

## Purchasing Division

300 West Third Street  
Oxnard, CA 93030  
(805) 385-7478  
[www.oxnard.org](http://www.oxnard.org)



August 11, 2016

Ladies and Gentlemen:

The City of Oxnard invites qualified consulting firms or individuals to submit qualifications to conduct Supervisory Control and Data Acquisition (SCADA) Integration Services.

Statements of Qualifications will be received in the City of Oxnard Purchasing Office located at 300 W. Third St., Second Floor, Oxnard, CA 93030 by 4:00 p.m. on September 8, 2016. A copy of the Request for Qualifications documents may be obtained from the Purchasing Office or may be obtained at the City's website: <http://www.oxnard.org>. Any inquiries regarding this notice should be directed to Patricia Garcia, Buyer at 805-385-7538 or email [patricia.garcia@oxnard.org](mailto:patricia.garcia@oxnard.org). The envelope containing your Statement of Qualifications must be sealed and marked "RFQ – Supervisory Control and Data Acquisition (SCADA) Integration Services." Statements of Qualifications will not be opened publicly.

If you have any questions, please call me at (805) 385-7538.

Sincerely,

A handwritten signature in green ink that reads "Patricia Garcia". The signature is written in a cursive, flowing style.

Patricia Garcia  
Buyer

**CITY OF OXNARD**

**PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS (RFQ)  
SUPERVISORY CONTROL AND DATA  
ACQUISITION (SCADA) INTEGRATION  
SERVICES**

**STATEMENTS OF QUALIFICATIONS MAY BE E-MAILED,  
MAILED, OR DELIVERED IN PERSON  
TO THE PURCHASING DIVISION OFFICE AT  
300 WEST THIRD STREET, SUITE 202, OXNARD, CA 93030**

**STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED  
BY 4:00 P.M.  
ON THE DATE INDICATED BELOW:**

**SEPTEMBER 8, 2016**

**CITY OF OXNARD  
 REQUEST FOR QUALIFICATIONS  
 SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)  
 INTEGRATION SERVICES**

<b>DATE</b>	<b>ACTIVITY</b>
August 11, 2016	Release of Request for Qualifications (RFQ)
August 25, 2016	Deadline for Written Questions
August 29, 2016	Responses to Questions
September 8, 2016	Submission of the Statement of Qualifications is due to the City of Oxnard Purchasing Division by <b><u>4:00 p.m.</u></b>
September 19 – September 22, 2016	Interviews with Selected Applicants, scheduled as determined appropriate
September 26 – September 29, 2016	Agreement Development
October 25, 2016	City Council approval
October 26, 2016	Contracted work begins

**The above dates are tentative and are subject to change as necessary**

**CITY OF OXNARD  
REQUEST FOR QUALIFICATIONS  
SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)  
INTEGRATION SERVICES**

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**CITY OF OXNARD  
REQUEST FOR QUALIFICATIONS (RFQ)  
SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)  
INTEGRATION SERVICES**

**INSTRUCTIONS TO CONSULTANTS**

The City of Oxnard is seeking the submittal of statement of qualifications from qualified firms (“Consultant”) for **SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INTEGRATION SERVICES.**

**PURPOSE**

The City of Oxnard is located along the Pacific coastline in Ventura County, California, approximately 60 miles northwest of Los Angeles. The City’s population is approximately 200,000. The City has an area of approximately 27 square miles. The topography of the City is relatively flat with a gentle 0.2 percent slope in the southwest direction.

The City water distribution system includes approximately 597 miles of potable water mains and 18 miles of recycle water mains, one membrane treatment plant, 6 blending stations, and pressure monitoring stations. Control and monitoring of the water system is coordinated at the Water Campus. The SCADA system uses leased phone lines or radio to convey data from remote locations.

The City wastewater collection system includes 430 miles of pipelines and 15 lift stations. Control and monitoring of the wastewater collection system is coordinated at the Wastewater Treatment Plant. The Wastewater Treatment Plant is located 6001 S. Perkins Road at the south end of the city.

The City recycled water distribution system includes approximately 18 miles of pipelines and pressure monitoring/metering stations. The Advanced Water Purification Facility (AWPF) is a multiple-barrier membrane treatment plant. Both distribution and treatment are controlled at the Wastewater Treatment Plant.

**WATER TREATMENT SCADA SYSTEM:**

Servers:	One (1) SQL Server (Windows 2003 Server Std)
Workstations:	Nine (9) RS View32 HMI (Windows XP Pro SP2)
Software:	<ul style="list-style-type: none"> <li>➤ RS View32 v 7.2 CPR 7 is the SCADA software used at all stations</li> <li>➤ RSLogix is used for PLC programs except for Station #2, where the PLC software used is FastTrack.</li> <li>➤ Win 911 is the alarm &amp; notification software used.</li> <li>➤ For datalogging and reporting, MS-SQL and XL Reporter are used.</li> </ul>

Communication:	All blending stations communicate over wireless Ethernet bridges except for Station #2, it communicates with phone lines.
Remotes:	<ul style="list-style-type: none"> <li>➤ 1 reservoir over phone line</li> <li>➤ 2 turnout wireless flow monitoring points</li> <li>➤ 6 pressure monitoring points – 4 are wireless and 2 use phone lines - the wireless stations are interfaced to RSVIEW through ProLinx gateways</li> </ul>

**WATER BLENDING STATIONS SCADA SYSTEM:**

Station #1: Allen Bradley P.L.C.s, Allen Bradley V.F.D. drives over RI/O, Krohne mag. Meters, Limitorque control valves, 3 wells, 2 imported sources of water, and 3 wells supplying Desalter, the Reverse Osmosis Treatment Plant.

Station #2: Modicon P.L.C.s, Krohne mag. Meters, Baily control valves and 2 imported sources of water.

Station #3: Allen Bradley P.L.C.s, Allen Bradley V.F.D. drives over DeviceNet, Krohne mag. Meters, Limitorque control valves, 4 wells and 2 imported sources of water.

Station #4: Allen Bradley P.L.C.s, Krohne mag. Meters, Limitorque control valves and 2 imported sources of water.

Station #5: Allen Bradley P.L.C.s, Krohne mag. Meters, Limitorque control valves and 2 imported sources of water.

Station #6: Allen Bradley P.L.C.s, Krohne mag. Meters, 2 Peerless booster pumps, 1 imported source of water and the blending of Desalter well water with ground water.

Rosemount pressure transmitters are used throughout the system.

**WASTEWATER TREATMENT PLANT AND RECYCLED WATER TREATMENT PLANT SCADA SYSTEM:**

Servers: Nine (9) servers with Primary Domain controller and Backup domain controller (Windows Server 2008), Factory Talk Directory (Windows Server 2008), Historian (Windows Server 2008), 2 HMI servers (primary and secondary each, with redundancy, both Windows Server 2002) at the Wastewater Treatment Plant (WWTP) and 2 HMI servers (primary and secondary each, with redundancy, both Windows Server 2008) at the Recycled Water Treatment Plant running Rockwell Software Factory Talk View (CPR 9 SR3) and two Terminal Services Servers (Windows Server 2008). In addition, there are two Data Servers (Windows Server 2003) running Kepware OPC Server.

FTView Clients: Twelve (12) clients (mixture of Windows 2000 Pro and XP SP2) running FTView (CRP 9 SR3), and two touchscreen terminals. Ethernet connectivity to domain through ethernet switches.

PLCs: Twelve (12) Square D SY/MAX model 423, communicating with FTView through Kepware drivers. In addition, there are five (5) AB ControlLogix models with ControlNet remote I/O. Two of the AB ControlLogix are in a warm backup scheme.

### **WASTEWATER LIFT STATION SCADA SYSTEM:**

The Lift Station SCADA system utilizes the Wastewater Treatment Plant SCADA domain servers and clients. Win 911 is the alarm notification software used to alert standby personnel.

PLCs: Allen Bradley CompactLogix at each lift station (total of 19). Communication to the wastewater plant through Verizon frame relay network to Cisco router at the wastewater plant.

### **RECYCLED WATER DISTRIBUTION PIPELINE:**

The recycled water distribution pipeline components will include approximately 45,000 of 14 inch to 20 inch pipe from the recycled water plant to River Park, and approximately 50,000 of 18 inch to 42 inch pipe from the recycled water plant to Pleasant Valley County Water District. The system will include a minimum of 8 remotely metered and controlled sites.

The City of Oxnard is requesting proposals to provide on call and/or emergency SCADA integration services, including trouble shooting, programming, report generation, report writing, support, and modifications for water treatment plant, water blending stations, wastewater treatment plant, wastewater lift stations, recycled water treatment plant and recycled water distribution SCADA systems.

On an on call and/or emergency basis, Service Provider shall provide software, hardware, instrumentation, radio, computer network communications, electrical, and computer repair or replacement services. The service provider shall be available year-round and available on a 24-hour/7-day basis. For emergency services, a 30-minute maximum call back response time with a 2-hour maximum on-site response is required. For on call services, services shall be scheduled to occur within two weeks. Service Provider shall provide best management practices in protecting the SCADA system when using non-City computers or peripherals.

Service Provider shall design, install and integrate SCADA systems for recycled water at River Ridge Golf Club, Blending Station 7, and the distribution pipeline. Service Provider will test, troubleshoot and optimize the recycled water control system. Service Provider will also coordinate with Pleasant Valley County Water District and River Ridge Golf Club to synchronize

operations and ensure that the recycled water system does not interfere with normal operations.

Service Provider shall upgrade the Water SCADA system to the same version as that of the recycled water SCADA system as well as test, trouble shoot and optimize the systems to ensure full interoperability.

## **SCOPE OF WORK**

The Consultant is asked to provide the City with a detailed statement of qualifications for **SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INTEGRATION SERVICES**. Use of sub-consultants for the preparation of technical studies is acceptable.

### **1. Response Requirements**

The Consultant is asked to include the following information in the response to be submitted:

- a. A description of the Consulting firm, organizational structure, location of principal offices, location of the office that would manage this project, number of professional personnel, and other pertinent information shall be included. Description of scope of work performed in-house, followed by list of preferred subcontractors to perform work which will be sub-contracted.
- b. List of similar projects successfully accomplished.
- c. Information on billing rate and rate structure.
- d. List of three references that can be contacted.
- e. Include the name, title and address of the individual in your firm with the authority to negotiate contracts with the City.

## **CITY'S SELECTION CRITERIA**

The following is a partial list of the City's selection criteria:

1. Competence, technical ability and experience of identified Consultant personnel.
2. Quality of Consultant's related work experience.
3. Willingness and demonstrated ability to meet relatively short deadlines.
4. Responsiveness to requirements, terms, and conditions of this RFQ.
5. Consultant's Hourly Rates and Expenses.

## LIMITATIONS

1. All reports and pertinent data or materials shall become the sole property of the City and may not be reproduced without the explicit written permission of the City.
2. No compilation, tabulation, syntheses or analysis of data, nor definition, opinions, etc., should be anticipated by the Consultant from the City, unless volunteered by a responsible official in that agency. Good business practice, such as formal letters of request, and making of appointments, should be followed.
3. The RFQ does not commit the City to award a contract, to pay any costs incurred in preparation of the RFQ or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ, if it is in the best interests of the City to do so.
4. The terms and scope of the contract will be arrived at on the basis of professional negotiations between the City and the Consultant. If the City and the Consultant fail to reach a contractual agreement, the City may negotiate with other top selected firms.

## RECEIPT AND OPENING OF QUALIFICATIONS

The City of Oxnard invites qualified firms to submit qualifications for **SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INTEGRATION SERVICES**. Request for Qualifications will be received in the Purchasing Office until **4:00 p.m.** on **September 8, 2016**.

At the Consultant's option, the Statement of Qualifications may be submitted via email in .pdf format to [patricia.garcia@oxnard.org](mailto:patricia.garcia@oxnard.org) **OR** an envelope containing one (1) executed original and three (3) signed copies of the Statement of Qualifications that must be sealed and addressed to: City of Oxnard Purchasing Office, 300 West Third Street, Second Floor, Oxnard, California 93030, Attention: Patricia Garcia, Buyer. The envelope must show the proposer's name and address; and must clearly be labeled "**RFQ - SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INTEGRATION SERVICES.**"

Statement of Qualifications will not be opened publicly. Any Statement of Qualifications received after the established closing date and time will not be accepted. Materials become public documents after an agreement is completed.

## GENERAL INFORMATION

Questions regarding this RFQ shall be directed to:

City of Oxnard  
Purchasing Division  
Attn: Patricia Garcia  
300 West Third Street, Second Floor  
Oxnard, California 93030  
Email questions: [patricia.garcia@oxnard.org](mailto:patricia.garcia@oxnard.org)  
Phone calls will be accepted at (805) 385-7538

All questions regarding this RFQ should be submitted in writing. All questions will be responded to in writing by the City, and all responses will be made available to all who receive the RFQ. Written questions and requests for clarification will not be accepted after August 25, 2016.

1. At the Consultant's option, the Statement of Qualifications may be submitted via email in .pdf format to [patricia.garcia@oxnard.org](mailto:patricia.garcia@oxnard.org) **OR** an envelope containing one (1) executed original and three (3) signed copies of the statement of Qualifications, in all cases no later than the specified deadline.
2. The Statement of Qualifications shall be signed by an authorized official of the submitting firm.
3. The qualifications package shall be valid for a minimum of 6 months.
4. The City reserves the right to reject any and all qualification packages.
5. The terms and scope of the contract will be arrived at on the basis of professional negotiations between the City and the Consultant. If the City and the Consultant fail to reach a contractual agreement, the City may renegotiate with any other selected Consultant.

## AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES (“**Agreement**”) is made and entered into in the County of Ventura, State of California, this [Day] day of [Month], 20[Year], by and between the City of Oxnard, a municipal corporation (“**City**”), and [Name of Consultant] (“**Consultant**”). City and Consultant are sometimes individually referred to as “**Party**” and collectively as “**Parties.**”

WHEREAS, City desires to hire Consultant to perform certain consulting services specified herein; and

WHEREAS, Consultant represents that Consultant and/or Consultant’s personnel have the qualifications and experience to properly perform such services.

NOW, THEREFORE, City and Consultant hereby agree as follows:

1. Scope of Services

Consultant shall furnish City with professional consulting services as more particularly set forth in **Exhibit A** attached hereto and incorporated by this reference in full herein (the “**Services**”).

2. Method of Performing Services

Subject to the terms and conditions of this Agreement, Consultant may determine the method, details, and means of performing the Services.

3. Standard of Performance

Consultant agrees to undertake and complete the Services to conclusion, using that standard of care, skill, and diligence normally provided by a professional person in performance of similar consulting services.

4. Nonexclusive Services

This Agreement shall not be interpreted to prevent or preclude Consultant from rendering any services for Consultant’s own account or to any other person or entity as Consultant in its sole discretion shall determine. Consultant agrees that performing such services will not materially interfere with the Services to be performed for the City.

5. Coordination of Services

The Services shall be coordinated with [Insert position title] (“**Manager**”), subject to the direction of the City Manager or Department Manager.

6. Place of Work

Consultant shall perform the Services provided for in this Agreement at any place or location and at such times as the Consultant shall determine.

7. Correction of Errors

Consultant agrees to correct, at its expense, all errors which may be disclosed during review of the Services. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the cost thereof shall be paid by Consultant.

8. Time for Performance

The Services performed under this Agreement shall be completed during the term of this Agreement [pursuant to the schedule provided in **Exhibit B** attached hereto and incorporated by this reference in full herein]. (\*\*INCLUDE THE PREVIOUS CLAUSE WITHIN THE BRACKETS IF THE SERVICES ARE TO BE PERFORMED PURSUANT TO A SCHEDULE. OTHERWISE, DELETE THE CLAUSE, RENUMBER THE EXHIBIT C REFERENCE IN SECTION 14 TO EXHIBIT B, REMOVE EXHIBIT B COVERSHEET AND RENUMBER EXHIBIT C COVERSHEET TO EXHIBIT B. DELETE THESE INSTRUCTIONS PRIOR TO COMPLETION OF THE AGREEMENT.\*\*). City agrees to amend the performance termination date whenever Consultant is delayed by action or inaction of City and Consultant promptly notifies Manager of such delays.

9. Principal in Charge

Consultant hereby designates [Enter name of Principle-in-Charge] as its principal-in-charge and person responsible for necessary coordination with Manager.

10. Permits, Licenses, Certificates

Consultant, at Consultant's sole expense, shall obtain and maintain during the term of this Agreement, all permits, licenses, and certificates required in connection with the performance of the Services, including a City business tax certificate.

11. City's Responsibility

City shall cooperate with Consultant as may be reasonably necessary for Consultant to perform the Services. Manager agrees to provide direction to Consultant as requested regarding particular project requirements.

12. Term of Agreement

This Agreement shall begin on [Start Date], and expire on [End Date].

### 13. Termination

a. This Agreement may be terminated by City without cause if Manager notifies Consultant, in writing, of Manager's desire to terminate the Agreement. Such termination shall be effective ten (10) calendar days from the date of delivery or mailing of such notice. City agrees to pay Consultant in full for all amounts due Consultant as of the effective date of termination, including any expenditures incurred on City's behalf, whether for the employment of third parties or otherwise.

b. This Agreement may be terminated by Consultant without cause if Consultant notifies Manager, in writing, of Consultant's desire to terminate the Agreement. Such termination shall be effective ten (10) calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed prior to the date of termination.

### 14. Compensation

a. City agrees to pay Consultant in an amount not to exceed \$[Amount] for the Services at rates provided in **Exhibit C** attached hereto and incorporated by this reference in full herein.

b. The acceptance by Consultant of the final payment made under this Agreement shall constitute a release of City from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to the Services.

c. Consultant agrees that payment by City shall not constitute nor be deemed a release of the responsibility and liability of Consultant or its employees, subcontractors, agents and subconsultants for the accuracy and competency of the information provided and/or the Services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the Services performed by Consultant, its employees, subcontractors, agents and subconsultants.

d. Consultant shall provide Manager with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

e. If any sales tax is due for the Services performed by Consultant or materials or products provided to City by Consultant, Consultant shall pay the sales tax. City shall not reimburse Consultant for sales taxes paid by Consultant.

### 15. Method of Payment

a. City agrees to pay Consultant monthly upon satisfactory completion of the Services and upon submission by Consultant of an invoice delineating the Services performed, in a form satisfactory to Manager. The invoice shall identify the Services by project as specified by Manager.

b. Consultant agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the Services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the Services. Consultant shall

provide Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

#### 16. Responsibility for Expenses

Except as otherwise expressly provided in this Agreement, City shall not be responsible for expenses incurred by Consultant in performing the Services. All expenses incident to the performance of the Services shall be borne by the Consultant, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Consultant. Consultant shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the Services provided for under this Agreement, including, but not limited to any personal property used by employees and agents of Consultant in the performance of such Services.

#### 17. Non-Appropriation of Funds

Payments to be made to Consultant by City for the Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of the Services beyond the current fiscal year, this Agreement shall cover payment for the Services only up to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

#### 18. Records

a. Consultant agrees that all final computations, exhibits, files, plans, correspondence, reports, drawings, designs, data and photographs expressly required to be prepared by Consultant as part of the scope of services ("**documents and materials**") shall be the property of City and shall, upon completion of the Services or termination of this Agreement, be delivered to Manager.

b. At City's request, City shall be entitled to immediate possession of, and Consultant shall furnish to Manager within ten (10) calendar days, all of the documents and materials. Consultant may retain copies of these documents and materials.

c. Any substantive modification of the documents and materials by City staff or any use of the completed documents and materials for other City projects, or any use of uncompleted documents and materials, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the documents and materials for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

## 19. Maintenance and Inspection of Records

Consultant agrees that City or its auditors shall have access to and the right to audit and reproduce any of Consultant's relevant records to ensure that City is receiving the Services to which City is entitled under this Agreement or for other purposes relating to the Agreement. Consultant shall maintain and preserve all such records for a period of at least three (3) years after the expiration of this Agreement, or until an audit has been completed and accepted by City. Consultant agrees to maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

## 20. Confidentiality of Information

Any documents and materials given to or prepared or assembled by Consultant under this Agreement shall be confidential and shall not be made available to any third person or organization by Consultant without prior written approval of the Manager.

## 21. Indemnity

a. To the fullest extent permitted by law, Consultant shall (1) immediately defend; (2) indemnify; and (3) hold harmless City, its City Council, each member thereof, and its directors, officers, and employees (the "**Indemnified Party**") from and against all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with Consultant's performance of this Agreement or Consultant's failure to comply with any of its obligations contained in this Agreement. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. Consultant's obligation to indemnify applies unless it is adjudicated that any of the liabilities covered by this Section are the result of the sole active negligence or sole willful misconduct of the Indemnified Party. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of the Indemnified Party, Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability of the Indemnified Party.

b. The duty to defend is a separate and distinct obligation from Consultant's duty to indemnify. Consultant shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the Indemnified Party immediately upon tender to Consultant of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of negligence or willful misconduct by the Indemnified Party shall not relieve Consultant from its separate and distinct obligation to defend the Indemnified Party. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if Consultant asserts that liability is caused in whole or in part by the negligence or willful misconduct of the Indemnified Party. If it is finally adjudicated that liability was caused by the sole active negligence or sole willful misconduct of the Indemnified Party, Consultant may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs.

c. The review, acceptance or approval of Consultant's work or work product by the Indemnified Party shall not affect, relieve or reduce Consultant's indemnification or defense obligations. This Section shall survive completion of the Services or termination of this Agreement. The provisions of this Section shall not be restricted by and do not affect the provisions of this Agreement relating to insurance.

## 22. Insurance

a. Consultant shall obtain and maintain during the performance of the Services the insurance coverages as specified in **Exhibit INS-[ ]**, attached hereto and incorporated herein by this reference, issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Consultant obtain and maintain such insurance coverages.

b. Consultant shall, prior to performance of the Services, file with the Risk Manager evidence of insurance coverage as specified in **Exhibit INS-[ ]**. Evidence of insurance coverage shall be forwarded to the Risk Manager, addressed as specified in **Exhibit INS-[ ]**.

c. Maintenance of proper insurance coverages by Consultant is a material element of this Agreement. Consultant's failure to maintain or renew insurance coverages or to provide evidence of renewal may be considered as a material breach of this Agreement.

## 23. Independent Contractor

a. City and Consultant agree that in the performance of the Services, Consultant shall be, and is, an independent contractor, and that Consultant and its employees are not employees of City. Consultant has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Consultant.

b. Consultant shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Consultant's employees, agents, subcontractors and subconsultants, including compliance with social security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.

c. Consultant acknowledges that Consultant and Consultant's employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.

## 24. Consultant Not Agent

Except as Manager may specify in writing, Consultant, and its agents, employees, subcontractors and subconsultants shall have no authority, expressed or implied, to act on behalf of City in any capacity, as agents or otherwise, or to bind City to any obligation.

## 25. Conflict of Interest

If, in performing the Services set forth in this Agreement, Consultant makes, or participates in, a “**governmental decision**” as described in Title 2, section 18701(a)(2) of the California Code of Regulations, or performs the same or substantially all the same duties for City that would otherwise be performed by a City employee holding a position specified in City's conflict of interest code, Consultant shall be subject to City's conflict of interest code, the requirements of which include the filing of one or more statements of economic interests disclosing the relevant financial interests of Consultant's personnel providing the Services set forth in this Agreement.

## 26. Assignability of Agreement

Consultant agrees that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's personnel's unique competence, experience and specialized personal knowledge. Assignments of any or all rights, duties, or obligations of Consultant under this Agreement will be permitted only with the express written consent of Manager, which consent may be withheld for any reason.

## 27. Successors and Assigns

Consultant and City agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Consultant and City.

## 28. Fair Employment Practices

a. Consultant agrees that all persons employed by Consultant shall be treated equally by Consultant without regard to or because of race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of California, and City.

b. Consultant agrees that, during the performance of this Agreement, Consultant and any other parties with whom Consultant may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

c. Consultant agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

d. Consultant shall provide City staff with access to and, upon request by Manager, provide copies to Manager of all of Consultant's records pertaining or relating to Consultant's employment practices, to the extent such records are not confidential or privileged under State or federal law.

### 29. Force Majeure

Consultant and City agree that neither City nor Consultant shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Agreement was executed, fire, communication line failures, earthquakes, or other disasters.

### 30. Time of Essence

Consultant and City agree that time is of the essence in regard to performance of any of the terms and conditions of this Agreement.

### 31. Covenants and Conditions

Consultant and City agree that each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

### 32. Governing Law

City and Consultant agree that the construction and interpretation of this Agreement and the rights and duties of City and Consultant hereunder shall be governed by the laws of the State of California.

### 33. Compliance with Laws

Consultant agrees to comply with all City, State, and federal laws, rules, and regulations, now or hereafter in force, pertaining to the Services performed by Consultant pursuant to this Agreement.

### 34. Severability

City and Consultant agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

### 35. Waiver

City and Consultant agree that no waiver of a breach of any provision of this Agreement by either Consultant or City shall constitute a waiver of any other breach of the same provision or any other provision of this Agreement. Failure of either City or Consultant to enforce at any time, or from time to time, any provision of this Agreement, shall not be construed as a waiver of such provision or breach.

### 36. Counterparts

City and Consultant agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

### 37. Arbitration

Consultant and City agree that in the event of any dispute with regard to the provisions of this Agreement, the Services rendered or the amount of Consultant's compensation, the dispute may be submitted to non-binding arbitration upon the mutual agreement of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association.

### 38. Expenses of Enforcement

Consultant and City agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the City Attorney Office) and expenses, including investigation fees and expert witness fees, shall be paid by the non-prevailing party in any dispute involving the terms and conditions of this Agreement.

### 39. Authority to Execute

a. City acknowledges that the person executing this Agreement has been duly authorized by the City Council to do so on behalf of City.

b. Consultant acknowledges that the person executing this Agreement has been duly authorized by Consultant to do so on behalf of Consultant.

### 40. Notices

a. Any notices to Consultant may be delivered personally or by mail addressed to [Enter name of Consultant], [Enter Consultant's address], [Enter City], [Enter State and Zip], Attention: [Enter Principal-in-Charge].

b. Any notices to City may be delivered personally or by mail addressed to City of Oxnard, [Enter Department or Division Name], [Enter Address], Oxnard, California 93030, Attention: [Enter Project Manager].

### 41. Amendment

City and Consultant agree that the terms and conditions of the Agreement may be reviewed or modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed upon to in writing by both the City representative authorized to do so under the City's purchasing policies and Consultant.

### 42. Entire Agreement

City and Consultant agree that this Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements, and promises, either oral or written.

CITY OF OXNARD

CONSULTANT

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David N. Millican, Purchasing Agent

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[Consultant]

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

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Stephen M. Fischer, City Attorney

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Risk Manager

APPROVED AS TO CONTENT:

APPROVED AS TO AMOUNT:

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[Enter Name here], Project Manager

---

Greg Nyhoff, City Manager

**EXHIBIT A**  
**SCOPE OF SERVICES**

**EXHIBIT B**

**SCHEDULE OF SERVICES**

**EXHIBIT C**

**COMPENSATION RATES**

## INSURANCE REQUIREMENTS

Exhibit INS-A

### INSURANCE REQUIREMENTS FOR CONSULTANTS (WITH ERRORS AND OMISSIONS REQUIREMENT)

1. Consultant shall obtain and maintain during the performance of any services under this Agreement the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by Consultant, its agents, representatives, employees or subconsultants.

a. Commercial General Liability Insurance, including Contractual Liability, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001). If a general aggregate limit is used, that limit shall apply separately to the project or shall be twice the occurrence amount;

b. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Insurance Services Office automobile liability coverage (Occurrence Form CA0001) covering Code No. 1, "any auto;"

c. Professional liability/errors and omissions insurance appropriate to Consultant's profession to a minimum coverage of \$1,000,000, with neither Consultant nor listed subconsultants having less than \$500,000 individually. The professional liability/errors and omissions insurance must be project specific with at least a one year extended reporting period, or longer upon request.

d. Workers' compensation insurance in compliance with the laws of the State of California, and employer's liability insurance in an amount not less than \$1,000,000 per claimant.

2. Consultant shall, prior to performance of any services, file with the Risk Manager certificates of insurance with original endorsements effecting coverage required by this Exhibit INS-A. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on the attached forms or on other forms approved by the Risk Manager. All certificates and endorsements are to be received and approved by the Risk Manager before commencement of services. City reserves the right to require complete certified copies of all required insurance policies at any time. The certificates of insurance and endorsements shall be forwarded to the Risk Manager, addressed as follows:

City of Oxnard  
Risk Manager  
Reference No. \_\_\_\_\_  
300 West Third Street, Suite 302  
Oxnard, California 93030

3. Consultant agrees that all insurance coverages shall be provided by a California admitted insurance carrier with an A.M. Best rating of A:VII or better and shall be endorsed to state that coverage may not be suspended, voided, canceled, or reduced in coverage or limits without 30 days' prior written notice to the Risk Manager. The Risk Manager shall not approve or accept any endorsement if the endorsement contains "best effort" modifiers or if the insurer is relieved from the responsibility to give such notice.

4. Consultant agrees that the commercial general liability and business automobile liability insurance policies shall be endorsed to name City, its City Council, officers, employees, agents and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its City Council, officers, employees, agents and volunteers. **The General Liability Special Endorsement Form and Automobile Liability Special Endorsement Form attached to this Exhibit INS-A or substitute forms containing the same information and acceptable to the Risk Manager shall be used to provide the endorsements (ISO form CG 2010 11/85 or if not available, CG 2010 with an edition date prior to 01/04 and CG 2037).**

5. The coverages provided to City shall be primary and not contributing to or in excess of any existing City insurance or self-insurance coverages (**this must be endorsed**). Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its City Council, officers, employees and volunteers. The insurance

shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. The insurer shall declare any deductibles or self-insured retentions to and be approved by the Risk Manager. At the option of the Risk Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its City Council, officers, employees and volunteers, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

7. All insurance standards applicable to Consultant shall also be applicable to Consultant's subconsultants. Consultant agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the Risk Manager.

## INSTRUCTION FOR SUBMITTING INSURANCE CERTIFICATES AND ENDORSEMENT FORMS

### *Certificates of Insurance*

The sample accord form on the following page is provided to facilitate your preparation and submission of certificates of insurance. You may use this or any industry form that shows coverage as broad as that shown on the attached sample. **Please note the certificate holder address must be as shown on the attached sample accord form with the contract number and insurance exhibit identification information completed.** Improperly addressed certificates may delay the contract start-up date because the City's practice is to return unidentifiable insurance certificates to the insured for clarification as to the contract number. **Cancellation provisions must be endorsed to the policy. Modifying the certificate does not change coverage or obligate the carrier to provide notice of cancellation.**

### *Endorsement Forms*

Original endorsements are required for commercial general liability and business automobile liability insurance policies and must be attached to the applicable certificate of insurance. City preference is that the Consultant/insurer use the endorsement forms which are attached. Substitute forms will be accepted, however, as long as they include provisions comparable to the sample accord form.

# ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

<b>PRODUCER</b>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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CODE	SUB-CODE	<b>COMPANIES AFFORDING INSURANCE COVERAGE</b>
INSURED		COMPANY LETTER A SPECIFY COMPANY NAMES IN THIS SPACE
		COMPANY LETTER B

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> [x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [x] OCCUR. [x] OWNER'S & CONTRACTOR'S PROT.				GENERAL AGGREGATE \$1,000,000 PRODUCTS COMP/OP AGG . \$1,000,000 PERSONAL & ADV. INJURY \$1,000,000 EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ MED. EXPENSE (Any one person) \$
A	<b>AUTOMOBILE LIABILITY</b> [x] ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY				COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$
A	<b>EXCESS LIABILITY</b> UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>				STATUTORY LIMITS EACH ACCIDENT \$1,000,000 DISEASE-POLICY LIMIT \$1,000,000 DISEASE-EACH EMPLOYEE \$1,000,000
A	<b>OTHER</b> Errors and omissions insurance or malpractice insurance available for the insured's profession				Minimum coverage \$1,000,000 Each consultant/ & listed sub-consultant \$500,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

**CERTIFICATE HOLDER**  
City of Oxnard  
Attn: Risk Manager  
Reference No. \_\_\_\_\_  
300 W. Third Street, Suite 302  
Oxnard CA 93030

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



