

**AGREEMENT WITH CSG CONSULTANTS  
FOR PROFESSIONAL ON-CAL CONSTRUCTION MANGEMENT AND INSPECTION SERVICES  
FOR  
VARIOUS PROJECTS**

This Agreement, made and entered into this day of \_\_\_\_\_, by and between the **CITY OF SAN MATEO**, a municipal corporation existing under the laws of the State of California ("CITY"), and **CSG CONSULTANTS**, a corporation, ("CONSULTANT"), whose address is 550 Pilgrim Drive, Foster City, CA 94404.

**RECITALS:**

A. CITY desires certain construction management and inspection services hereinafter described.

B. CITY desires to engage CONSULTANT to provide these construction management and inspection services by reason of its qualifications and experience for performing such services and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

**NOW, THEREFORE, IT IS AGREED** as follows:

**SECTION 1 - SCOPE OF SERVICES**

The scope of services to be performed by CONSULTANT under this Agreement is as described in Exhibit A to this Agreement, attached and incorporated by reference.

**SECTION 2 - DUTIES OF CONSULTANT**

CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its work.

CONSULTANT represents that it is qualified to furnish the services described under this Agreement.

CONSULTANT shall be responsible for employing or engaging all persons necessary to perform the services of CONSULTANT.

CONSULTANT agrees to comply with the City's minimum wage ordinance as codified in Municipal Code Chapter 5.92, which differs from the state minimum wage and includes a Consumer Price Index escalator.

CONSULTANT and his subcontractors shall comply with State's Prevailing Wage Laws.

CONSULTANT or subconsultants shall not be qualified to bid on, be listed in a bid proposal, or

engage in the performance of any contract for public work unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. For the work performed for the City, the CONSULTANT and his subconsultants shall pay the workers at the prevailing wage rate as determined by the California Department of Industrial Relations, for this locality. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **SECTION 3 - DUTIES OF CITY**

CITY shall provide pertinent information regarding its requirements for the project.

CITY shall examine documents submitted by CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONSULTANT's work.

### **SECTION 4 - TERM**

The services to be performed under this Agreement shall commence on August 1, 2020 and be completed on or about July 31, 2023.

It is understood and agreed that time is of the essence of this Agreement. CONSULTANT agrees to perform the services within the time limits set forth in each task order.

### **SECTION 5 - PAYMENT**

Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONSULTANT a fee, on a time and expenses reimbursement basis, in an amount not to exceed \$450,000 over the course of this agreement and not to exceed \$250,000 per each year, pursuant to rates stated in Exhibit B to this Agreement, attached and incorporated by reference.

Cost adjustment for the second and subsequent year's annual fixed amounts will be made using annual indexes of the "Consumer Price Index for All Urban Consumers," Bay Area City Average, all items (1967=100) as published in the Monthly Review by the U.S. Department of Labor, (CPI). The annual increase in rates is not to exceed CPI or 3%, whichever is lower.

### **SECTION 6 - TERMINATION**

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend work on the Project for any reason, upon ten (10) days' written notice to CONSULTANT. CONSULTANT agrees to cease all work under this Agreement upon receipt of said written notice.

Upon termination and upon CITY's payment of the amount required to be paid, documents become the property of CITY, and CONSULTANT shall transfer them to CITY upon request without additional compensation.

## **SECTION 7 - OWNERSHIP OF DOCUMENTS**

All documents prepared by CONSULTANT in the performance of this Agreement, although instruments of professional service, are and shall be the property of CITY, whether the project for which they are made is executed or not.

## **SECTION 8 - CONFIDENTIALITY**

All reports and documents prepared by CONSULTANT in connection with the performance of this Agreement are confidential until released by CITY to the public. CONSULTANT shall not make any such documents or information available to any individual or organization not employed by CONSULTANT or CITY without the written consent of CITY before any such release.

## **SECTION 9 - INTEREST OF CONSULTANT**

CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

## **SECTION 10 - CONSULTANT'S STATUS**

It is expressly agreed that in the performance of the professional services required under this Agreement, CONSULTANT shall at all times be considered an independent contractor as defined in Labor Code Section 3353, under control of the CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONSULTANT an agent or employee of CITY while providing services under this Agreement.

## **SECTION 11 - INDEMNITY**

CONSULTANT agrees to hold harmless and indemnify CITY, its elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of CONSULTANT's performance of this Agreement, except those claims arising out of CITY's sole negligence or willful misconduct. CONSULTANT agrees to defend City, its elected and appointed officials, employees, and agents against any such claims.

## **SECTION 12 - INSURANCE**

CONSULTANT shall procure and maintain for the duration of the contract and three years thereafter (five years for building or major improvements) the insurance specified in Exhibit C to this Agreement.

### **SECTION 13 - NON-ASSIGNABILITY**

Both parties hereto recognize that this Agreement is for the personal services of CONSULTANT and cannot be transferred, assigned, or subcontracted by CONSULTANT without the prior written consent of CITY.

### **SECTION 14 - RELIANCE UPON PROFESSIONAL SKILL OF CONSULTANT**

It is mutually understood and agreed by and between the parties hereto that CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done under this Agreement and that CITY relies upon the skill of CONSULTANT to do and perform the work in the most skillful manner, and CONSULTANT agrees to thus perform the work. The acceptance of CONSULTANT's work by CITY does not operate as a release of CONSULTANT from said obligation.

### **SECTION 15 - WAIVERS**

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

### **SECTION 16 - SEVERABILITY**

If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

### **SECTION 17 - COSTS AND ATTORNEY FEES**

Attorney fees in total amount not exceeding \$5000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this Agreement that neither party shall have to pay the other more than \$5000 for attorney fees arising out of an action, or actions to enforce the provisions of this Agreement.

## **SECTION 18 - NON-DISCRIMINATION**

CONSULTANT warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither CONSULTANT nor any of its subcontractors shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

## **SECTION 19 - MEDIATION**

Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the State Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

## **SECTION 20 - LITIGATION**

CONSULTANT shall testify at CITY'S request if litigation is brought against CITY in connection with CONSULTANT's services under this Agreement. Unless the action is brought by CONSULTANT, or is based upon CONSULTANT's wrongdoing, CITY shall compensate CONSULTANT for preparation for testimony, testimony, and travel at CONSULTANT's standard hourly rates at the time of actual testimony.

## **SECTION 21 - NOTICES**

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To CITY: Brad B. Underwood  
City of San Mateo  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403

To CONSULTANT: CSG Consultants  
Attn: Nourdin Khayata  
550 Pilgrim Drive  
Foster City, CA 94404

**SECTION 22 - AGREEMENT CONTAINS ALL  
UNDERSTANDINGS; AMENDMENT**

This document represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both CITY and CONSULTANT.

**SECTION 23 - AUTHORITY TO ENTER INTO AGREEMENT**

CONSULTANT has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

**SECTION 24 - GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of California and, in the event of litigation, venue will be in the County of San Mateo.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, CITY OF SAN MATEO and CSG CONSULTANTS have executed this Agreement the day and year first above written.

CITY OF SAN MATEO

CONSULTANT

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Brad B. Underwood  
Public Works Director

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<Insert Name>  
Its Authorized Agent  
<Insert Title>

If a Corporation, can be either 1) President or 2) Vice President plus an additional corporate officer (i.e., Secretary, Treasurer) who shall sign below.

APPROVED AS TO FORM

ADDITIONAL CORPORATE OFFICER  
(if necessary per the above)

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Gabrielle Whelan  
Assistant City Attorney

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<Insert Name>  
<Insert Title>

**Attachments:**

Exhibit A: Scope of Services  
Exhibit B: Fee Rates  
Exhibit C: Insurance Requirements

## **EXHIBIT A**

### **SCOPE OF WORK**

The scope of work will vary as need arises and will be at the discretion of the City. City will issue task orders defining the scope and limits of work. Services may include but are not limited to those described below.

#### **I. Project and Contract Administration**

- Coordinate pre-construction and weekly progress meetings and prepare and distribute agenda and meeting minutes.
- Evaluate the Construction Contractor's contract schedule for actual versus planned progress and document all scheduling discrepancies and deviations.
- Communicate effectively and coordinate with Construction Contractor and Project Manager as defined below.
  - Project Manager (PM) – The individual or entity authorized to represent the City of San Mateo for the various CIP Projects.
  - Construction Contractor – The individual, partnership, corporation, joint venture, or other legal entity having a Contract with the City of San Mateo to perform proposed improvement project to be determine during advertisement and award of the construction contract.
- Prepare and submit construction monthly progress reports along with monthly Construction Management (CM) payment invoice. Monthly progress reports shall include the following:
  - Overview of work accomplished, including photos;
  - Work to be completed the following month;
  - Updated schedule of work;
  - Explanations for deviations from the initial schedule;
  - Explanation of any upcoming risks/problem areas and corrective action to be taken; and
  - Status of submittals, RFIs, change orders, and claims.
- Review of Construction Contractor's work for compliance with contract documents, environmental documents, state laws, regulations, etc.
- Review Construction Contractor submittals for compliance with contract documents and coordinate Project Manager and Design Engineer review.
- Review Construction Contractor Requests for Information (RFIs) and coordinate with Design Engineer for resolution and response. Log all RFIs and associated response.



- Review Construction Contractor monthly invoices and recommend payment requests.
- Provide Construction Contractor with acceptability or deficiencies in work and required actions for contract compliance.
- Maintain project documents files in the format and location specified by the City.
- Electronic and hard copy project record management and filing using Department's and/or PM's systems
- Preparation and distribution management of various documents, correspondence and submittals
- Maintenance of tracking logs
- Review project schedules created with project management software
- Cost estimation
- Construction contract change order preparation
- Preparation and distribution of meeting minutes
- Review of labor compliance submittals including certified payroll records
- Tracking of costs and budget

## **II. Construction Observation, Inspection and Specialty Inspection**

- Inspect and observe Construction Contractor's work daily for compliance with the contract documents.
- Maintain daily inspection reports of work, including photos, descriptions of daily activities, any corrective actions to be taken by Construction Contractor, persons and equipment onsite, and work to be completed the following day(s).
- Review of materials and equipment delivered to site for compliance with submittals and contract documents.
- Coordinate and provide material testing and specialty inspections as required.
- Review of Construction Contractor's compliance with all permits, stormwater regulations and permits (Stormwater Pollution Prevention Plan (SWPPP)), environmental documents, and mitigation measures.
- Review of Construction Contractor's compliance with health and safety standards and regulations and reporting of non-compliance.

- Monitor record documents to ensure proper maintenance and completion by Contractor.
- Provide specialty construction inspection for specific construction operations, systems or equipment which may include but not be limited to:
  - Electrical and Instrumentation (code requirements, field inspection, operational and acceptance testing)
  - Mechanical (code requirements, field inspection, operational and acceptance testing)
  - Construction Safety (OSHA)
  - Storm Water Pollution Prevention (NPDES requirements)
  - Traffic Control
  - Environmental Permit Compliance
  - Structural Steel & Concrete
  - Geotechnical Stability

### **III. Change Order Management**

- Coordinate, review, and evaluate potential change orders and cost estimates/quotations.
- Coordinate, review, evaluate, and recommend course of action for contract change order requests and submittals.
- Inspect and evaluate site conditions that are perceived to be different than shown in contract documents.
- Review, gather, and evaluate information for resolution of potential claims or disputes.

### **IV. Constructability Reviews**

- Provide services of a senior level Construction Manager to perform constructability reviews of Plan Specifications and Architectural/Engineering submittals.

### **V. Construction Claims Analysis and Support**

- Consultant staff providing construction management and support services for a project may be required to retrieve documents, prepare reports and participate in interviews near or after completion of construction as needed to assist the City in resolving claims made by or against the construction Contractor for the project. Provide services of a senior level Construction Manager to analyze and make recommendations for claims resolution. Providing Expert Witness Testimony is NOT included in the scope of work in this agreement.

## **VI. Specialty Services**

Provide services, either directly or through appropriately qualified sub-consultants, for the following:

- Materials testing – field sampling and laboratory testing of various construction materials and existing soil materials
- Hazardous materials handling support
- Environmental Permitting Support
- Public Outreach Support
- Surveying services

## **VII. Project Closeout and Acceptance Services**

- Perform site inspection(s) to determine if facilities are complete and in compliance with contract documents.
- Develop corrective item work lists (punch lists) and inspection of corrective actions performed.
- Recommend retention release to Construction Contractor.
- Verify all O&M Manual submittals as well as spare parts as required by the contract documents.
- Coordinate final submittal of organized and complete record drawings in accordance with contract documents.
- Verify Construction Contractor has made all payments and that all required releases including warranty release, lien release(s), and release of claims have been submitted by Construction Contractor.
- Prepare and submit final construction report.
- Review final payment and release of retention

## Fee Schedule

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Services are billed on a time and materials basis according to our Standard Rates, shown below.

Professional Engineering Services – Hourly Rates	
Resident Engineer	\$200
Assistant Resident Engineer / Office Engineer	\$170
Construction Inspector	\$145

*All hourly rates are all inclusive and include the use of a vehicle, laptop, cell phone, safety equipment, and other equipment necessary to perform services*

*Rates shall be valid for an initial term of one (1) year following contract execution, to be renegotiated annually. CSG will mail an invoice every month for services rendered during the previous month.*

*Overtime will be billed at a rate of the individual's hourly rate x 1.5.*

## Conflict of Interest

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CSG is not aware of any conflict of interest relevant to this contract.

## Terms and Conditions

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This proposal is predicated upon all the terms and conditions of the City's RFP and is valid for a period of 120 days from the date of receipt by the City.

CSG proposes the following modifications to the agreement for review and consideration by the City.

**Section 11 – INDEMNITY** – Please add:

*“The duty of Consultant to indemnify and save harmless as set forth herein, shall include both the duty to indemnify and at Consultant's own cost and expense the duty to defend as set forth in California Civil Code Sections 2778 and 2782.8.”*

**Exhibit C – Notice of Cancellation** – *“Each insurance policy required above shall provide that coverage shall not be canceled, except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the City”. Please add “, with exception to Consultant's Workers Compensation Policy” at the end of the sentence.*

## EXHIBIT C

### INSURANCE REQUIREMENTS

#### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONSULTANT has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** 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. **Professional Liability (Errors and Omissions):** Insurance appropriate to the CONSULTANT's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate

If the CONSULTANT maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

#### Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

##### ***Additional Insured Status***

**The City, its elected and appointed officials, employees, and agents are to be covered as insureds** on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

##### ***Primary Coverage***

For any claims related to this contract, the **CONSULTANT's insurance coverage shall be primary** insurance as respects the City, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, or agents shall be excess of the CONSULTANT's insurance and shall not contribute with it.

***Notice of Cancellation***

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to the City, with exception to Consultant's Workers Compensation Policy.

***Waiver of Subrogation***

CONSULTANT hereby grants to City a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against the City by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the CONSULTANT to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

***Verification of Coverage***

CONSULTANT shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.