

ORIGINAL

**AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND  
TOWILL, INC.**

**FOR**

**AS-NEEDED LAND SURVEYING, MAPPING AND  
DIGITIZING SERVICES 2023**

**CONTRACT NUMBER: H2326183**

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# AGREEMENT FOR AS-NEEDED CONSULTANT SERVICES

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## **CONSULTANT AS-NEEDED AGREEMENT EXHIBITS**

- Exhibit A - Scope of Services
- Exhibit B - Task Order Authorization
- Exhibit C - Compensation and Fee 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 - Determination Form
- Exhibit F - Consultant Performance Evaluation Form
- Exhibit G - Contractor Standards Pledge of Compliance

**AS-NEEDED AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND TOWILL, INC.  
FOR CONSULTANT SERVICES**

THIS Agreement is made and entered into between the City of San Diego, a municipal corporation [City], and Towill, Inc. [Consultant] for the Consultant to provide Professional Services to the City for land surveying.

**RECITALS**

The City wants to retain the services of a professional land surveying firm to provide the Professional Services on an as-needed, hourly fee basis.

The Consultant represents that it has the expertise, experience and personnel necessary to provide the Professional Services on an as-needed, hourly fee basis.

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 on an as-needed, hourly fee basis [Agreement].

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 scope of services will be determined by the City on an as-needed basis and presented to Consultant as an individual task [Task]. The Consultant shall perform the Professional Services at the direction of the City and as generally set forth in the Scope of Services [Exhibit A] and as more specifically described in each Task Order Authorization [Task Order] [Exhibit B].

**1.1.1 Task Order.** Prior to beginning performance in response to a Task Order, Consultant shall complete and execute the Task Order which must be approved in writing by the City. Each Task Order shall include a scope of Professional Services, a cost estimate, and the time for completion. The scope of Professional Services shall include all activities or work reasonably anticipated as necessary for successful completion of each Task presented by the City. If prevailing wage rates apply to a Task Order then said rates shall be in accordance with the provisions set forth in Section 4.14 of this Agreement. The date of the City's Request for Cost Proposal for a Task Order Letter (Proposal Letter) shall be used for the purpose of determining which published prevailing wage rate shall apply on a Task Order. All wage rates published and all predetermined wage rate increases known at the date of the Proposal Letter shall apply for the duration of said Task Order.

**1.1.2 Non-Exclusivity.** The Consultant agrees that this Agreement is non-exclusive and that the City may enter into agreements with other Consultants to perform the same or similar Professional Services during the term of this Agreement.

**1.1.3 Issuance of Task Orders for Multiple Contracts with the Same Services.** When multiple As-Needed Agreements exist for the same discipline, the Contract Manager will rotate award of Task Orders between the multiple agreements until the contract duration expires or the contract authorization amount is reached. After a Consultant has been issued a Task Order, that Consultant will be placed at the end of the list for consideration to perform the next Task Order.

**1.2 Task Administrator.** The Engineering & Capital Projects Department is the task administrator for this Agreement. The Consultant shall provide the Professional Services under the direction of a designated representative of the Engineering & Capital Projects 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. Further, 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 designee, unless the Agreement specifies otherwise.

**1.3 City Modification of Scope of Services.** The City may, without invalidating this Agreement, order changes in any Task 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 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 in connection with the Tasks, 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 changes to any Task, including any changes to the time for completion or the Compensation and Fee Schedule, 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.** Any plans, specifications, studies, or reports required by the Scope of Services must 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, this Agreement shall be effective for issuing and completing Task Orders for no more than thirty-sixty (36) months following the date of its execution by the City, unless said duration is modified in writing by an amendment to this Agreement. Any extension beyond sixty (60) months will require City Council approval via 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 any Task shall be set forth in the Task Order and shall not exceed the contract duration.

**2.3 Notification of Delay.** The Consultant shall immediately notify the City in writing if Consultant experiences or anticipates experiencing a delay in performing the Professional Services within the time frames set forth in the Task Order. 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 Task, 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 the 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 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 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 drawings, plans, calculations, specifications and other documents or records related to the Consultant's Professional Services on all Task(s). 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 perform or adequately perform any obligation required by this Agreement, the Consultant's failure constitutes a Default. A Default includes the Consultant's failure to complete the Professional Services within the time for completion as set forth in the Task Order. 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 all reasonably related expenses, in an amount not to exceed \$5,000,000. The City agrees to issue at least one or more Task Orders with a minimum aggregate value of \$1,000.00 to the Consultant. The amount of compensation may be reduced by liquidated damages, as set forth in Exhibit C.

**3.2 Manner of Payment.** The City shall pay the Consultant in accordance with the Compensation and Fee Schedule [Exhibit C]. 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.

**3.3 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.

**3.4 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 for any issued Task Order; or (2) where the total anticipated cost for performance of the Scope of Services may be greater than the maximum compensation for this Agreement or for any Task Order.

#### **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 land surveying 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 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 as described in issued Task Orders; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Professional Services as described in issued Task Orders 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 Aviation Liability Insurance.** The Consultant shall procure and maintain at their expense or require their Subcontractor, as described below, to procure and maintain Aviation Liability Insurance on an occurrence basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

**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 Aviation 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 Aircraft 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.

**4.3.5 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 on line 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 work place, 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 work place.

**4.7.2.2** The policy of maintaining a drug-free work place.

**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 work place 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 Assessment Engineering Professional's organization must make disclosures of relevant financial interests is set forth in the Determination Form [Exhibit E].

**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 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>.

**4.14 Prevailing Wage Rates.** Prevailing wage rates apply to this Agreement.

Pursuant to San Diego Municipal Code section 22.3019, construction, alteration, demolition, repair and maintenance work performed under this Agreement is subject to State prevailing wage laws. For construction work performed under this Agreement cumulatively exceeding \$25,000 and for alteration, demolition, repair and maintenance work performed under this Agreement cumulatively exceeding \$15,000, the Consultant and its subconsultants shall comply with State prevailing wage laws including, but not limited to, the requirements listed below.

**4.14.1 Compliance with Prevailing Wage Requirements.** Pursuant to sections 1720 through 1861 of the California Labor Code, the Consultant and its subconsultants shall ensure that all workers who perform work under this Agreement are paid not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR). This includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.

**4.14.1.1** Copies of the prevailing rate of per diem wages also may be found at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. The Consultant and its subconsultants shall post a copy of the prevailing rate of per diem wages determination at each job site and shall make them available to any interested party upon request.

**4.14.1.2** The date of the City's Request for Cost Proposal for a Task Order Letter (Proposal Letter) shall be used for the purpose of determining which published prevailing wage rate shall apply on a Task Order. All wage rates published and all predetermined wage rate increases known at the date of the Proposal Letter shall apply for the duration of said Task Order. The wage rates determined by the DIR refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, then the published rate of wage shall be in effect for the life of that particular Task Order. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the DIR, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to that particular Task Order in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of that particular Task Order, each successive predetermined wage rate shall apply to that particular Task Order on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates

expires during the life of that particular Task Order, such wage rate shall apply to the balance of that Task Order.

**4.14.2 Penalties for Violations.** Consultant and its subconsultants shall comply with California Labor Code section 1775 in the event a worker is paid less than the prevailing wage rate for the work or craft in which the worker is employed. This shall be in addition to any other applicable penalties allowed under Labor Code sections 1720 – 1861.

**4.14.3 Payroll Records.** Consultant and its subconsultants shall comply with California Labor Code section 1776, which generally requires keeping accurate payroll records, verifying and certifying payroll records, and making them available for inspection. Consultant shall require its subconsultants to also comply with section 1776. Consultant and its subconsultants shall submit weekly certified payroll records online via the City's web-based Labor Compliance Program. Consultant is responsible for ensuring its subconsultants submit certified payroll records to the City.

**4.14.3.1** In addition to the requirements in 4.14.3, the Consultant and its subconsultants shall also furnish records specified in Labor Code section 1776 directly to the Labor Commissioner in the manner required by Labor Code section 1771.4.

**4.14.4 Apprentices.** Consultant and its subconsultants shall comply with California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning the employment and wages of apprentices. Consultant shall be held responsible for the compliance of their subconsultants with sections 1777.5, 1777.6 and 1777.7.

**4.14.5 Working Hours.** Consultant and its subconsultants shall comply with California Labor Code sections 1810 through 1815, including but not limited to: (i) restrict working hours on public works contracts to eight (8) hours a day and forty (40) hours a week, unless all hours worked in excess of eight (8) hours per day are compensated at not less than 1½ times the basic rate of pay; and (ii) specify penalties to be imposed on design professionals and subcontractors of \$25 per worker per day for each day the worker works more than eight (8) hours per day and forty (40) hours per week in violation of California Labor Code sections 1810 through 1815.

**4.14.6 Required Provisions for Subcontracts.** Consultant shall include at a minimum a copy of the following provisions in any contract they enter into with a subconsultant: California Labor Code sections 1771, 1771.1, 1775, 1776, 1777.5, 1810, 1813, 1815, 1860 and 1861.

**4.14.7 Labor Code Section 1861 Certification.** Consultant in accordance with California Labor Code section 3700 is required to secure the payment of compensation of its employees and by signing this Agreement, Consultant certifies that "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

**4.14.8 Labor Compliance Program.** The City has its own Labor Compliance Program authorized in August 2011 by the DIR. The City will withhold contract payments when payroll records are delinquent or deemed inadequate by the City or other governmental entity, or it has been established after an investigation by the City or other governmental entity that underpayment(s) have occurred.

**4.14.9 Contractor and Subcontractor Registration Requirements.** This project is subject to compliance monitoring and enforcement by the DIR. A Consultant or subcontractor shall not be qualified to bid on, be listed in a bid or proposal, subject to the requirements of section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

**4.14.9.1** A Consultant's inadvertent error in listing a subconsultant who is not registered pursuant to Labor Code section 1725.5 in response to a solicitation shall not be grounds for filing a protest or grounds for considering the bid or proposal non-responsive provided that any of the following apply: (1) the subconsultant is registered prior to proposal due date; (2) within twenty-four hours after the proposal due date, the subconsultant is registered and has paid the penalty registration fee specified in Labor Code section 1725.5; or (3) the subconsultant is replaced by another registered subconsultant pursuant to Public Contract Code section 4107.

**4.14.9.2** By submitting a bid or proposal to the City, Consultant is certifying that he or she has verified that all subcontractors used on this public work project are registered with the DIR in compliance with Labor Code sections 1771.1 and 1725.5, and Consultant shall provide proof of registration for themselves and all listed subcontractors to the City at the time of bid or proposal due date or upon request.

**4.14.10 Stop Order.** For Consultant or its subcontractor(s) engaging in the performance of any public work contract without having been registered in violation of Labor Code sections 1725.5 or 1771.1, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered Consultant or unregistered subcontractor(s) on ALL public works until the unregistered Consultant or unregistered subcontractor(s) is registered. Failure to observe a stop order is a misdemeanor.

**4.14.11 List of all Subcontractors.** The Consultant shall provide a complete list of subcontractors (regardless of tier) utilized on this Agreement, along with their DIR registration numbers, if applicable, prior to any work being performed on this Agreement, and Consultant shall provide a complete list of subcontractors, regardless of tier, with each invoice. Additionally, Consultant shall provide the City with a complete list of all subcontractors utilized on this Agreement, regardless of tier, within ten working days of the completion of the Agreement, along with their DIR registration numbers, if applicable. The City shall withhold final payment to Consultant until at least thirty (30) days after this information is provided to the City.

**4.14.12 Exemptions for Small Projects.** There are limited exemptions for installation, alteration, demolition, or repair work done on projects of \$25,000 or less. The Consultant shall still comply with Labor Code sections 1720 et. seq. The only recognized exemptions are listed below:

**4.14.12.1 Registration.** The Consultant will not be required to register with the DIR for small projects. (Labor Code section 1771.1).

**4.14.12.2 Certified Payroll Records.** The records required in Labor Code section 1776 shall be required to be kept and submitted to the City of San Diego, but will not be required to be submitted online with the DIR directly. The Consultant will need to keep

those records for at least three years following the completion of the Agreement. (Labor Code section 1771.4).

**4.14.12.3** List of all Subcontractors. The Consultant shall not be required to hire only registered subcontractors and is exempt from submitting the list of all subcontractors that is required in section 4.14.11 above. (Labor Code section 1773.3).

**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 Contractor, 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 Contractor, 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, attorney's fees.

#### **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: Engineering & Capital Projects, c/o Kyle Nguyen, 9573 Chesapeake Dr., San Diego, CA 92123, and notice to the Consultant shall be addressed to: Towill, Inc., Jake Kruger, 8799 Balboa Avenue, Suite 140, San Diego, CA 92123, jake.kruger@towill.com.

**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: Jake Kruger, Lorraine B. Amenda, Ken A. Meme, Angela Boyea and James Eyerma [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 in the Scope of Services as described in issued Task Orders.

**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 F].

**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 G.

**9.24 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.

**9.25 Project Site Safety.** Unless otherwise provided by the Scope of Services in this Agreement, the Consultant, Subconsultant and their employees are not responsible for general Project site conditions during the course of construction of the Project. The City acknowledges that the construction contractor has primary responsibility for Project site conditions, including safety of all persons and property. This provision shall not be interpreted to in any way relieve the Consultant, Subconsultants or their employees of their obligation under Section 4.1 of this Agreement to comply with all applicable laws, codes and good consulting practices with regard to the maintenance of a safe Project site.

**9.26 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.

**9.27 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.

**9.28 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 is executed by the City of San Diego, acting by and through its Mayor, pursuant to Resolution Number R-315207, authorizing such execution, and by the Consultant pursuant to Towill Inc.'s signature authority document.

I HEREBY CERTIFY I can legally bind Towill, Inc. and that I have read all of this Agreement, this 14<sup>TH</sup> day of NOVEMBER, 2023.

By   
Jake Kruger  
Regional Director

Dated this 9th day of January, 2024.

THE CITY OF SAN DIEGO  
Mayor or Designee

By   
Berric Doringo  
Deputy Director  
Purchasing & Contracting

I HEREBY APPROVE the form of the foregoing Agreement this 23<sup>rd</sup> day of January, 2024.

MARA W. ELLIOTT, City Attorney

By   
Dana Fairchild  
Deputy City Attorney

**CONSULTANT AS-NEEDED AGREEMENT**  
**EXHIBITS**

## SCOPE OF SERVICES

The As-Needed Consultant shall provide land surveying, mapping, and digitizing services on an as-needed basis to supplement City of San Diego staff. Projects may include, but are not limited to water, wastewater, storm water pipeline projects, buildings, bridges, roadway paving, process facilities, parks and site work.

Work will be assigned to the Consultant via Task Order as determined by City staff on a project/task specific basis, consisting of a mutually agreed upon scope of services.

### 1.0 GENERAL ADMINISTRATION

The Consultant shall become familiar with City of San Diego's Land Surveying Section (LSS) processes, procedures, and its objectives to provide services and support as directed by LSS staff. The Consultant shall work under the direction of LSS and develop and maintain open lines of communications and cooperation between City staff, other consultants, and contractors as necessary. The Consultant may be assigned the full responsibility of a project survey request or limited responsibility to supplement LSS staff in specific areas of expertise.

### 2.0 MANAGEMENT

- 2.1 Consultant shall furnish to the City of San Diego's Land Surveying Section (LSS) all field work and CADD data, i.e., completed calibration sheet indicating the monuments used to establish the Basis of Bearings and Vertical Benchmark held to control the survey. CADD deliverables shall conform to City of San Diego CADD standards.
- 2.2 All correspondence and data shall include the Contract No., Task Order No., and Project Name on title sheets, subject lines or file names.
- 2.3 Consultant shall provide a Monthly Task Order report and schedule covering a summary of deliverable status, expenditures/ invoices, and a summary of sub-consultant usage for each of the awarded tasks, including highlights of any unusual contractual issues that arise during the reporting period.
- 2.4 Consultant shall provide a project/task specific proposal and fee schedule as requested.



- 2.5 The Consultant shall be responsible for performing a review of the Project package prior to submitting a Task Order proposal. If any obvious errors or omissions are identified in the project scope or documents provided, it shall be the responsibility of the Consultant to notify LSS of the error. The LSS will review the scope and documents, and if an error is found, the survey section will correct the error and send it to the Consultant. Document omissions may be requested by LSS to be provided by the Consultant in their Task Order proposal.

**3.0 CONTROLS**

- 3.1 CADD deliverables (i.e., MicroStation V8 and Inroads) shall conform to City of San Diego CADD standards.
- 3.2 Surveyor shall adhere to Section 3 of the Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys (Effective February 23, 2016), unless otherwise specified.
- 3.3 Field Measurements shall be collected in conformance with the City of San Diego's Land Survey Section (LSS) "RTK FIELD PROCEDURES 5.42; Preliminary Field Surveys Standards and Guidelines for Topographic Surveys 6-2015" and the local standard of practice.
- 3.4 Construction staking surveying shall be performed in accordance with industry standards. Field Measurements shall comply with the City Survey section's "Field Surveys RTK Standards and Procedures" for all construction staking exceeding 1.5% in grade. All construction staking with a gradient of less than 1.5% will be performed by a total station survey instrument. Gradients less than 0.2% will require a level run prior to construction, and all said services will be performed by the Consultant.
- 3.5 Horizontal control shall be based on the CCS83 Zone 6, 1991.35 epoch, US survey feet per City of San Diego Record of Survey Map No. 14492 (ROS 14492). The basis of the survey shall be controlled by at least one available First Order monument as shown on ROS 14492 located within a three-mile radius distance from the project site. Where a First Order control monument is not available, the survey may be based on a Second Order control monument as shown on ROS 14492.

- 3.6 Vertical control shall be based on NGVD29 per benchmarks in the City of San Diego Bench Book (Note: When using City Bench Book vertical control the benchmarks are identified by two reference groups: (1) Non-1970 Adjusted and (2) 1970 Adjusted (identified by an asterisk (\*) - only benchmark monuments within one of the two reference groups shall be used as a basis for vertical control).
- 3.7 Any additional control necessary for construction staking will be the duty of the Consultant; and will be based on site specific specifications shown on the Construction plan.
- 3.8 Features collected in the field are compared to the current Citywide LiDAR data set for vertical and horizontal accuracy.
- 3.9 When pertinent, a preliminary survey may be subject to ADA requirements, which triggers the use of conventional instruments only for the survey measurements.
- 3.10 The Consultant shall be responsible for performing a review of the Survey Control data prior to beginning the survey. If any errors in Horizontal and/or Vertical Survey control data are identified, it shall be the responsibility of the Consultant to notify the LSS of the error. The LSS will review the survey data, and if said data is found to be in error, the LSS will provide the Consultant with correct survey data.

**4.0 RECORDS**

- 4.1 Field data shall be processed for use in a computer aided design and drafting (CADD) environment. Deliverables may include a V-8 MicroStation.dgn file per the existing Citywide CADD & Drafting Standards with the mapping, ROW and easements (calculated from found monumentation), complete digital terrain model, a coordinate list text file, an alignment file, hardcopy files, etc. as requested.
- 4.2 Electronic files will be archived on the City of San Diego document archive system and placed in a georeferenced geographic information system (GIS), for use by the City Project Manager and on future projects.

- 4.3 Projects may be processed for microfilming with the City of San Diego Developmental Services Department.
- 4.4 Cut-sheets (the legal document and reference of the work performed in the field) will be provided to the City of San Diego Staff/Resident Engineer within 24 hours of completion of staking requests. The Resident Engineer will provide copies to the contractor. A copy is also filed in the field folders for legal documentation to comply with the Public Records Act. The cut-sheet is also used to clarify faded paint in the field or lost survey stakes in the field. It is also the legal documentation of where City survey reference points are located geographically on the face of the earth. Cut-sheets are the form of evidence to prove or disprove what has or has not been done.
- 4.5 Generally, the civil design MicroStation CADD file for a project is requested from the City Resident Engineer, Project Manager, Civil Engineer, Traffic Engineer Architect, Landscape Architect, etc. and is archived in the PWD LSS ProjectWise database.
- 4.6 All records, public or private, acquired to determine the City's Right of Way (ROW) in the project area shall be delivered in digital or hardcopy format with any markups and City Records. City records may include, but not limited to: GIS scope plots, sewer and water sheets, loose leaf survey notes, tie point sheets, dedication or vacation drawings, easement drawings and benchmark ties.
- 4.7 If adjacent City projects have been found and are included in the research packages or where existing City survey data is provided with project research information, such existing data may be incorporated within the Consultant's delivered survey data if a minimum three common monuments were measured to confirm horizontal and vertical control tolerance quality.

**5.0 SURVEYING SERVICES**

The Consultant may be requested to provide services which have not been included or are implied in this Scope of Services only after receiving written authorization from the LSS contract representative.

It is anticipated that the As-Needed Land Surveying Contracts may provide Land Surveying services for the following types of surveying:

**5.1 PRELIMINARY SURVEYING SERVICES**

Typically for Pre-Design and No-Plan projects but can be attributed to all project phases. May consist of a topographic survey, hydrographic survey, etc. Deliverables may include a calibration sheet, field data, raw data, CADD file (MicroStation & Inroads), etc. Scope shall be refined on a project/ task specific basis.

**5.2 MONUMENT PERPETUATION / PRESERVATION**

5.2.1 Monument preservation in accordance with the Greenbook (2021) and Whitebook (2021) requires research and fieldwork to preserve survey monumentation. Consultant shall review construction plans or provided site mapping limits and determine which improvements will be destroyed by construction activities and then perform survey records research for monument perpetuation tasks.

5.2.2 Any ground being disturbed in the City of San Diego (concrete, asphalt or dirt), must be inspected by the City Land Survey Section. Monument Perpetuation is typically performed by City Engineering and Capital Projects Land Surveying Section (LSS), on all City Projects, unless permission is obtained for these services in writing by the LSS.

5.2.3 All monuments within the survey limits shall be searched and tied if found. Sufficient additional monuments to control all boundaries extending from the survey limits must be tied (i.e., Block Corners, Points of Curve, etc.) to the next available survey monument past the survey limits.

**5.3 RIGHT OF WAY (ROW)**

5.3.1 Typically for City real estate asset coordination but can be attributed to other survey requests. Scope shall be refined on a project/ task specific basis.

5.3.2 Boundary Determination, Easement Acquisition/Abandonment, Street Dedication/Vacation, Land Acquisition/Exchange, Lease Areas, etc.

- Determine public/private road right-of-way.

- Determine subdivision boundaries.
- Determine lot/deed line locations.
- Determine easement locations.
- Determine leasehold locations.
- Complete research to determine the necessary maps, drawings, plats, deeds, etc. needed to calculate the boundary using existing City and/or County references.
- Create MicroStation CADD drawing showing boundary determination along with coordinate list of calculated rights-of-way.
- Create legal description and MicroStation CADD drawing for requested sewer, water or drainage, etc. easement acquisition/abandonment.
- Coordinate with City Land Surveying Section CADD team for final deliverables.
- Coordinate project through City Real Estate Asset team.
- Archive CADD drawing and respective files on City Land Surveying Section ProjectWise database.
- File Record of Survey with County Surveyor, if required.
- Archive paper hardcopy in City Land Surveying Section calculation file.
- Send final Mylar to City Development Services Department for archiving/reproduction.
- Survey shall include all found monuments (record & non record) for the purpose of calculating right of way (ROW) and property lines.

#### 5.4 MAPPING

Survey shall show the location and elevation of all public and private utility features to include, but not limited to water, fire hydrants, sewer manholes with

invert elevations (sewer book page & manhole number and laterals included for in-sewer design), gas valves, electric pull boxes and vaults, storm water, drainage manholes & inlets with invert elevations, telecommunications risers, pull boxes and vaults, traffic striping & controls, curb lines or edge of paving, driveways and building lines.

Surveys shall include contours, surface elevations or spot elevations at a scale in accordance with the scope established by the project manager and National Map Standards.

**5.5 UTILITIES SURVEY**

5.5.1 Survey shall show the location and elevation of all public and private utility features to include but not limited to water, fire hydrants, sewer manholes with invert elevations (sewer, book page & manhole number and laterals included for in-sewer design), gas valves, electric pull boxes and vaults, storm water, drainage manholes & inlets with invert elevations, telecommunications risers, pull boxes and vaults, traffic striping & controls, curb lines or edge of paving, driveways and building lines.

5.5.2 Surveys shall include surface elevations or spot elevations at a scale in accordance with the scope established by the project manager.

5.5.3 Survey shall record manhole number and Gatebook reference in accordance with the requesting Wastewater Collection manager of the Public Utilities Department.

**5.6 AS-BUILT SURVEY**

5.6.1 Surveyors protect the property interest of the City of San Diego and define the difference between private and public interest. While protecting our interest, it is essential that the Surveyor report what field conditions exist before construction to uncover problems and avoid encroachment on private property before design of the project begins. After a project is constructed, it is important to survey as-built conditions for future records.

5.6.2 Survey shall record and field mark out the location and elevation of existing features (i.e., manholes with invert elevations, curb ramp features, hardscape, roadway surface, utility features, etc.) per the final location of improvements as constructed or within a respective site mapping limit.

**5.7 CONSTRUCTION SURVEYING SERVICES**

The Consultant shall provide land surveying services and information during all phases of the construction project, such as the verification that proposed improvements are within the right-of-way or easements granted to the City of San Diego. Scope shall be refined on a project/task specific basis.

**5.7.1 Constructability Review/Support:**

- The Consultant may be requested to provide survey cost estimates, survey constructability reviews, limited solely to survey constructability comments (not design related matters), attend preconstruction meetings, coordinate with the City of San Diego Staff/Resident Engineers (RE), and coordinate with Contractors.
- Consultant may perform data extraction and calculations from the civil design MicroStation CADD file.
- Perform quality control and quality assurance (QA/QC) of construction plans by comparing the MicroStation CADD file of the project design against the signed/sealed paper design plans. If discrepancies exist, the RE is notified immediately to resolve plan issues prior to the beginning construction surveying tasks. Such QA/QC reviews to be limited solely to survey related information and not to design related matters.
- Limits of work, Limits of Demolition
- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize limits of work to be used for field staking.

- Prior to demolition activities, perform measurements for all existing survey monuments in the demolition area, from reference points lying outside the demolition area.

5.7.2 Rough Grade, Slope Staking, Contour Staking

- Use the MicroStation CADD file from the City Resident Engineer (RE) to check orientation and digitize property lines and centerline of streets. All grading, slope and contour stakes will be referenced to property or centerline of roadway.
- Perform layout staking services as requested and verify that the proposed locations of design improvements are consistent with existing site conditions. If project plans and site conditions conflict, the City RE shall be notified immediately.

5.7.3 Site Deformation Monitoring

- Performed when site conditions warrant a need as determined by the City Project Manager or City Resident Engineer.
- Reference marks are placed on improvements for monitoring their position before, during and post-construction activities.

5.7.4 Blue Tops

- Blue tops will be provided for sub-grade or finish grade whenever the City is contracted to provide verification of grade and material paid for. Blue tops are supplemented with a grade-check certification letter to verify that the contractor has provided the services in accordance with the Greenbook (2021) and grading plan.

5.7.5 Storm Drain

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of storm drain. Storm Drains are generally non-concentric to centerline and are not calculated from the street centerline. Storm Drain boxes are staked radial to centerline and require certification after the surveyor has staked it.



## EXHIBIT A

- It is important to perform a field-check before the final pour of concrete.

### 5.7.6 Sewer Lines

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of sewer main or centerline of road. Sewer is generally concentric to centerline and staked accordingly.
- Field verification of flow line join must be done prior to construction to avoid conflicts in the future.
- Sewer generally runs down the center of the street; monument preservation in accordance with the Greenbook (2021), will require research and fieldwork to preserve centerline survey monumentation.
- Monuments will be reset in exact location after the job has been inspected and released.

### 5.7.7 Water Lines

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of water main. Water mains are generally non-concentric to centerline and are not calculated from the street centerline.
- Land survey monuments are present generally within 5 feet of the water service; monument preservation in accordance with the Greenbook (2021) will require research and fieldwork to preserve curb and sidewalk survey monumentation.
- Monuments will be reset in exact location after the job has been inspected and released.

### 5.7.8 Dry Utilities

- Gas and electric and streetlights will need to be calculated using the MicroStation CADD file from the City Resident Engineer to check

orientation and digitize all locations of electric hand-holes and transformers. All streetlights will need to be digitized or locations will be derived from radial stakeout from centerline alignments.

5.7.9 Top of Curb at Face of Curb

- Curb will be staked from centerline road profiles acquired through MicroStation digitizing. All curb returns and cul-de-sac returns will be digitized and have their own alignments.
- Field verification for proper drainage must occur before any project can be constructed.

5.7.10 Retaining and Sound Walls

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of walls to be staked in the field. Research of property lines is key to avoid walls being staked on private land.
- All wall stakes are referenced to face of wall (exposed face) and retaining walls should be accompanied by brow ditches to allow for proper drainage behind the wall and to avoid wall failure.

5.7.11 Buildings

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of the buildings to be staked in the field. Buildings are staked using grid lines and it is essential that boundary retracement and research is thorough to avoid conflict between building setback limits and adjoining property owners.

5.7.12 Bridge Abutments and Bents

- Use the MicroStation CADD file from the City Resident Engineer to check orientation and digitize locations of the abutments and bents to be staked in the field. Bridge stakes are generally staked to the center of the columns. Bridge deck and form check is performed throughout the life of the project and generally needs an on-call

Land Surveyor. It is essential that boundary retracement and research is thorough to avoid conflict between property owners.

**5.7.13 Volume Calculations**

- Performed when a discrepancy exists between the stated calculated plan earthen material volumes, the RE approved truck count volume and the contractors stated export or import volume of material exists.
- Construction survey crew shall perform topographic surveying at preconstruction, at various stages of construction, and during post-construction for calculation of export and import of earthen material. The volume calculation in the digital CADD environment will occur by comparing topographic data from the various phases of work. The City RE shall be provided a detailed report.

**5.8 AERIAL PHOTOGRAPHY AND MAPPING SURVEYING**

- Aerial Mapping Survey shall show the location and elevation of all public and private utilities, and planimetric features to include but not limited to water, fire hydrants, sewer manholes with invert elevations, gas valves, electric pull boxes and vaults, storm water, drainage manholes & inlets with invert elevations, telecommunication risers, pull boxes and vaults, traffic striping & controls, curb lines or edge of paving, driveways and building lines, a digital terrain model with breaklines and spot elevations, a digital rectified ortho photo, contact prints, digital scans and film negatives.
- Features are compared to the current Citywide LiDAR data set for vertical and horizontal accuracy.
- The survey will include photography, contours, surface elevations or spot elevations at a scale in accordance with the scope established by the project manager and the National Standard for Spatial Data Accuracy.
- Deliverables include a V-8 MicroStation .dgn file per the Citywide CADD & Drafting Standards with the topo, ROW and easements calculated from found monumentation, a complete digital terrain model, a coordinate list

text file, an alignment file, a digital ortho photo, and hardcopy files as requested.

- The project will be processed for microfilming with the Developmental Services Department.
- Electronic files are archived on the city document archive system and placed in a georeferenced GIS system, for use by the Project Manager and on future projects.

5.8.1 General Requirements

- Aerial survey, mapping and digitizing of various areas of San Diego in MicroStation V8 format.
- Photogrammetrist will adhere to San Diego County's Standard specifications for Aerial Surveying and Topographic Mapping unless otherwise specified.
- All 20' scale mapping with 1' contours, will be flown at a photo scale of not more than 1" = 200'.
- All 40' scale mapping with 1' contours, will be flown at a photo scale of not more than 1" = 300'.

5.8.2 The Consultant shall furnish the City:

5.8.2.1 Photography (This service may be included only as a component service of the Task.)

- a. Flight plan, including model layout, direction of flight, and location of pre-marks (subject to City approval).
- b. Two (2) set of 9"x 9" contact prints for 40' scale mapping. Contact prints shall be printed on color paper with gloss finish.
- c. Negatives and digital scans of all negatives, electronic project set-up files, the camera report and Aerial Triangulation (AT).

## EXHIBIT A

- d. All color contact prints and photo enlargements shall be sent to the City after flying and processing.
- e. The following information shall appear on all negatives used for mapping or photographs: Date, Photo scale, project name, negative number (flight line, exposure number).
- f. One (1) digital ortho photo file(s) in a .tif image format with Geo Tiff header information (project coordinate system value/projection/coordinate system units). Scanning for these images shall be taken from the original negatives and be scanned at 12 microns. All files shall be georeferenced, i.e., files shall be geo referenced to the 40' scale digital photo layout using 200' or 300' negative scale as used for mapping.
- g. A world file header shall also be delivered along with a tif image. The world file (.tfw) shall be named the same as each .tif image with the .tfw extension, i.e., [image 01.tif & image 01.tfw].

### 5.8.2.2 Mapping

- a. All mapping shall comply with City of San Diego Aerial Photogrammetric specifications.
- b. The following data shall be included in the electronic mapping file: Name of Consultant doing the project, Company Logo (if available), Name of project, Work order number, Date & Scale.
- c. If analytical solution for mapping is used, the following parameters shall be met. Analytical measurements shall be made on analytical stereo-plotters or comparators having necessary precision to achieve nationally accepted x, y, and z accuracies. This work shall be performed in accordance with Section 72 of the San Diego County standard specifications, except that the last line of 72.30

## EXHIBIT A

shall be changed to read: "In no case shall the targeted points of basic control be farther apart than three (3) stereoscopic models."

- d. May include terrestrial laser scanning or airborne LiDAR.
- e. The City may provide a .dgn and text file containing the utilities located by survey procedures. These utilities are intended to be used by the Consultant for feature identification purposes and are not to be assumed to be all the planimetric features on the project. It is the responsibility of the Consultant to verify the location of these features as they are related to the photography.
- f. Mapping shall also include, unless otherwise noted: All traffic striping (including crosswalks, bike lanes, parking stalls, and other traffic delineated markings), street names and all pedestrian ramps and driveways; all utilities and planimetric features visible in the photography. All features will be identified by the Consultant and placed on the appropriate level in the correct symbology per City standards.

### 5.8.2.3 Digitizing

- a. A digitized graphic data model called 'Mapping' of the topographic mapping for this project shall be in a V8 3-D ".DGN" format for Bentley Systems software, furnished on a recordable compact disc. The version of Microsoft Windows must be NT or higher. Compact Discs will be furnished with the check prints.
- b. A Break-line/Spot elevation model called 'Digital Terrain Model (DTM)' which contains all pertinent planimetric and topographic features necessary to create an accurate digital terrain model (DTM) of the aerial mapping area, also in the same Bentley V8 3D.DGN file format shall be provided.

## EXHIBIT A

- The breaklines are not to cross but are to fall just short of the breakline of intersection within a tolerance prohibiting the triangulation through the breakline. The breakline should be constructed in such a manner that prohibits the triangulation through it. Also, a breakline should not 'loop' back upon itself or have 'tails' at the ends of the breakline.
- These breaklines shall be tested by the Consultant to assure that no breakline crosses or touches another breakline.
- Buildings will be collected as interior features to serve as a wall through which terrain triangles cannot pass.

### **Breakline defined:**

A series of line segments which delineate and define the discontinuities of the terrain (model) surface (improved and/or unimproved). Examples of breaklines are edges of roadways (paved or unpaved), crown of street, or manmade flowlines, drains, changes in slope gradient, edges of graded pads, tops and toes of slopes, tops and bases of retaining walls, steep cliff faces, retaining structures—such as bridge abutments, etc. Generally, breaklines can be loosely defined as the intersection of two planes and are any linear terrain feature that delineates the ground surface (improved and/or unimproved), and therefore have a controlling effect on the definition and accuracy of the digital terrain model. These breaklines serve as a wall through which terrain triangles cannot pass.

Additionally, for further definition and accuracy of the DTM, spot or "regular" surface points should be added to the DTM (surface model) to further define and "fill-in" the surface. The more severe the discontinuities in the surface, the greater the need for increased density in point

## EXHIBIT A

collection. The spots, used to define the gradient change, needs to be dense enough to prevent unwanted flattening in the surface according to the contour interval. As a general rule, these points should be collected at a density of 1/2" at the plotted scale, i.e., for a 1"=40' scale mapping, points should be collected along an approximate 20' grid.

The use of a good engineering font, capital x or +, with a center/center justification shall be used for point symbology.

### **Spots defined:**

A raised or depressed point defining a surface where a break line could not define that surface. Examples are tops of mounds, mountains, hills, raises, peaks, and raised cones or bottom of depressions, ditches, craters, holes and depressed cones.

The contours shown in 3.a above shall be generated solely from this DTM data.

The contours produced from the DTM data shall meet or exceed ASPRS 90 standards where 680/0 (1g) of the contours tested tan within 1/3 contour interval Any point tested that is more than 3g, out shall be regarded as blunders. These standards closely parallel the familiar National Map Accuracy Standards.

The appropriate City of San Diego cell library (VS City Existing.cel), font resource file (V8 City Font.rsc), color table (V8 City color.tbl), line style (V8 City Line Style.rsc), level scheme, and seed file parameters are to be used for placement of all elements in the design files, with strict adherence to "Working Units" and seed file "Global Origin". Base map level schemes are attached. A diskette containing the most current version of the above seed



## EXHIBIT A

files, cell libraries and font resource files will be provided to the aerial contractor, if needed, upon request.

All graphic elements within the Project Design File shall adhere to appropriate MicroStation element definitions to allow for error free translation of design files from 3d to 2d. If the Design file is observed to have incorrect element definitions which produce errors related to either the above 3d to 2d file translations, or produce errors when used with other Bentley Applications software, the aerial contractor shall be responsible for the correction of any errors or deficiencies in the design file related to incorrect graphic element definitions, etc.

- c. Intergraph Design file working units shall be the Survey Foot: i.e., Feet, 10th's of a foot, and 100th's of a foot. Use a (sf) symbol for foot annotations, and (su) for tenths annotations in working units tutorial.  $1200/3937 \text{ sf} = 1.0 \text{ m}$  and  $1200/393700 \text{ se} = 1.0 \text{ cm}$ .

Note: Above parameters are provided in VS nad83 3d.dgn.

NOTE: To prevent project delays related to item above, it is recommended that each design file be reviewed using an appropriate file checking software, (i.e., 'Axiom File Fixer', Etc.). This will help to identify and correct any element definition, and/or design file format error(s) prior to receipt of said files by the City of San Diego.

### 5.8.2.4 Field Verification

To ensure accuracy and completeness of aerial mapping, Consultant shall provide field verification of check-prints prior to submission to the City. This will require on-site verification by vendor that marked-out utilities, or other pertinent surface features, which might have been missed or not originally compiled, shall be shown on the check prints. This additional information (if any) shall be incorporated into the design file.

Arrangements shall be made through the appropriate City of San Diego Land Public Works Department Survey Section (PWD LSS) Contract Manager to meet onsite.

5.8.2.5 Additional Requirements

Survey control for this project will be established using the Global Positioning System (GPS), and all digitizing will be based on the California Coordinate System, Zone 6, and NAD83 Coordinate Base. Bentley Design files shall have a Global Origin of:

- a.  $x = -6165251.6353$ ,  $y = -1772251.6353$  and  $z = +214748.3648$ , to allow for the NAO '83 coordinate values. It is the intent of the City to have all underground utilities and surface features, i.e., sewer manholes, gate valves, etc., pre-marked with paint, and color coded per utility. For this reason, all photography will be done in color, and the appropriate City of San Diego color / symbology tables will be used. All mapping and digitizing will reflect this information.
- b. On all strip mapping, or other mapping as shown or deemed necessary, an additional exposure shall be taken at each end of the requested mapping area.

**SPECIAL NOTE:**

All projects, where street and alley/easements are defined, mapping areas will cover the street or alley/easement width, PLUS an additional fifty (50) foot distance back of property, alley or easement Right of Way. The DTM will cover an additional fifty (50) feet beyond the mapping area. This will be the standard unless otherwise stated or shown on an individual project basis.

The CITY of SAN DIEGO" CADD Level Documentation

**LEVELS:**

The design seed file consists of approximately 500 + levels. These are like transparencies overlaying each other. Elements may be placed or manipulated on any

## **EXHIBIT A**

of these levels. Although any combination of levels may be viewed at one time, you can draw design elements only on one level, the "Active Level."

All features collected will be placed on one of the levels in "Level Structure Table" provided within each Task Order scope of services.

**END OF SCOPE OF SERVICES**

**TASK ORDER AUTHORIZATION FOR  
PROFESSIONAL SERVICES [TASK ORDER]**

<b>Consultant:</b>	
<b>Agreement:</b>	
<b>Task Order No.:</b>	<b>Date:</b>
Pursuant to the Terms and Conditions of the Agreement referenced above and incorporated into this Task Order, Consultant hereby agrees to perform the Professional Services described below. The Consultant shall furnish all necessary facilities, materials, and professional, technical, and supporting personnel required by this Task Order.	
<b>Part A</b>	<b>Scope of Services</b>
1.1	Professional Services rendered under this Task Order shall be performed in accordance with the Agreement. The Scope of Services shall be as set forth in Exhibit A of the Agreement and as more fully set forth below. If necessary, the Scope of Services may be more fully described on one or more separate sheets and attached to this Task Order.
<b>Part B</b>	<b>Task Order Compensation</b>
City shall pay Consultant for the Professional Services required by this Task Order in accordance with Article III of the Agreement.	
The not to exceed cost of the Scope of Services for this Task Order is \$ _____.	
<b>Part C</b>	<b>Personnel Commitment</b>
The Scope of Services shall be performed by Consultant's personnel in the number and classifications required by City.	
<b>Part D</b>	<b>Time Sequence</b>
All Professional Services to be performed under this Task Order shall be completed by _____, and as set forth in the Task Order Scope of Services.	
<b>City of San Diego</b>	<b>Consultant</b>
Recommended For Approval:	I hereby acknowledge receipt and acceptance of this Task Order for:
Approved By:	By:
Name:	
(Type)	
Title:	
Date:	

## COMPENSATION AND FEE SCHEDULE

Classification Summary Table		
<b>Prime Consultant:</b> Towill Inc.		
<b>Subconsultants:</b> 1) Golden Triangle Land Surveying, Inc. (Land Surveying Services)		
<b>Office and Field Survey Services</b>		
City Classification (Consultant Classification)	Hourly Prevailing Wage Billing Rate * (CA DIR 2023)	Hourly Office Staff (Non-Prevailing Wage) Billing Rate * (Prime Consultant and Subconsultants **)
Principal Land Surveyor (Senior Project Manager)		\$240.00
Associate Land Surveyor (Office / Licensed)		\$180.00
Assistant Land Surveyor (Office / LSIT)		\$147.50
Principal Survey Aide (Office)		\$120.00
Senior Survey Aide (Office)		\$95.00
Associate Land Surveyor (Party Chief / Licensed)	\$206.74	
Assistant Land Surveyor (Certified Party Chief / LSIT)	\$198.32	
Assistant Land Surveyor (Party Chief / LSIT)	\$191.92	
Principal Survey Aide (Instrument Person)	\$174.29	
Senior Survey Aide (Rod Person)	\$172.48	
* Indicates that the billing rate is fully burdened to include overhead and profit		
** Subconsultant included in the billing rates for office labor classifications above and the billing rate ranges for prevailing wage labor classifications above are: 1) Golden Triangle Land Surveying, Inc. (Land Surveying Services).		

### Aerial Photogrammetric Mapping Compensation and Fee Schedule

(Includes Prime Consultant Towill, Inc. and Subconsultants Commercial Aerial Images Inc., Keystone Aerial Surveys Inc., Shier Aviation Corporation dba Corporate Helicopters, and Photo Geodetic Corporation)

GENERAL FUNCTION	TASK DESCRIPTION	RATE (\$)	UNIT	NOTES
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**EXHIBIT C**

ADMINISTRATION / MANAGEMENT / QA	Project Coordination / Management / Administration	\$180.00	Per Hour	
	Technical Supervision	\$180.00	Per Hour	
	Flight Design (Aerial Photography, Aerial LiDAR, and sUAS Flights) and QA Review of Aerial Photography	\$180.00	Per Hour	
	Field Check of Topographic Map	\$120.00	Per Hour	
AERIAL PHOTOGRAPHY ACQUISITION (FILM)	Aircraft and Film Camera Mobilization (Basic) ***	\$795.00	Each	Natural Color Film
	Mileage Between Project Sites ***	\$11.25	Per Mile	Add to Basic Aircraft and Film Camera Mobilization when Greater than 2.0 Miles Between Project Areas
	Controlled Airspace Fee for Restricted Areas ***	\$332.00	Each	Add to Basic Aircraft and Film Camera Mobilization
	Specified Flight Time ***	\$332.00	Each	Add to Basic Aircraft and Film Camera Mobilization
	Weekend / Holiday / Priority Flight ***	\$1,025.00	Each	Add to Basic Aircraft and Film Camera Mobilization
	Altitude Change per 1000 Feet ***	\$63.00	Each	Add to Basic Aircraft and Film Camera Mobilization
	Flight Line ***	\$73.00	Each	Add to Basic Aircraft and Film Camera Mobilization - Two or More Overlapping Exposures
	Natural Color Exposure - Film ***	\$53.00	Each	Add to Basic Aircraft and Film Camera Mobilization - Stereo - 60% Forward Overlap
	Natural Color Exposure - Film ***	\$112.50	Each	Add to Basic Aircraft and Film Camera Mobilization - Single Vertical Spot Photograph
	Natural Color Exposure - Film ***	\$206.00	Each	Add to Basic Aircraft and Film Camera Mobilization - Single Oblique Photograph

**EXHIBIT C**

PHOTOGRAPHIC REPRODUCTION (FILM)	Film Color Balance Fee ***	\$50.00	Each	Per Flight
	Natural Color Contact Print on Photographic Paper ***	\$9.00	Each	Per Print
	Natural Color Photographic Scan ***	\$17.00	Each	Per Exposure; Not Georeferenced
AERIAL PHOTOGRAPHY ACQUISITION AND INITIAL PROCESSING (LARGE-FORMAT DIGITAL)	Aircraft and Digital Imagery Sensor Mobilization (Basic) ***	\$2,500.00	Each	Natural Color Imagery
	Mileage Between Project Sites ***	\$11.25	Per Mile	Add to Basic Aircraft and Digital Imagery Sensor Mobilization when Greater than 2.0 Miles Between Project Areas
	Controlled Airspace Fee for Restricted Areas ***	\$332.00	Each	Add to Basic Aircraft and Digital Imagery Sensor Mobilization
	Specified Flight Time ***	\$332.00	Each	Add to Basic Aircraft and Digital Imagery Sensor Mobilization
	Weekend / Holiday / Priority Flight ***	\$1,025.00	Each	Add to Basic Aircraft and Digital Imagery Sensor Mobilization
	Digital Imagery Acquisition ***	\$1,700.00	Per Hour	Add to Basic Aircraft and Digital Imagery Sensor Mobilization
	Digital Imagery Initial Data Processing	\$150.00	Per Hour	Add to Basic Aircraft and Digital Imagery Sensor Mobilization
SIMULTANEOUS AERIAL LIDAR DATA AND MEDIUM-FORMAT DIGITAL IMAGERY ACQUISITION	Aerial LiDAR Data and Imagery Acquisition Mobilization/ Demobilization	\$4,150.00	Each	Multispectral Imagery (4-Band; Natural Color plus CIR)
	Aerial LiDAR and Imagery Sensor System Operator	\$1,375.00	Per Day	Add to Mobilization/ Demobilization Fee

**EXHIBIT C**

	Aerial LiDAR Data and Imagery Acquisition Sensor Equipment	\$5,900.00	Per Day	Add to Mobilization/ Demobilization Fee
	Aerial LiDAR Data and Imagery Acquisition Aircraft	\$1,680.00	Per Hour	Add to Mobilization/ Demobilization Fee
	Aerial LiDAR Data and Imagery Initial Processing and Georeferencing	\$175.00	Per Hour	Add to Mobilization/ Demobilization Fee
SMALL UNMANNED AIRCRAFT SYSTEM (sUAS) DIGITAL IMAGERY ACQUISITION AND PROCESSING	SenseFly eBee Plus Fixed-Wing sUAS (Equipment)	\$775.00	Per Day	
	AirGon Rotary-Wing sUAS (Equipment)	\$475.00	Per Day	
	sUAS Pilot and Observer	\$364.40	Per Hour	Add to sUAS Equipment Fee
	sUAS Imagery/Data Processing and Development of Deliverables	\$175.00	Per Hour	Add to sUAS Equipment Fee
ANALYTICAL AEROTRIANGULATION	Setup, Photographic Mensuration, and Computations	\$147.50	Per Hour	
PHOTOGRAMMETRIC MAPPING				
1" = 40', 1' Contours	Topographic Mapping of Large Non-Corridor Areas	\$157.50	Per Acre	May Vary Per Project Depending on Complexity
1" = 40', 1' Contours	Topographic Mapping 100' Wide	\$1.25	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 40', 1' Contours	Topographic Mapping 200' Wide	\$2.00	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 40', 1' Contours	Topographic Mapping 300' Wide	\$2.75	Per Lineal Foot	May Vary Per Project Depending on Complexity



**EXHIBIT C**

1" = 40', 2' Contours	Topographic Mapping of Large Non-Corridor Areas	\$145.00	Per Acre	May Vary Per Project Depending on Complexity
1" = 40', 2' Contours	Topographic Mapping 100' Wide	\$1.15	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 40', 2' Contours	Topographic Mapping 200' Wide	\$1.85	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 40', 2' Contours	Topographic Mapping 300' Wide	\$2.50	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 1' Contours	Topographic Mapping of Large Non-Corridor Areas	\$189.50	Per Acre	May Vary Per Project Depending on Complexity
1" = 20', 1' Contours	Topographic Mapping 100' Wide	\$1.50	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 1' Contours	Topographic Mapping 200' Wide	\$2.50	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 1' Contours	Topographic Mapping 300' Wide	\$3.50	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 2' Contours	Topographic Mapping of Large Non-Corridor Areas	\$170.50	Per Acre	May Vary Per Project Depending on Complexity
1" = 20', 2' Contours	Topographic Mapping 100' Wide	\$1.40	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 2' Contours	Topographic Mapping 200' Wide	\$2.20	Per Lineal Foot	May Vary Per Project Depending on Complexity
1" = 20', 2' Contours	Topographic Mapping 300' Wide	\$3.05	Per Lineal Foot	May Vary Per Project Depending on Complexity
0.2' Pixel Resolution	Natural Color Digital Orthophotography ****	\$4.50	Per Acre	May Vary Per Project Depending on Complexity
*** - Includes applicable sales tax				
**** - Assumes the DTM data necessary to rectify the aerial photography outside of the topographic mapping limits will be provided by the City of San Diego				

**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 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 approve any rate adjustments in writing before they become effective.

**EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)**

**CONSULTANT REQUIREMENTS**

**TABLE OF CONTENTS**

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**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 minorities 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
		NOT APPLICABLE			

Consultant Name Towill, Inc.

Certified By Ken Meme Title President

Name

*Ken A Meme*

Signature

Date 08/18/23

**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

**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: Towill, Inc.

ADA/DBA: N/A

Address (Corporate Headquarters, where applicable): 2300 Clayton Road, Suite 1200

City: Concord County: Contra Costa State: CA Zip: 94520

Telephone Number: 925.682.6976 Fax Number: 925.682.6390

Name of Company CEO: Ken Meme

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

Address: 8799 Balboa Avenue, Suite 140

City: San Diego County: San Diego State: CA Zip: 92123

Telephone Number: 858.384.0088 Fax Number: 858.571.2030 Email: info@towill.com

Type of Business: Surveying, mapping, and GIS services Type of License: N/A

The Company has appointed: Alicia Gonzalez

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: 2300 Clayton Road, Suite 1200, Concord, CA 94520

Telephone Number: 925.682.6976 Fax Number: 925.627.2300 Email: alicia.gonzalez@towill.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 Towill, Inc.

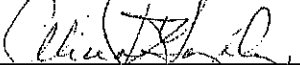
(Firm Name)

Contra Costa, California hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 18th day of August, 202023

  
(Authorized Signature)

Alicia Gonzalez

(Print Authorized Signature Name)

**WORK FORCE REPORT – Page 2**

NAME OF FIRM: Towill, Inc. DATE: 08/18/2023

OFFICE(S) or BRANCH(ES): Company-wide COUNTY: Contra Costa

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	1	0	1	0	1	0	0	5	1	2	0
Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A&E, Science, Computer	0	0	2	1	1	0	0	0	0	0	12	2	0	0
Technical	1	0	8	4	11	2	0	0	2	0	19	6	2	0
Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	1	1	0	0	0	0	0	1	1	5	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	1	0	11	7	12	3	0	1	2	1	37	14	4	0
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Grand Total All Employees	93
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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
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Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 2

NAME OF FIRM: Towill, Inc. DATE: 08/18/2023

OFFICE(S) or BRANCH(ES): San Diego 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	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A&E, Science, Computer	0	0	0	0	0	0	0	0	0	0	2	1	0	0
Technical	0	0	0	2	0	0	0	0	0	0	5	1	1	0
Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	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	2	0	0	0	0	0	0	7	2	1	0
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Grand Total All Employees	12
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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 – Page 2

NAME OF FIRM: Towill, Inc. DATE: 08/18/2023

OFFICE(S) or BRANCH(ES): Concord COUNTY: Contra Costa

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	1	0	1	0	1	0	0	4	1	1	0
Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A&E, Science, Computer	0	0	0	0	1	0	0	0	0	0	2	1	0	0
Technical	1	0	5	1	8	2	0	0	2	0	7	1	1	0
Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	1	0	0	0	0	0	0	1	1	4	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	1	0	6	2	9	3	0	1	2	1	14	7	2	0
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Grand Total All Employees	48
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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 Report<sup>1</sup>. 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 county<sup>2</sup>. 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<sup>1, 3</sup>. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.<sup>3</sup>

### **TYPES OF WORK FORCE REPORTS:**

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

- <sup>1</sup> One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- <sup>2</sup> Branch Work Force \*
- <sup>3</sup> 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**
Golden Triangle Land Surveying, Inc. 1298 Navel Pl. Vista, CA 92081	Land Surveying Services	25%	ELBE, DVBE	City of San Diego
AirX Utility Surveyors, Inc. 785 E. Mission Rd. Suite 100 San Marcos, CA 92069	Utility Locating, Potholing, Traffic Control	2%	WBE, SBE	CPUC (WBE), CA DGS (SBE)
Commercial Aerial Images, Inc. 1787 Whittier Ave. Costa Mesa, CA 92627	Aerial Photography Acquisition	1%	OBE	N/A
Shier Aviation Corporation dba Corporate Helicopters 3753 John J. Montgomery Dr. Suite 2 San Diego, CA 92123	Aircraft and Pilot Services	1%	WBE	CPUC
Gahagan & Bryant Associates, Inc. 10541 Humbolt St. Los Alamitos, CA 90720	Hydrographic Surveys	1%	OBE	N/A
Keystone Aerial Surveys, Inc. 10300 Airpark Way Hangar 5 Pacoima, CA 91331	Aerial Photography Acquisition	1%	OBE	N/A
Photo Geodetic Corporation 2806 Alpine Blvd. Suite C Alpine, CA 91901	Aerial Photogrammetric Mapping	1%	OBE	N/A

List of Abbreviations:

Small Local Business Enterprise

SLBE



**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](http://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: Engineering & Capital Projects Dept., City of San Diego
2. Name of Specific Consultant & Company: Towill, Inc.
3. Address, City, State, ZIP: 8799 Balboa Avenue, Suite 140, San Diego, CA 92123
4. Project Title (as shown on 1472, "Request for Council Action"): As-Needed Land Survey, Map and Digitizing Serv 2023 (H2326179-83)
5. Consultant Duties for Project: Perform professional surveying services of which the scope will be determined by the City on an As-Needed basis as individual task(s). The Consultant shall perform the Professional Services at the direction of the City, as set forth in the Scope of Services.

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." Consultant is 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 interests the consultant is required to disclose.]

Four horizontal lines for listing specific economic interests.

By: [Signature] Digitally signed by Raymond L. Mathe Date: 2023.09.20 10:12:22 -07'00' Raymond Mathe, Assistant Deputy Director\*

9/20/2023 [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.

**DEFINITION OF "CONSULTANT"**

2 California Code of Regulations defines a "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule or regulation;
  2. Adopt or enforce a law;
  3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  4. Authorize the City to enter into, modify, or renew a contract provided it is the type of contract that requires City approval;
  5. Grant City approval to a contract that requires City approval and to which the City is a party, or to the specifications for such a contract;
  6. Grant City approval to a plan, design, report, study, or similar item;
  7. Adopt, or grant City approval of, policies, standards, or guidelines for the City, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the City and in that capacity participates in making a governmental decision as defined in Regulation 18702.2 or performs the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code.

An individual "serves in a staff capacity" if he or she performs substantially all the same tasks that normally would be performed by staff member of a governmental entity. In most cases, individuals who work on only one project or a limited range of projects for an agency are not considered to be working in a "staff capacity." The length of the individual's service to the agency is relevant. Also, the tasks over the relevant period of time must be substantially the same as a position that is or should be specified in the City's conflict of interest code.

An individual "participates in making a governmental decision" if he or she: (1) negotiates, without substantive review, with a governmental entity or private person regarding the decision; or (2) advises or makes recommendations to the decision-maker, by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the individual and the individual is attempting to influence the decision.

**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**

<p>1a. Project (title, location):</p> <p>1b. Brief Description:</p> <p>1c. Contract Amount: \$ WBS/IO:</p>	<p>2a. Name, address, phone &amp; email of Consultant:</p> <p>2b. Consultant's Project Manager:</p> <p>Phone: (        )</p> <p>Email:</p>
<p>3a. Department (include Division):</p> <p>Deputy Director:</p>	<p>3b. Project Manager (name, address, phone &amp; email address):</p> <p>Phone: (        )</p> <p>Email:</p>

**Section II SPECIFIC RATINGS**

<b>1. Quality of Report, Study, Plans, Specifications, etc. [Deliverables] of Scope as noted:</b>				
• 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"/>
<b>2. Ability to adhere to contract schedule, budget, and overall timely responses as noted:</b>				
• 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"/>
<b>3. Ability to manage project team, Subconsultants, and coordinate with City staff as noted:</b>				
• 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

<b>4. Ability to manage responsibilities in the regulatory/approval process as noted:</b>				
• 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"/>
<b>5. Quality of Construction/Design Support as noted:</b>				
• 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

Consultant Rating	Excellent <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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:**

Request for Proposal for Land Surveying Services for City of San Diego As-needed Land Surveying,  
Mapping and Digitizing Services 2023 for the Engineering & Capital Projects, Contract Numbers  
H2326179-H2326184 (Towill Contract No. H2326183)

**B. BIDDER PROPOSER INFORMATION**

Towill, Inc. (Corporate Headquarters)

Legal Name	DBA		
2300 Clayton Road, Suite 1200	Concord	CA	94520
Street Address	City	State	Zip
Jeremy "Jake" Kruger, PLS, Associate Principal, 858.384.0088 tel, 858.571.2030 fax			
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.

Ken A. Meme, CP, RPP	President
Name	Title/Position
Martinez, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Serves as Principal in Charge for this contract; 27.34% ownership in Towill Holding Company	
Interest in the transaction	
Dawn Atonucci	Vice President, Executive Principal
Name	Title/Position
Benicia, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Assists with business development in San Diego region; 21.77% ownership in Towill Holding Company	
Interest in the transaction	
Brian Young	Vice President
Name	Title/Position
Albany, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Assists with management of aerial operations for this contract; 21.57% ownership in Towill Holding Company	
Interest in the transaction	
Jeremy "Jake" Kruger, PLS	Associate Principal, Regional Director
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Serves as Project Manager for this contract; 3.66% ownership in Towill Holding Company	
Interest in the transaction	
Keith Kirkby, P. Eng	Associate Principal
Name	Title/Position
Colorado Springs, CO	
City and State of Residence	Employer (if different than Bidder/Proposer)
7.31% ownership in Towill Holding Company	
Interest in the transaction	
Frank Borges, PLS	Principal
Name	Title/Position
Benicia, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
7.31% ownership in Towill Holding Company	
Interest in the transaction	
John T. May, PLS	Associate Principal
Name	Title/Position
Castro Valley, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
4.57% ownership in Towill Holding Company	
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: 12/11/1968 State of incorporation: California

List corporation's current officers:

President: Ken Meme

Vice Pres.: Brian Young

Secretary: Dawn Antonucci

Treasurer: Brian Young

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: City National Bank

Point of Contact: Justin Feichtmann

Address: 2001 N. Main Street, Suite 200, Walnut Creek, CA 94596

Phone Number: 925.274.5127

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: City of San Diego

Contact Name and Phone Number: John Butcher, 858.627.3208

Contact Email: jbutcher@sandiego.gov

Address: 202 C Street, San Diego, CA 92101

Contract Date: 04/2016 - Present

Contract Amount: \$130,000

Requirements of Contract: Task order for Oak Park Improv. 2, land surveying and aerial mapping

Company Name: San Diego Gas & Electric Company

Contact Name and Phone Number: Willie Thomas, 858.654.8394

Contact Email: wthomas2@semprautilities.com

Address: 8335 Century Park Court, San Diego, CA 92123

Contract Date: January 16, 2014 - Present

Contract Amount: \$2,421,000 to date

Requirements of Contract: Land surveying services for the Electric System Hardening (ESH) Program

Company Name: City of Del Mar

Contact Name and Phone Number: Joe Bride, 858.755.3294

Contact Email: jbride@delmar.ca.gov

Address: 1050 Camino del Mar, Del Mar, CA 92014

Contract Date: 10/2014 - 06/2019

Contract Amount: \$450,000

Requirements of Contract: Land surveying and aerial mapping

**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.

Company Name: **\*\*PLEASE SEE ATTACHMENT A FOR STATEMENT OF SUBCONTRACTORS\*\***

Contact Name and Phone Number:

Contact Email:

Address:

Contract Date:

Contract Amount:

Requirements of Contract:

What portion of work will be assigned to this subcontractor:

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.

**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.

Pledge of Compliance Initial submission.

OR

Update to prior Pledge of Compliance dated 02/08/2023

**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.**

Ken Meme, President                      *Ken A Meme*                      08/18/2023  
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.

**B. BIDDER PROPOSER INFORMATION**

Name, Title/Position: George Maalouli, CP, Associate Principal  
City & State of Residence: Ocala, FL  
Interest in Transaction: 4.57% ownership in Towill Holding Company

Name, Title/Position: Trevor Greening, Associate Principal  
City & State of Residence: Pleasant Hill, CA  
Interest in Transaction: 1.89% ownership in Towill Holding Company

**J. STATEMENT OF SUBCONTRACTORS**

Company Name: AirX Utility Surveyors  
Contact Name & Phone Number: Jen Harris, 760.480.2347 x101  
Contact Email: estimating@airxus.com  
Address: 785 E. Mission Rd., Suite 100, San Marcos, CA 92069  
Contract Date: To be determined  
Contract Amount: To be determined  
What portion of work will be assigned to this subcontractor: 2% of contract value  
Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE (CPUC WBE, CA DGS SBE)

Company Name: Commercial Aerial Images, Inc.  
Contact Name & Phone Number: Anthony Andelin, 714.342.0395  
Contact Email: tony@commercialaerialimages.com  
Address: 1787 Whittier Ave., Costa Mesa, CA 92627  
Contract Date: To be determined  
Contract Amount: To be determined  
What portion of work will be assigned to this subcontractor: 1% of contract value  
Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE

Company Name: Shier Aviation Corporation dba Corporate Helicopters  
Contact Name & Phone Number: Deann Shier, 858.505.5650  
Contact Email: deann@corporatehelicopters.com  
Address: 3753 John J. Montgomery Dr., Suite 2, San Diego, CA 92123  
Contract Date: To be determined  
Contract Amount: To be determined  
What portion of work will be assigned to this subcontractor: 1% of contract value  
Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE (CPUC WBE)

**\*\*CONTINUED ON NEXT PAGE\*\***

Company Name: Gahagan & Bryant Associates, Inc.  
 Contact Name & Phone Number: David Eller, 310.521.8127  
 Contact Email: djeller@gba-inc.com  
 Address: 10541 Humbolt St., Los Alamitos, CA 90720  
 Contract Date: To be determined  
 Contract Amount: To be determined  
 What portion of work will be assigned to this subcontractor: 1% of contract value Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE

Company Name: Golden Triangle Land Surveying, Inc.  
 Contact Name & Phone Number: Willard Hall, 760.207.1115  
 Contact Email: willardbh@att.net  
 Address: 1298 Navel Pl., Vista, CA 92081  
 Contract Date: To be determined  
 Contract Amount: To be determined  
 What portion of work will be assigned to this subcontractor: 25% of contract value Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? SLBE

Company Name: Keystone Aerial Surveys, Inc.  
 Contact Name & Phone Number: Jesse Padilla, 818.842.5127  
 Contact Email: jesse.padilla@vexcelgroup.com  
 Address: 10300 Airpark Way, Hangar 5, Pacoima, CA 91331  
 Contract Date: To be determined  
 Contract Amount: To be determined  
 What portion of work will be assigned to this subcontractor: 1% of contract value Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE

Company Name: Photo Geodetic Corporation  
 Contact Name & Phone Number: Michele Anderson, 619.631.1399  
 Contact Email: manderson@photogeodetic.com  
 Address: 2806 Alpine Blvd., Suite C, Alpine, CA 91901  
 Contract Date: To be determined  
 Contract Amount: To be determined  
 What portion of work will be assigned to this subcontractor: 1% of contract value Is the subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? OBE  
 Subcontractor certifications attached after Attachment A.

#### K. STATEMENT OF AVAILABLE EQUIPMENT

1. GPS and/or GNSS Receivers; 32 owned; Trimble models R10, R8; Septentrio PolaRx5e GPS/GNSS Receivers; Tallysman VeroStar Full GNSS Antennas
2. Total Station Instruments; 25 owned; Trimble models S7, S6, S5; Leica Geosystems models TS60, MS60, TS30, TCPR 1201, TCM 1800, various TCA
3. Gyro Theodolite; 1 owned; DMT Gyromat 5000 (integrated with Leica Geosystems TS60 total station instrument)
4. GEDO Trolley; 1 owned; Trimble GEDO CE 2.0 with IMU, 1.435 mm gauge extension, and Trimble S7 total station

\*\*CONTINUED ON NEXT PAGE\*\*



23. Digital Terrain Modeling/3D Modeling Software: Trimble Terramodel (2 licenses); Trimble Inpho MATCH-T DSM (1 license); GWN Technologies GWN-DTM (1 license)

24. Survey Data Acquisition & Processing Software: Trimble Access Field Software (12 licenses); Tripod Data Systems (TDS) (6 licenses)

25. Survey Data Processing Software: Trimble Business Center (TBC) Office Software (12 licenses); BitWise Ideas GeoLab (2 licenses); MicroSurvey STAR\*NET (7 licenses); NovAtel Waypoint Software GrafNav (1 license); Blue Marble Geographics Geographic Calculator (1 license); Carlson Survey for AutoCAD (2 licenses)

26. Airborne LiDAR Data/Imagery Acquisition Flight Planning and System Operation and Airborne GPS/GNSS/INS Data Processing for Positioning and Navigation Software: Optech LiDAR Mapping Suite (LMS) (2 licenses); Optech Flight Management Suite (FMS)(unlimited license); TopoFlight Systems TopoFlight 3D (1 license); Towill Custom FLIGHTMAP (unlimited license); Applanix POS AV (1 license); NovAtel Waypoint Software GrafNav (1 license); Applanix POSpac Mobile Mapping Suite (MMS) (1 license)

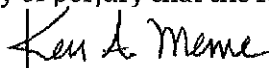
27. Analytical Aerotriangulation/Bridging Software: Trimble Inpho MATCH-AT (2 licenses); Dr. Riadh Munjy's ISBBA (1 license); Helava Automated Triangulation System (HATS) (1 license)

28. Airborne and Terrestrial LiDAR Data Processing and/or Classification Software: Terrasolid TerraMatch, TerraScan, and TerraModeler (20 licenses); Qcoherent LP360 (1 license); Certainty 3D TopoDOT (unlimited network license); Blue Marble Geographics Global Mapper (13 licenses); Cardinal Systems VrLiDAR (1 license); FARO Scene (2 licenses); FARO As-built (2 licenses); Trimble RealWorks (1 license); Trimble Business Center (TBC) Scanning Module (2 licenses)

29. Digital Orthophotography / Digital Image Processing Software: Trimble Inpho OrthoVista (2 licenses); BAE Systems TrueOrtho (2 licenses); Phase One Capture One (1 license); Terrasolid TerraPhoto (2 licenses); Hexagon Geospatial ERDAS Imagine (1 license); Adobe Photoshop (12 licenses); LizardTech GeoExpress (MrSID) (1 license)

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.

Ken Meme, President



08/18/23

Print Name, Title

Signature

Date

RESOLUTION NUMBER R- 315207

DATE OF FINAL PASSAGE NOV 14 2023

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SAN DIEGO AUTHORIZING PROFESSIONAL AS-NEEDED  
AGREEMENT FOR LAND SURVEYING, MAPPING AND  
DIGITIZING SERVICES WITH TOWILL, INC. (H2326183)  
AND RELATED ACTIONS.

WHEREAS, the City utilizes As-Needed Professional Services Agreements to perform various professional support services in support of operations and maintenance projects, the execution of its Capital Improvement Program (CIP), and ancillary projects; and

WHEREAS, the Engineering and Capital Projects Department utilizes survey consultants to augment City surveying staff during peak workloads and for projects requiring specific expertise or specialty inspection not available from City staff resources; and

WHEREAS, on December 21, 2022, the City advertised and issued a Request for Proposals (RFP) for six As-Needed Professional Consultant Agreements to provide Land Surveying, Aerial Surveying, Photography, Mapping and Digitizing Services, with a minimum guaranteed value of \$1,000, a not to exceed amount of \$5,000,000, and a three-year term (Agreement); and

WHEREAS, based on the selection criteria, the City issued a notice of intent to award to Towill, Inc. (Consultant); and

WHEREAS, the work to be performed under this Agreement will be completed on a task-by-task basis. The proposed Agreement is required to address the City's needs in a timely manner to meet required schedules; and

WHEREAS, the Office of the City Attorney has drafted this resolution based on the information provided by City staff with the understanding that this information is complete, true, and accurate; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of San Diego, as follows:

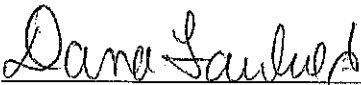
1. The Agreement with Consultant (H2326183) to provide as-needed Land Surveying, Aerial Surveying, Photography, Mapping and Digitizing Services, for a minimum of \$1,000 and a total amount not to exceed \$5,000,000 for the duration of three years under the terms and conditions set forth in the Agreement on file in the Office of the City Clerk as

Document No. RR 315207, is approved.

2. The Mayor, or designee, is authorized to execute and deliver the Agreement; and

3. The Chief Financial Officer is authorized to appropriate and expend an amount not to exceed \$5,000,000, with a minimum guarantee coming from CIP A-JA.00001, Sewer Mains, Fund 700008, Sewer Utility CIP, for the purpose of funding the Agreement, contingent upon the adoption of the Annual Appropriation Ordinance for the applicable fiscal year and contingent upon the Chief Financial Officer furnishing one or more certificates certifying that funds necessary for expenditure are, or will be, on deposit with the City Treasurer.

APPROVED: MARA W. ELLIOTT, City Attorney

By   
Dana C. Fairchild  
Deputy City Attorney

DCF:hm  
September 11, 2023  
November 7, 2023 REV.COPY  
Or.Dept: ECP  
CC No. 3000016173  
Doc. No. 3412178\_2

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of NOV 07 2023.

DIANA J.S. FUENTES  
City Clerk

By   
Deputy City Clerk

Approved: 11/13/23  
(date)

  
TODD GLORIA, Mayor

Vetoed: \_\_\_\_\_  
(date)

\_\_\_\_\_  
TODD GLORIA, Mayor

The City of San Diego  
 COMPTROLLER'S CERTIFICATE

CERTIFICATE OF UNALLOTTED BALANCE

ORIGINATING DEPT. NO.: 3000016173  
 DEPT. NO.: 2011

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center or Cost Center	Internal Order or WBS Element	Original Amount
TOTAL AMOUNT									

FUND OVERRIDE

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said money now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed: \$1,000.00

Vendor: Towill, Inc

Purpose: To authorize the expenditure of funds not to exceed \$1,000.00 to Towill, Inc for Minimum Guarantee for Professional As-Needed Land Surveying, Mapping and Digitizing Services under Contract 2326183.

Date: October 9, 2023 By: DeJuan Lewis *DeJuan Lewis*

COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Funded Program	Fund	Grant Number	G/L Account	Functional Area	Business Area	Fund Center or Cost Center	Internal Order or WBS Element	Original Amount
1	AJA00001	700008	NOT_RELEVANT_GRANT	512028	OTHR-00000000-PR	2011	2011131412	A-JA.00001	\$1,000.00
TOTAL AMOUNT									\$1,000.00

FUND OVERRIDE

Passed by the Council of The City of San Diego on NOV 07 2023, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Joe LaCava	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Whitburn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Montgomery Steppe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marni von Wilpert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kent Lee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raul A. Campillo	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vivian Moreno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Elo-Rivera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage NOV 14 2023.

**(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)**

AUTHENTICATED BY:

TODD GLORIA

Mayor of The City of San Diego, California.

DIANA I.S. FUENTES

City Clerk of The City of San Diego, California.

(Seal)

By , Deputy

Office of the City Clerk, San Diego, California

Resolution Number R-

**315207**

Passed by the Council of The City of San Diego on November 7, 2023, by the following vote:

**YEAS:** LACAVA, CAMPBELL, WHITBURN, VON WILPERT, LEE, MORENO, & ELO-RIVERA.

**NAYS:** NONE.

**NOT PRESENT:** MONTGOMERY STEPPE & CAMPILLO.

**RECUSED:** NONE.

AUTHENTICATED BY:

**TODD GLORIA**

Mayor of The City of San Diego, California

**DIANA J. S. FUENTES**

City Clerk of The City of San Diego, California

(Seal)

By: Matthew R. Hilario, Deputy

I HEREBY CERTIFY that the above and foregoing is a full, true, and correct copy of RESOLUTION NO. R-315207 approved on November 7, 2023. The date of final passage is November 14, 2023.

**DIANA J. S. FUENTES**

City Clerk of the City of San Diego, California

(Seal)

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

**Crocker, Cindy**

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**From:** pwc100@dir.ca.gov  
**Sent:** Friday, January 26, 2024 9:52 AM  
**To:** Crocker, Cindy; PWD-PWC-Contracts  
**Subject:** [EXTERNAL] Project Creation

**\*\*This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.\*\***

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Hello,

Thank you for using the PWC-100 online application.

This email confirms the submission of a new project titled "As-Needed Land Surveying, Mapping and Digitizing Services 2023 - Contract 5 H2326183" that was created on 26 Jan 2024 and assigned **DIR Project ID 507525**.

Please share this **DIR Project ID** number with each contractor on the project. They will need this number to submit certified payroll records into DIR's Electronic Certified Payroll Reporting(eCPR) database.

Thank you for your submission

Sincerely,

Public Works Program  
Division of Labor Standards Enforcement  
Department of Industrial Relations  
State of California



## Project Information

### FORM

**Form Type:** PWC-100 **Project Award Date:** 1/23/2024

### AWARDING BODY INFORMATION

**Name:** City of San Diego Public Works Contracts **Primary Contact:** Public Works Person  
**Address:** 1010 Second Ave **Primary Email:** PWD-PWC-Contracts@sandiego.gov  
Suite 1400 **Work Phone:** 6195333635  
San Diego, CA 92101

### PROJECT INFORMATION

**Project Name:** As-Needed Land Surveying, Mapping and Digitizing Services 2023 - Contract 5 H2326183 **Project #:** H2326183  
**Brief Description:** As-Needed Land Surveying, Mapping and Digitizing Services 2023 - Contract 5 H2326183 **Contract #:** H2326183  
**Contract Amount:** \$5000000.00 **Number of Prime Contractors:** 1  
**Total Project Cost:** \$5000000.00  
**Alternative Model:** Job Order/Task  
**Description of Location:** San Diego **County:** SAN DIEGO

## Project Information 2

### PWC-100

**Project Name:** As-Needed Land Surveying, Mapping and Digitizing Services 2023 - Contract 5 H2326183 **Project #:** H2326183 **Contract #:** H2326183 **Status:** New Submission

### PROJECT INFORMATION

#### Project Dates

**First Advertised Bid:** 12/21/2022 **Estimated or Actual Start:** 1/23/2024  
**Estimated or Actual Completion:** 1/23/2027

### Propositions

Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)? No  
Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)? No  
Is this a development proponent housing project subject to the requirements of Government Code sections 65852.24, 65912.130, or 65913.4? No

### Compliance and Agreements:

Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774 - 1776, 1777.5, 1813 and 1815 of the Labor Code? Yes  
Will you operate a DIR-Approved Labor Compliance Program(LCP) for this project? Yes  
Is there a Project Labor Agreement (PLA) associated with this project? No

## Contractor Information

### Project Manager

Email Address	Name	Title	Work Phone
jake.kruger@towill.com	Jake Kruger	Project Manager	858-384-0088

### General Contractor1

CSLB/Certificate Number	NAME	Address	Email	Classification
1000010326	TOWILL, INC.	2300 CLAYTON ROAD CONCORD, CA 94520	DAWN.ANTONUCCI@TOWILL.COM	SURVEYORS