the Consultant may proceed with the authorized Additional Services. Below are anticipated tasks that may be considered Additional Services. This contract may have other Additional Services tasks assigned by the City that may include but not limited to the following:

- i. Technical assessment or reporting due to Notice of Violation (NOV)
- ii. Technical development or update of Standard Operating Procedures (SOPs)
- iii. Technical development or update of Chlorine/Ammonia system operational and/or maintenance training materials
- iv. Technical services, assessment, or document development for the purposes of maintaining compliance at City of San Diego drinking water facilities that are or can be governed by a regulatory agency.

END OF SCOPE OF SERVICES

COMPENSATION AND FEE SCHEDULE

Task #s	Description	PRIME		SUBCONSULTANT 1		SUBCONSULTANT 3		TOTALS		GRAND TOTAL
		PROTEUS Consulting		Kelsey Structural		Environmental Research Group		SUBTOTALS		
		Labor	Reimbursable Expenses	Labor	Reimbursable Expenses	Labor	Reimbursable Expenses	Labor	Reimbursable Expenses	
1.0	Purpose	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.0	Requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.0	Regulated Chemical Reporting Deadlines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4.0	Project Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.0	Data Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.0	Regulated Chemical Reporting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.1	Alvarado Water Treatment Plant (AWTP)									
6.1.1	Chlorine Risk Management Plan (RMP) and Process S	\$ 81,430.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 81,430.00	\$ 1,500.00	
6.1.2	Chlorine Process Hazard Analysis (PHA)	\$ 42,815.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 42,815.00	\$ 300.00	
6.1.3	Chlorine Compliance Audit	\$ 54,660.00	\$ 600.00	\$ -	\$ -	\$ 16,198.02	\$ 2,400.00	\$ 70,858.02	\$ 3,000.00	
6.1.4	Ammonia Risk Management Plan (RMP) and/or Calif	\$ 62,630.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 62,630.00	\$ 1,500.00	
6.1.5	Ammonia Process Hazard Analysis (PHA)	\$ 33,985.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 33,985.00	\$ 300.00	
6.1.6	Ammonia Compliance Audit	\$ 43,060.00	\$ 600.00	\$ -	\$ -	\$ 14,138.82	\$ 2,400.00	\$ 57,198.82	\$ 3,000.00	
6.2	Miramar Treatment Plant (MWTP)									
6.2.1	Chlorine Risk Management Plan (RMP) and Process S	\$ 81,430.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 81,430.00	\$ 1,500.00	
6.2.2	Chlorine Process Hazard Analysis (PHA)	\$ 42,815.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 42,815.00	\$ 300.00	
6.2.3	Chlorine Compliance Audit	\$ 54,660.00	\$ 600.00	\$ -	\$ -	\$ 16,198.02	\$ 2,400.00	\$ 70,858.02	\$ 3,000.00	
6.2.4	Ammonia Risk Management Plan (RMP) and/or Calif	\$ 62,630.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 62,630.00	\$ 1,500.00	
6.2.5	Ammonia Process Hazard Analysis (PHA)	\$ 33,985.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 33,985.00	\$ 300.00	
6.2.6	Ammonia Compliance Audit	\$ 43,060.00	\$ 600.00	\$ -	\$ -	\$ 14,138.82	\$ 2,400.00	\$ 57,198.82	\$ 3,000.00	
7.0	Report Organization and Printing Requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8.0	Technical Writing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9.0	Seismic Assessment	\$ 16,660.00	\$ 1,200.00	\$ 51,400.00	\$ -	\$ -	\$ -	\$ 68,060.00	\$ 1,200.00	
10.0	Invoicing and Reporting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SCOPE OF SERVICES	\$ 653,820.00	\$ 10,800.00	\$ 51,400.00	\$ -	\$ 60,673.68	\$ 9,600.00	\$ 765,893.68	\$ 20,400.00	\$ 786,293.68
11.0	Additional Services - as authorized by PUD									\$ 200,000.00
	TOTAL SCOPE OF SERVICES AND ADDITIONAL SERVICES									\$ 986,293.68

Proteus Consulting	
JOB CLASSIFICATION	HOURLY RATES
Principal	\$290.00
Project Manager	\$275.00
Senior Engineer II	\$225.00
Senior Engineer I	\$215.00
Project Engineer III	\$210.00
Project Engineer II	\$200.00
Project Engineer I	\$195.00
Technical Analyst	\$175.00
Business Analyst	\$175.00
CAD Designer	\$150.00
Clerical/Administration	\$100.00
Kelsy Structural	
Principal	\$225.00
Project Manager	\$190.00
Senior Engineer	\$180.00
Project Engineer	\$160.00
Assistant Engineer	\$140.00
CAD Designer	\$130.00
Admin	\$100.00
Wood Rodgers, Inc.	
Principal Engineer/Geologist/GIS II	\$285.00
Principal Engineer/Geologist/GIS I	\$255.00
Senior Engineer/Geologist/GIS II	\$216.00
Senior Engineer/Geologist/GIS I	\$205.00
Project Engineer/Geologist/GIS II	\$200.00
Project Engineer/Geologist/GIS I	\$195.00
Engineer/Geologist/GIS II	\$185.00
Engineer/Geologist/GIS I	\$175.00
Assistant Engineer/Geologist/GIS	\$150.00
Designer	\$85.00
Senior CAD Technician/Graphics Designer II	\$175.00
Senior CAD Technician/Graphics Designer I	\$160.00
CAD Technician/Graphics Designer	\$145.00
Project Coordinator	\$155.00
Administrative Assistant	\$100.00
Environmental Research Group LLC	
Principal Manager	\$238.00
Sr Project Manager	\$176.00
Project Manager	\$156.00
Principal Consultant	\$163.00
Sr. Consultant	\$130.00
Consultant	\$122.00
Associate Consultant	\$89.00
Analyst	\$75.00
Production Specialist	\$87.00
Technical Spec./Admin	\$64.00
Environmental Research Group LLC	
Operations Director	\$141.27
Mid Engineer	\$85.68
Senior Environmental Scientist	\$93.60

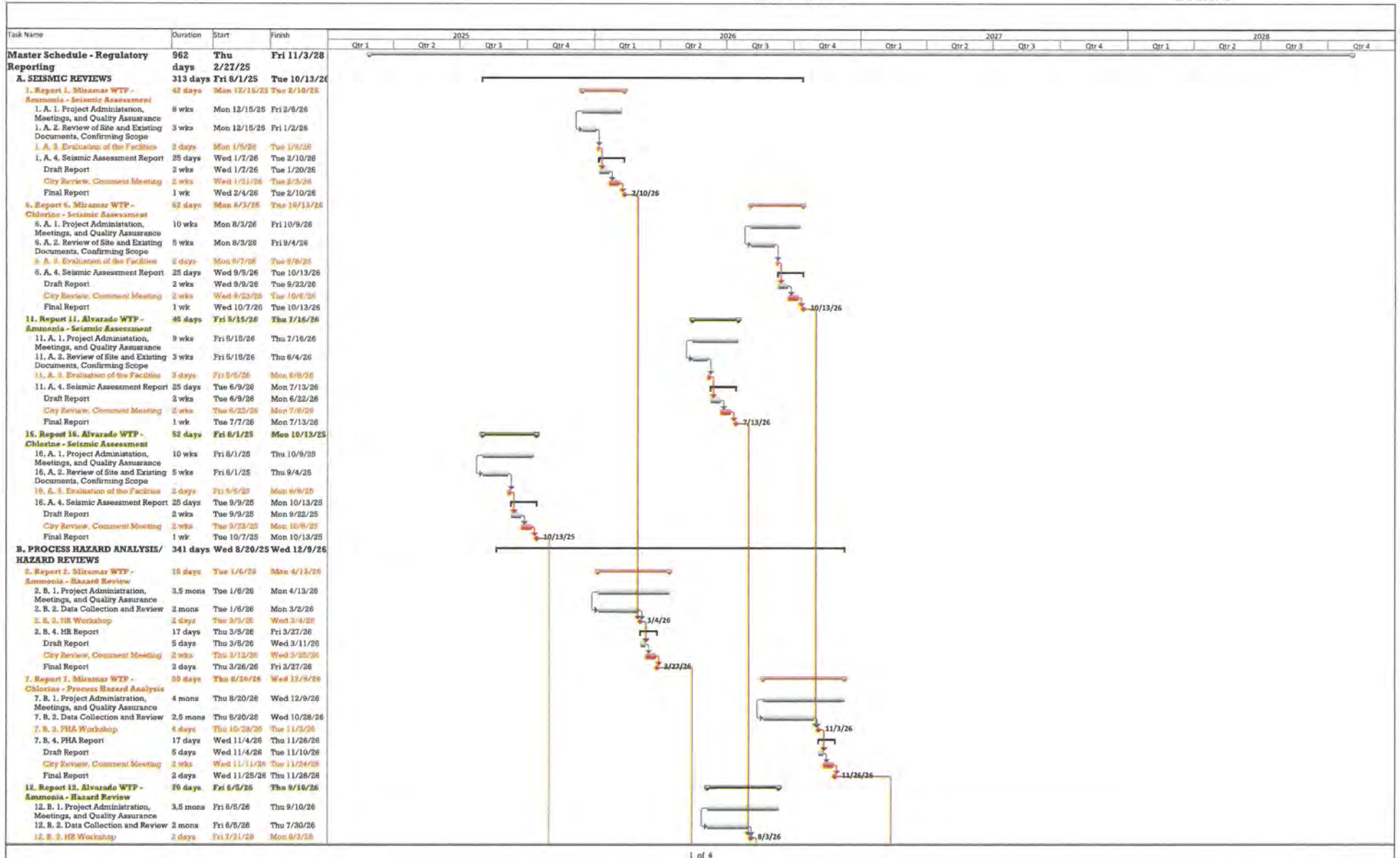
NOTE:

- Mileage reimbursement rate will be at current City of San Diego mileage rate (mileage log required).
- Travel expenses for the lowest cost effective Air Fare, Train, and/or Car Rental, will be reimbursed at actual costs (receipts required).
- Lodging and Per Diem will be reimbursed at actual costs (receipts required) up to the maximum allowance for the San Diego area as published/posted on the U.S. General Services Administration website(<http://www.gsa.gov/portal/category/100120>).
- All subconsultant costs are reimbursed as a "direct expense" at actual costs (invoice/receipts required).
- A request for an annual rate adjustment must be submitted to the City of San Diego in writing for a approval. Written justification for the rate adjustment must be submitted to the City of San Diego a minimum of 60 days before the Agreement anniversary date. Said proposed adjustment shall not exceed three percent (3%), and the City of San Diego must not exceed three percent (3%), and the City of San Diego must approve any rate adjustments in writing before they become effective.

TIME SCHEDULE

TIME SCHEDULE

EXHIBIT C



EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

CONSULTANT REQUIREMENTS

TABLE OF CONTENTS

I. City’s Equal Opportunity Commitment.....1

II. Nondiscrimination in Contracting Ordinance1

III. Equal Employment Opportunity Outreach Program2

IV. Small and Local Business Program.....2

V. Demonstrated Commitment to Equal Opportunity.....3

VI. Definitions.....4

VII. Certification.....5

VIII. List of Attachments.....5

 AA. Disclosure of Discrimination Complaints6

 BB. Work Force Report.....10

 CC. Subcontractors List.....11

I. **City’s Equal Opportunity Commitment.** The City of San Diego (City) is strongly committed to equal opportunity for employees and Subcontractors of Consultants doing business with the City. The City encourages its Consultants to share this commitment. Consultants are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer consulting opportunities to all eligible Subcontractors. Consultants are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

Failure to submit the required EOCP documentation indicated below shall result in a determination of the Consultant being non-responsive.

II. **Nondiscrimination in Contracting Ordinance.** All Consultants doing business with the City, and their Subcontractors, must comply with requirements of the City’s *Nondiscrimination in Contracting Ordinance*, San Diego Municipal Code Sections 22.3501 through 22.3517.

A. Disclosure of Discrimination Complaints (Attachment AA). As part of its bid or proposal, Consultant shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Consultant in a legal or administrative proceeding alleging that Consultant discriminated against its employees, Subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

B. Contract Language. The following language shall be included in contracts for City projects between the Consultant and any Subcontractors, vendors, and suppliers:

Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. Consultant shall provide equal opportunity for Subcontractors to participate in opportunities. Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

- C. Contract Disclosure Requirements. Upon the City's request, Consultant agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Consultant has used in the past five (5) years on any of its contracts that were undertaken within County of San Diego, including the total dollar amount paid by Consultant for each subcontract or supply contract. Consultant further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance, Municipal Code Sections 22.3501 through 22.3517. Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Consultant up to and including contract termination, debarment and other sanctions.

III. Equal Employment Opportunity Outreach Program. Consultants shall comply with requirements of San Diego Municipal Code Sections 22.2701 through 22.2707. Consultants shall submit with their proposal a Work Force Report for approval by the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP).

- A. Nondiscrimination in Employment. Consultant shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Consultants shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Consultant liable for any discriminatory practice of its subcontractors.
- B. Work Force Report. If based on a review of the Work Force Report (Attachment BB) submitted an EOCP staff Work Force Analysis determines there are under representations when compared to County Labor Force Availability data, then the Consultant will also be required to submit an Equal Employment Opportunity (EEO) Plan to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval.
- C. Equal Employment Opportunity Plan. If an Equal Employment Opportunity Plan is required, the Program Manager of EOCP will provide a list of plan requirements to Consultant.

IV. Small and Local Business Program Requirements. The City has adopted a Small and Local Business Enterprise (SLBE) program for consultant contracts. SLBE program requirements for consultant contracts are set forth Council Policy 100-10.

A. SLBE and ELBE Participation for Contracts Valued Over \$50,000:

- 1. For all consultant contracts, the City shall apply a maximum of an additional 12 points for SLBE or ELBE participation, to the proposer's subtotal maximum evaluation points.. Additional points will be awarded as follows to achieve the proposer's final maximum evaluation points :

- a. If the proposer achieves 20% participation, apply 5 points to the proposer's score; or

- b. If the proposer achieves 25% participation, apply 10 points to the proposer's score; or
 - c. If the prime consultant is a SLBE or an ELBE, apply 12 points to the proposer's score.
- B. Subcontractor Participation List. The Subcontractor Participation List (Attachment CC) shall indicate the Name and Address, Scope of Services, Percent of Total Proposed Contract Amount, Certification Status and Where Certified for each proposed Subcontractor/Subconsultant.

V. Maintaining Participation Levels.

- A. Bid discounts and additional points are based on the Consultant's level of participation prior to the award of goods, services, or consultant contract. Consultants are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the Consultant shall make reasonable efforts to maintain the SLBE or ELBE participation for which the bid discount or additional points were awarded. The City must approve in writing the reduction in SLBE or ELBE participation levels.
- C. The Consultant shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Consultant's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under Council Policy 100-10 are cumulative to all other rights and remedies available to the City.

VI. Definitions.

Commercially Useful Function: a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, a SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE-ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be

disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

Disabled Veteran Business Enterprise (DVBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more disabled veterans; and (2) business operations must be managed and controlled by one or more disabled veterans. Disabled Veteran is a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability or at least 10% or more; and the veteran must reside in California. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a firm having a Principal Place of Business and a Significant Employment Presence in San Diego County, California, that has been in operation for 12 consecutive months and a valid business tax certificate. This definition is subsumed within the definition of Small Local Business Enterprise.

Minority Business Enterprise (MBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minority owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise.

Principal Place of Business: a location wherein a firm maintains a physical office and through which it obtains no less than fifty percent (50%) of its overall customers or sales dollars.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees are domiciled in San Diego County.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City Manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

VII. Certifications.

The City accepts certifications of MBE, WBE, DBE or DVBE from the following certifying agencies:

Current certification by the State of California Department of Transportation (CALTRANS) as DBE.

Current MBE or WBE certification from the California Public Utilities Commission.

DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.

Current certification by the City of Los Angeles as DBE, WBE or MBE.

Current certification by the U.S. Small Business Association as SDB, WOSB, SDVOSB, or Hubzone.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with RFP. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

VIII. List of Attachments.

- AA. Disclosure of Discrimination Complaints**
- BB. Work Force Report**
- CC. Subcontractors List**

DISCLOSURE OF DISCRIMINATION COMPLAINTS

As part of its proposal, the Consultant must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Consultant in a legal or administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- The undersigned certifies that within the past 10 years the Consultant has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers.
- The undersigned certifies that within the past 10 years the Consultant has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/REMEDIAL ACTION TAKEN

Consultant Name PROTEUS Consulting

Certified By Soma Bhadra Title CEO

Name

 Signature

Date 12/14/2022

USE ADDITIONAL FORMS AS NECESSARY

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue, Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 236-5904

2

A. WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION**

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: PROTEUS CONSULTING

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 4087 ALABAMA STREET

City: SAN DIEGO County: SAN DIEGO State: CA Zip: 92104

Telephone Number: 858-353-2805 Fax Number: _____

Name of Company CEO: SOMA BHADRA

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Type of Business: ENGINEERING AND MANAGEMENT CONSULTING Type of License: NA

The Company has appointed: SOMA BHADRA

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 4087 ALABAMA STREET, SAN DIEGO, CA 92104

Telephone Number: 858-353-2805 Fax Number: _____ Email: SOMA@CONSULT-PROTEUS.COM

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of PROTEUS CONSULTING

(Firm Name)

SAN DIEGO, CALIFORNIA hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 14TH day of DECEMBER, 2022

Soma Bhadra

SOMA BHADRA

(Authorized Signature)

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: PROTEUS CONSULTING DATE: 12/14/2022

OFFICE(S) or BRANCH(ES): 1 COUNTY: SAN DIEGO

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial	0	0	0	0	0	0.2	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0.2	0	0	0	0	0	0	0	0
A&E, Science, Computer	0	0	0	0	0	0.2	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0.2	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0.1	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0.1	0	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Crafts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operative Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers*	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	0	0	0	0	0	1	0	0	0	0	0	0	0	0
--------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Grand Total All Employees	1
---------------------------	---

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled	0	0	0	0	0	0	0	0	0	0	0	0	0	0
----------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

Work Force Report

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report¹. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county². If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report^{1, 3}. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

RACE/ETHNICITY CATEGORIES

American Indian or Alaska Native – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Exhibit A: Work Force Report Job categories--Administration

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public
Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other
Community and Social Service Specialists
Entertainers and Performers, Sports and Related
Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education
School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and
Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers

Material Recording, Scheduling, Dispatching,
and Distributing Workers
Other Education, Training, and Library
Occupations
Other Office and Administrative Support
Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support
Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related
Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective
Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist
Assistants and Aides
Other Food Preparation and Serving Related
Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving
Workers
Supervisors, Personal Care and Service
Workers
Transportation, Tourism, and Lodging
Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment
Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair
Occupations
Plant and System Operators
Supervisors of Installation, Maintenance,
and Repair Workers
Supervisors, Construction and Extraction
Workers

Vehicle and Mobile Equipment Mechanics,
Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material
Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning
and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry
Workers

SUBCONTRACTOR PARTICIPATION LIST

This list shall include the name and complete address of all Subcontractors who qualify as SLBEs or ELBEs. Consultants must also list participation by any MBE, WBE, DBE, DBVE and OBE firms. However, no additional points will be awarded for participation by these firms, except that DVBEs that are certified by the City as local businesses shall be counted as SLBEs.

Subcontractors shall be used in the percentages listed. **NOTE:** If percentages are listed as a range, the **minimum number identified** in the range will be used to calculate overall subcontractor participation.

No changes to this Participation List will be allowed without prior written City approval. The Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF SERVICES	PERCENT OF CONTRACT	SLBE/ELBE (MBE/ WBE/DBE/ DVBE/OBE*)	WHERE CERTIFIED**
KELSEY STRUCTURAL APC 8064 ALLISON AVE., NO. 1706, LA MESA CA 91942	SEISMIC EVALUATION	10%	ELBE	CITY OF SAN DIEGO
ENVIRONEMNTAL RESEARCH GROUP, LLC 6049 FALLS ROAD, BALTIMORE, MD 21209	COMPLIANCE AUDIT (OPTIONAL)	0 - 5%	8(a) SDVO EDWO	US SBA DEPT. OF VETERAN AFFARIS US SBA
POTOMAC-HUDSON ENGINEERING, INC. 350 10 TH AVENUE, SUITE 1000, SAN DIEGO CA 92101	SECTION 11. ADDITONAL SERVICES	0 - 10%	OBE	NA
WOOD ROGERS, INC. 3301 C STREET, BLDG 100-B, SACRAMENTO CA 95816	SECTION 11. ADDITONAL SERVICES	0 -10%	OBE	NA

List of Abbreviations:

- | | |
|--|-------------|
| Small Local Business Enterprise | SLBE |
| Emerging Local Business Enterprise | ELBE |
| Certified Minority Business Enterprise | MBE* |
| Certified Woman Business Enterprise | WBE* |
| Certified Disadvantaged Business Enterprise | DBE* |
| Certified Disabled Veteran Business Enterprise | DVBE* |
| Other Business Enterprise | OBE* |

SUBCONSULTANT SUMMARY DATA

Prime Consultant PROTEUS CONSULTING

SUBCONSULTANTS					
Legal Name & Address	Address(es) of San Diego County Offices	No. of Years in San Diego County	No. of San Diego County Employees	City of San Diego Business Tax Cert. # / DIR Registration #	Name, Title, Address, Telephone Number, & E-mail Address of Contact Person
Wood Rodgers, Inc. 3301 C Street, Bldg 100-B, Sacramento, CA 95816	2251 San Diego Ave., Suite A- 130 San Diego, CA 92110	4	13	Tax: B2019004283 DIR: 1000026923	Karl Meier Principal 2251 San Diego Ave., Suite A- 130 San Diego, CA 92110 619-819-9222 kmeier@woodrogers.com
Potomac-Hudson Engineering, Inc. 77 Upper Rock Cir., Suite 302 Rockville, Maryland 20850	350 10th Avenue Suite 1000, San Diego, CA 92101	22	4	Tax: NA DIR: NA	Paul DiPaolo Associate Principal / Project Manager 350 10th Avenue Suite 1000, San Diego, CA 92101 215-208-5434 paul.dipaolo@phe.com
Environmental Research Group, LLC 6049 Falls Road, Baltimore, MD 21209	NA	0	0	Tax: NA DIR: NA	Gina L. Foringer President and CEO 6049 Falls Road, Baltimore, MD 21209 410-366-5170 gina.foringer@envrg.com
Kelsey Structural APC 8064 Allison Ave. No. 1706, La Mesa, CA 91942	8064 Allison Ave. No. 1706, La Mesa, CA 91942	8	4	Tax: B2014042420 DOR: PW-LR- 1000540088	Guy Kelsey, PE, SE Principal 8064 Allison Ave. No. 1706, La Mesa, CA 91942 (619) 920-1262 gkelsey@kelseystructural.com

CITY OF SAN DIEGO CONSULTANT PERFORMANCE EVALUATION

The purpose of this form is to evaluate the consultant's performance and will be retained by Public Works Contracts for five years to provide historical data to City staff when selecting consultants.

Section I PROJECT INFORMATION

1. PROJECT DATA	2. CONSULTANT DATA
1a. Project (title, location):	2a. Name, address, phone & email of Consultant:
1b. Brief Description:	2b. Consultant's Project Manager:
1c. Contract Amount: \$ WBS/IO:	Phone: () Email:
3. CITY DEPARTMENT RESPONSIBLE	
3a. Department (include Division): Deputy Director:	3b. Project Manager (name, address, phone & email address): Phone: () Email:

Section II SPECIFIC RATINGS

PERFORMANCE EVALUATION	EXCELLENT	SATISFACTORY	UN-SATISFACTORY	N/A
1. Quality of Report, Study, Plans, Specifications, etc. [Deliverables] of Scope as noted:				
• Deliverables submitted were complete in all respects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All comments and review requests were adequately incorporated into Deliverables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Deliverables were properly formatted and well-coordinated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Writing style/presentation and terminology was clear and straightforward with adequate backup provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to adhere to contract schedule, budget, and overall timely responses as noted:				
• Deliverables prepared in accordance with the agreed upon schedule(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant alerted the City to possible schedule problems well in advance of delays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant suggested solutions there were cost effective, appropriate and were provided in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided responses to RFI's/emails/request for proposals, etc. in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to manage project team, Subconsultants, and coordinate with City staff as noted:				
• The Consultant was reasonable and fair during negotiations of the Agreement and/or on Task Orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant followed direction and chain of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant reviewed and analyzed Subconsultant Deliverables and oversaw their work in an appropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided adequate support/attendance during meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II

SPECIFIC RATINGS Continued

PERFORMANCE EVALUATION	EXCELLENT	SATISFACTORY	UN-SATISFACTORY	N/A
	4. Ability to manage responsibilities in the regulatory/approval process as noted:			
• The Consultant researched and adhered to the necessary Federal/State/City code/regulations & requirements needed for the Deliverable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant advise the City the necessary regulatory restrictions that needed to be adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality of Construction/Design Support as noted:				
• The drawings/plans reflected existing conditions accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided direction/support to the Resident Engineer and work cooperatively with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provide adequate support for As-Built drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Change orders due to design deficiencies were kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section III

SUPPLEMENTAL INFORMATION

(Please ensure to attach additional documentation as needed.)

(Supporting documentation attached: Yes No)

Section IV

FINAL RATING

4. OVERALL RATING			
Consultant Rating	Excellent <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
5. AUTHORIZING SIGNATURES			
5a. Project Manager _____	Name	Signature	Date
5b. Deputy Director _____	Name	Signature	Date
5c. Provided to Consultant _____	Name of Recipient	Signature	Date Provided
Consultant Concurrence*: Yes <input type="checkbox"/> No <input type="checkbox"/> *Note: Consultant has the right to appeal the contents of this evaluation. Please refer to SDMC 22.0811(a) for more details.			

**City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance**

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a bidder or proposer has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Contractor Standards Pledge of Compliance (Pledge of Compliance) signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Respondents must provide responses on Attachment "A" to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render the bid or proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

A. BID/PROPOSER/SOLICITATION TITLE:

CIVIL ENGINEERING SERVICES FOR CITY OF SAN DIEGO WATER TREATMENT PLANT REGULATORY REPORTING FOR THE PUBLIC UTILITIES DEPARTMENT

H2326130

B. BIDDER PROPOSER INFORMATION

PROTEUS CONSULTING

Legal Name	DBA		
4087 ALABAMA STREET, SAN DIEGO, CA 92104			
Street Address	City	State	Zip
SOMA BHADRA, CEO	(858) 353 2805		
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

SOMA BHADRA	CEO/ PRESIDENT
Name	Title/Position
SAN DIEGO, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
100%	
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Use Attachment "A" if additional pages are necessary.

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?

Yes No

If Yes, use Attachment "A" to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?

Yes No

If Yes, use Attachment "A" to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment "A" if more space is required.

Corporation

Date incorporated: 07/23/2010 State of incorporation: CALIFORNIA

List corporation's current officers:

President: SOMA BHADRA

Vice Pres.: SOMA BHADRA

Secretary: SOMA BHADRA

Treasurer: SOMA BHADRA

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own ten percent (10%) or more of the corporation's stocks:

Limited Liability Company

Date formed: mm/dd/yyyy State of formation: _____

List names of members who own ten percent (10%) or more of the company:

Partnership

Date formed: mm/dd/yyyy State of formation: _____

List names of all firm partners:

Sole Proprietorship Date started: mm/dd/yyyy

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

Joint Venture Date formed: mm/dd/yyyy

List each firm in the joint venture and its percentage of ownership:

Note: To be responsive, each member of a Joint Venture must complete a separate Pledge of Compliance.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?
 Yes No

If Yes, use Attachment "A" to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If Yes, use Attachment "A" to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

Yes No

If Yes, use Attachment "A" to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If Yes, use Attachment "A" to explain specific circumstances.

5. Within the last five (5) years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

Yes No

If Yes, use Attachment "A" to explain specific circumstances.

6. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: WELLS FARGO, N.A.

Point of Contact: Alicia Torres

Address: 1220 Cleveland Ave Ste M113, San Diego, CA 92103

Phone Number: (619) 543-0096

7. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

Yes No

If Yes, use Attachment "A" to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

Yes No

If Yes, use Attachment "A" to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

Yes No

If Yes, use Attachment "A" to explain specific circumstances.

- 4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?
 Yes No

If Yes, use Attachment "A" to explain specific circumstances.

- 5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?
 Yes No

If Yes, use Attachment "A" to explain specific circumstances.

- 6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?
 Yes No

If Yes, use Attachment "A" to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Company Name: IRVINE RANCH WATER DISTRICT

Contact Name and Phone Number: Wendy Chambers, Director, Operations and Maintenance; (949) 453-5300

Contact Email: CHAMBERSW@IRWD.COM

Address: 3512 Michelson Dr, Irvine, CA 92612

Contract Date: 2020 - ONGOING

Contract Amount: \$200K

Requirements of Contract: PROFESSIONAL SERVICES FOR OPERATIONS AND MAINTENANCE MANAGEMENT CONSULTING

Company Name: WESTERN MUNICIPAL WATER DISTRICT

Contact Name and Phone Number: Derek Kawaii, Director of Engineering, (951)571-7230

Contact Email: dkawaii@wmwd.com

Address: 14205 Meridian Pkwy, Riverside, CA 92518

Contract Date: 2019 - ONGOING

Contract Amount: \$200K

Requirements of Contract: WATER TREATMENT STUDIES, PERMITTING/ REGULATORY REPORTS

Company Name: CITY OF SAN DIEGO

Contact Name and Phone Number: Mr. Gregory Cross, WPD Senior Civil Engineer, (619) 527-7460

Contact Email: GCROSS@SANDIEGO.GOV

Address: 2797 Caminito Chollas, San Diego, CA 92105

Contract Date: 2019 - 2022

Contract Amount: \$510K

Requirements of Contract: 12 PROJECTS, RMP/ PHA/ CA FOR AWTP AND MWTP

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?

Yes No

If Yes, use Attachment "A" to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?

Yes No

If Yes, use Attachment "A" to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

Yes No

If Yes, use Attachment "A" to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes No

If Yes, use Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

Yes No

If Yes, use Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws?

Yes No

If Yes, use Attachment "A" to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

J. STATEMENT OF SUBCONTRACTORS:

Please provide the names and information for all subcontractors used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment "A" if additional pages are necessary. If no subcontractors will be used, please check here Not Applicable.

[PLEASE SEE ATTACHMENT A](#)

Company Name: KELSEY STRUCTURAL APC

Contact Name and Phone Number: Guy Kelsey, PE, SE; Principal, 619-920 1262

Contact Email: gkelsey@kelseystructural.com

Address: 8064 Allison Ave. No. 1706, La Mesa, CA 91942

Contract Date: TBD

Contract Amount: TBD

Requirements of Contract: SEISMIC EVALUATIONS

What portion of work will be assigned to this subcontractor: 10%

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Check One) Yes No

If Yes, Contractor must provide valid proof of certification with the response to the bid or proposal. [certification is attached at end of the proposal](#)

K. STATEMENT OF AVAILABLE EQUIPMENT:

List all necessary equipment to complete the work specified using Attachment "A". In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San Diego reserves the right to reject any response when, in its opinion, the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period.

If no equipment is necessary to complete the work specified, please check here Not Applicable.

L. TYPE OF SUBMISSION: This document is submitted as:

Pledge of Compliance Initial submission.

OR

Update to prior Pledge of Compliance dated mm/dd/yyyy

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance requires an updated response. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.

(b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).

(e) I and my firm will cooperate fully with the City during any investigation and agree to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted.

<u>SOMA BHADRA, CEO, PROTEUS CONSULTING</u>	<u>Soma Bhadra</u>	<u>DEC 15, 2022</u>
Name and Title	Signature	Date

City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

If not using this Attachment "A", please check here Not Applicable.

OTHER SUBCONSULTANTS:

Environmental Research Group, L.L.C.
6049 Falls Road, Baltimore, MD 21209
Gina L. Foringer, President and CEO
Phone: 410.366.5170 Email: gina.foringer@envrg.com
Anticipated proportion of contract: 0 - 5%
Business Size Status: Certified 8(a), Service-Disabled Veteran-Owned (SDVO,) Economically Disadvantaged Woman-Owned (EDWO,) and Small Business under NAICS 541620 (less than \$16.5M) founded in 2000. Certs attached.

Potomac-Hudson Engineering, Inc.
350 10th Avenue Suite 1000, San Diego, CA 92101
Paul DiPaolo Associate Principal / Project Manager
Phone: 215-208-5434 Email: paul.dipaolo@phe.com
Anticipated proportion of contract: 0 - 10%

Wood Rodgers, Inc.
2251 San Diego Ave., Suite A-130 San Diego, CA 92110
Karl Meier, Principal
Phone: 619-819-9222 Email: kmeier@woodrodgers.com
Anticipated proportion of contract: 0 - 10%

I have read the matters and statements made in this Pledge of Compliance and Attachment "A"(s) there to and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

SOMA BHADRA, CEO, PROTEUS CONSU LTING *Soma Bhadra* DEC 15, 2022
Print Name, Title Signature Date

INSTRUCTION SHEET FOR
DISCLOSURE DETERMINATION FOR CONSULTANT
(Form CC-1671)

Use the "Disclosure Determination for Consultant" form (CC-1671) to report the disclosure requirement for any consultant hired to provide services to the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego's jurisdiction.

2 California Code of Regulations defines a "consultant" as an individual who, pursuant to a contract with a state or local government agency, either makes a governmental decision or serves in a staff capacity with the state or local government agency and in that capacity participates in making a governmental decision.

The "Disclosure Determination for Consultant" form is completed for all consultants under contract with the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego's jurisdiction. Please follow the step-by-step directions:

1. List the department, board, commission or agency requesting the consultant service.
2. List the consulting company. If known, also list the individual(s) who will be providing the consultant services.
3. List the mailing address.
4. List the e-mail address of individual(s) providing the consultant service.
5. Provide the date the individual(s) will start providing the consultant service.
6. List all duties/responsibilities the consultant will have. This list will enable you to determine the disclosure requirement for the consultant.
7. Determine the consultant's disclosure category. Your consultant should be required to disclose only those economic interests which could potentially create a conflict of interest as he/she performs his/her contractual obligations. For ideas about possible disclosure categories, review those in your department's, board's, commission's or agency's conflict of interest code, available at:

www.sandiego.gov/city-clerk/elections/eid/codes.shtml

Please fill out the entire "Disclosure Determination for Consultant" form, and have it signed by the appropriate authority. (Individuals with signing authority are described in your conflict of interest code as part of the disclosure requirement for Consultants.) Forward the original form to the City Clerk's Office, MS 2A.

DISCLOSURE DETERMINATION FOR CONSULTANT

*Must be signed by department director, agency president or other individual authorized by the appropriate conflict of interest code regarding consultants.

- 1. Department / Board / Commission / Agency Name: Public Utilities Department
2. Name of Specific Consultant & Company: Proteus Consulting
3. Address, City, State, ZIP: 4087 Alabama Street, San Diego, CA 92104
4. Project Title (as shown on 1472, "Request for Council Action"): Water Treatment Plant Regulatory Reporting (H2326130)
5. Consultant Duties for Project: Will perform research to evaluate and/or confirm the appropriate regulatory report for each Miramar and Alvarado Water Treatment Plant's chlorine and ammonia systems to meet state and federal reporting requirements.
6. Disclosure Determination [select applicable disclosure requirement]:

[X] Consultant will not be "making a governmental decision" or "serving in a staff capacity." No disclosure required.

- or -

[] Consultant will be "making a governmental decision" or "serving in a staff capacity." Consultants required to file a Statement of Economic Interests with the City Clerk of the City of San Diego in a timely manner as required by law. [Select consultant's disclosure category.]

[] Full: Disclosure is required pursuant to the broadest disclosure category in the appropriate Conflict of Interest Code.

- or -

[] Limited: Disclosure is required to a limited extent. [List the specific economic interest consultant is required to disclose.]

Four horizontal lines for listing specific economic interests.

By: Hoorman Pantow Deputy Director 10/31/23
[Name/Title]* [Date]

Once completed, with all questions answered and an authorized signature affixed, please forward the original form to the City Clerk's Office, MS 2A. Keep a copy with the contract.