

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, between the CITY OF STOCKTON, a municipal corporation ("City"), and **ALTA PLANNING & DESIGN** whose address is **131 L Street, Sacramento, CA 95814** ("Consultant") for the **CITYWIDE SAFE ROUTES TO SCHOOL PLAN (PROJECT PW1441/FEDERAL PROJECT NO. ATPLNI-5008(138))**, hereinafter referred to as "PROJECT".

### RECITALS

- A. Consultant represents that it is licensed in the State of California and is qualified, willing and able to provide the services proposed in the SCOPE OF WORK section of this Contract.
- B. City finds it necessary and advisable to use the services of the Consultant for the purposes provided in this Contract.

**NOW THEREFORE**, in consideration of the mutual promises, covenants and conditions in this Contract, City and Consultant agree as follows:

**1. SCOPE OF SERVICES.** Subject to the terms and conditions set forth in this Contract, Consultant shall undertake and complete the services described in Exhibit A. Consultant shall provide said services at that time, place and in the manner specified in Exhibit A and compatible with the standards of the profession. Consultant agrees that it shall produce a fully complete project that is acceptable to the City.

**2. COMPENSATION.** City shall pay Consultant for services outlined in Exhibit A according to the fee not to exceed the schedule detailed in Exhibit B, which is attached to this Contract and incorporated by this reference. Consultant agrees this fee is for full remuneration for performing all services and furnishing all staffing and materials called for in the scope of services. The payments shall be made on a monthly basis upon receipt and approval of Consultant's invoice. Total compensation for services and reimbursement for costs shall not exceed **\$152,781.81** or as otherwise mutually agreed to in a Contract Change Order.

**3. SCHEDULE AND TERM.** Consultant shall perform the scope of work as described in Exhibit A according to the schedule detailed in Exhibit C, which is attached to this Contract and incorporated by this reference. This contract shall commence on the date written above and shall expire on June 2017, unless extended by mutual agreement through the issuance of a Contract Change Order.

- a. Invoices submitted by Consultant to City must contain a brief description of work performed, time used and City project number. Payment shall be made within thirty (30) days of approval of invoice by City.
- b. Upon completion of work and acceptance by City, Consultant shall have sixty (60) days in which to submit final invoicing for payment. An extension may be

granted by City upon receiving a written request thirty (30) days in advance of said time limitation. City shall have no obligation or liability to pay any invoice for work performed which Consultant fails or neglects to submit within sixty (60) days, or any extension thereof granted by the City, after work is accepted by City.

4. **RIGHTS AND DUTIES OF CITY.** City shall make available to Consultant all data and information in the possession of City which both parties deem necessary to complete the work, and City shall actively aid and assist Consultant in obtaining such information as may be deemed necessary from other agencies and individuals.

5. **OBLIGATIONS OF CONSULTANT.** Throughout the term of this Contract, Consultant represents and warrants that it has or will have at the time this Contract is executed, all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required for the Consultant to practice its professions, and Consultant shall, at its own cost and expense, keep in effect during the life of this Contract all such licenses, permits, qualifications, insurance, and approvals. Consultant shall meet with the Public Works Director or other personnel of City or third parties as necessary on all matters connected with the carrying out of Consultant's services. Such meetings shall be held at the request of either party hereto. Consultant further warrants that it will follow the best current, generally accepted and professional practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding this project.

6. **OWNERSHIP OF WORK.** All reports, drawings, designs, plan review comments, work product, and all other documents completed or partially completed by Consultant in the performance of this Contract shall become and remain the property of the City. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Consultant agrees to execute any additional documents that may be necessary to evidence such assignment. All materials shall be delivered to the City upon completion or termination of the work under this Contract. If any materials are lost, damaged, or destroyed before final delivery to the City, the Consultant shall replace them at its own expense. Consultant shall keep materials confidential. Materials shall not be used for purposes other than performance of services under this Contract and shall not be disclosed to anyone not connected with these services unless the City expressly provides prior written consent.

7. **CHANGE ORDERS.** City reserves the right to make such alterations as may be deemed necessary or advisable and to require such extra work as may be required for the proper completion of the work contemplated by Consultant. Any such changes will be set forth in a Contract Change Order which will specify, in addition to the work done in connection with the change made, adjustment of contract time, if any, and the basis of compensation for such work. A contract change order will not become effective until approved by the authorized City official.

8. **TERMINATION.** The City may terminate this Contract at any time by mailing a notice in writing to Consultant. The Contract shall then be deemed terminated and no further work shall be performed by Consultant. If the Contract is so terminated, the Consultant shall be paid for that percentage of work actually completed at the time the notice of termination is received.

**9. CONSULTANT STATUS.** In performing the obligations set forth in this Contract, Consultant shall have the status of an independent contractor and Consultant shall not be considered to be an employee of the City for any purpose. All persons working for or under the direction of Consultant are its agents and employees, and are not agents of the City. Subcontractors shall not be recognized as having any direct or contractual relationship with the City. The persons engaged in the work, including employees of subcontractors and suppliers will be considered employees of Consultant. The Consultant shall be responsible for the work of subcontractors, which shall be subject to the provisions of this Contract. The Consultant is responsible to the City for the acts and omissions of its subcontractors and persons directly or indirectly employed by them.

- a. If in the performance of this Contract any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision and control of Consultant. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by Consultant.
  - i. It is further understood and agreed that Consultant must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of Consultant's personnel.
  - ii. As an independent contractor, Consultant hereby indemnifies and holds City harmless from any and all claims that may be made against the City based upon any contention by any third party that employer-employee relationship exists by reason of this Contract.

**10. ASSIGNMENT.** Consultant shall not assign, sublet, or transfer this Contract or any interest or obligation in the Contract without the prior written consent of the City, and then only upon such terms and conditions as City may set forth in writing. Consultant shall be solely responsible for reimbursing subcontractors.

**11. INDEMNITY AND HOLD HARMLESS.** To the fullest extent permitted by law, contractor shall hold harmless, defend at its own expense, and indemnify the City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from the City of Stockton's sole negligence or willful acts. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this Contract.

- a. Consultant's obligation to defend, indemnify, and hold the City, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to or restricted by any requirement in this Contract for consultant to procure and maintain a policy of insurance.

12. **INSURANCE.** During the term of this Contract, Consultant shall maintain in full force and effect at its own cost and expense the insurance coverage as set forth in the attached Exhibit D and shall otherwise comply with the other provisions of Exhibit D.

13. **FEDERAL PROVISIONS.** Consultant shall comply with the Federal Aid Consultant Contract Provisions which are attached hereto as Exhibit "E" and incorporated herein by this reference.

14. **HEADINGS NOT CONTROLLING.** Headings used in the Contract are for reference purposes only and shall not be considered in construing this Contract.

15. **NOTICES.** Any and all notices herein required shall be in writing and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To Consultant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To City: Public Works Director  
City of Stockton  
22 E. Weber Ave., Rm. 301  
Stockton, CA 95202

16. **CONFORMANCE TO APPLICABLE LAWS.** Consultant shall comply with all applicable Federal, State, and Municipal laws, rules, and ordinances. Consultant shall not discriminate in the employment of persons or in the provision of services under this Contract on the basis of any legally protected classification, including race, color, national origin, ancestry, sex or religion of such person.

17. **LICENCES, CERTIFICATIONS, AND PERMITS.** Prior to the City's execution of this Contract and prior to the Consultant's engaging in any operation or activity set forth in this Contract, Consultant shall obtain a City of Stockton business license, which must be kept in effect during the term of this Contract. Consultant covenants that it has obtained all certificates, licenses, permits and the like required to perform the services under this Contract.

18. **RECORDS AND AUDITS.** City reserves the right to periodically audit all charges made by Consultant to City for services under this Contract. Upon request, Consultant agrees to furnish City, or a designated representative, with necessary information and assistance.

Consultant agrees that City or its delegate shall have the right to review, obtain, and copy all records pertaining to performance of the Contract. Consultant agrees to provide City or its delegate with any relevant information requested, and shall permit City or its delegate access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purposes of determining compliance with this Contract. Consultant agrees to maintain such records for a period of three years from the date that final payment is made.

19. **CONFIDENTIALITY.** Consultant shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City reports, information or conclusions.

20. **CONFLICTS OF INTEREST.** Consultant covenants that other than this Contract, Consultant has no financial interest with any official, employee, or other representative of the

City. Consultant and its principals do not have any financial interest in real property, sources of income or investment that would be affected in any manner of degree by the performance of Consultant's services under this Contract. If such an interest arises, Consultant will immediately notify City.

**21. WAIVER.** In the event either City or Consultant at any time waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or of any other covenant, condition, or obligation.

**22. GOVERNING LAW.** California law shall govern any legal action pursuant to this Contract with venue for all claims in the Superior Court of the County of San Joaquin, Stockton Branch or, where applicable, in the federal District Court of California, Northern District, Sacramento Division.

**23. NO PERSONAL LIABILITY.** No official or employee of City shall be personally liable to Consultant in the event of any default or breach by City or for any amount due Consultant.

**24. INTEGRATION AND MODIFICATION.** The response by Consultant to the Request for Proposals and the Request for Proposals on file with the City Clerk are hereby incorporated herein by reference to the extent that such documents do not differ from the provisions and terms of this Contract that shall supersede such response to Request for Proposals. This Contract represents the entire integrated agreement between Consultant and City, supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties, and may be amended only by written instrument signed by Consultant and City. All exhibits and this contract are intended to be construed as a single document. Should any inconsistency occur between the specific terms of this Contract and the attached exhibits, the terms of this Contract will prevail.

**25. SEVERABILITY.** The provisions of this Contract are severable to the extent that should any of its provisions or terms be declared void in whole or in part by operation of law or agreement of the parties, the remainder of the provisions or terms not expressly declared void shall remain enforceable and in full effect.

**26. THIRD PARTY RIGHTS.** Nothing in this Contract shall be construed to give any rights or benefits to anyone other than City and Consultant.

**27. AUTHORITY.** The undersigned hereby represent and warrant that they are authorized by the parties to execute this Contract.

IN WITNESS WHEREOF: the parties have executed this Contract the day and year first hereinabove written.

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**CITY OF STOCKTON**

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City Manager

ATTEST:

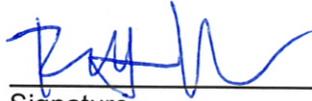
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

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**CONSULTANT**

By:   
Signature

Brett Hondorp  
Print Name

Title: Principal

## Stockton SRTS Plan Scope of Work

### Scope of Work

#### Task 1. Project Management and Kick-Off Meeting

##### Task 1.1. Project Management (Ongoing)

Throughout the project, there will be ongoing coordination between the Alta Team and the City of Stockton. Alta Project Manager, Jennifer Donlon Wyant, will be in regular communication with the City of Stockton Project Manager to see that we meet City expectations. We propose to hold bi-weekly team calls to keep the project on schedule, on budget and continues to meet expectations. In addition, Alta will provide monthly status updates that will include budget and deliverable progress.

##### Task 1.2. Project Kick-Off Meeting

The Alta Team will plan and facilitate a project kick-off meeting to clarify the project scope, background, and objectives. Recommended objectives include:

- Establish communication channels and protocols, including:
  - City channels of communication and outreach
  - City review and approval process
- Review project objectives
- Refine project workplan and schedule
- Identify known/preliminary issues

Alta will prepare the agenda and meeting notes.

##### **Task Deliverables**

- Project Kick-Off Meeting agenda and notes
- Bi-weekly team calls
- Monthly project status updates

#### Task 2. Review Background Information

##### Task 2.1. Review Background Information

The Alta Team will review existing City and School Districts policies, programs, plans, and projects. This will see that the Safe Routes to School Plan is consistent with and supports relevant documents. The review will include (but is not limited to):

- City of Stockton General Plan
- City of Stockton Bicycle Master Plan
- City of Stockton Neighborhood Traffic Calming Map
- City of Stockton CIP List
- San Joaquin Council of Governments Bicycle, Pedestrian and Safe Routes to School Plan
- School District Policies
- Existing education, encouragement, enforcement and evaluation activities

The review will be summarized in Working Paper #1: Administrative Draft Existing Conditions. The Alta Team will submit to the Safe Routes to School Committee for review and revised base on a single set of consolidated internally consistent comments. The revised will be submitted as Working Paper #1: Draft Existing Conditions

**Stockton SRTS Plan Scope of Work****Task Deliverables**

- Working Paper #1: Administrative Draft Existing Conditions
- Working Paper #1: Draft Existing Conditions

**Task 3. Outreach****Task 3.1. Safe Routes to School Committee Development**

We will work with the City of Stockton to establish a Safe Routes to School Committee. The Committee will guide and inform the development of the Plan and guide future SRTS activities. The Committee will meet at these key project milestones as described in Task 3.2.

The Alta Team will identify potential candidates for the committee which could potentially include representatives the school districts, schools, law enforcement and community organizations. We will identify stakeholders and create a database of contacts.

In order to develop a SRTS Committee that understands the committee purpose and has an understanding of roles and responsibilities, Safe Moves will conduct up to five (5) regional meetings to promote and educate stakeholders about the SRTS Committee and identify likely member candidates.

At the completion of the regional meetings, we will submit the Committee member recommendations in a memo format. When the committee members have been agreed upon, the Alta Team will contact the invitees.

**Task Deliverables**

- Stakeholder database
- Regional meetings (up to 5) to promote and educate about the SRTS Committee
- Safe Routes to School Committee Candidates Memo

**Task 3.2. SRTS Committee Meetings**

The Alta Team will meet with the SRTS Committee five (5) times over the course of the project to establish the committee and review deliverables. We envision the meetings will include:

- Meeting #1: Introduction to the Committee (roles and responsibilities), outreach and website
- Meeting #2: Discuss educational and infrastructure needs
- Meeting #3: Review Curriculum (Task 5.1)
- Meeting #4: Review Draft Plan (Task 7.2)
- Meeting #5: Review Final Plan (Task 7.3)

With review and approval of all communications and outreach materials by the City, the Alta Team will notice the meetings (email blast, postings to schools), develop agendas, prepare presentations and take meeting notes. It is assumed the City will secure a meeting location.

**Task Deliverables**

- Up to five (5) SRTS Committee meetings including noticing, agendas, presentations and meeting notes.

**Task 3.3. Community Outreach**

The Alta Team will host one city-wide community meeting to give stakeholders and community members an opportunity to review the Draft SRTS Plan. We will provide the noticing (flyers, email blast and notice on project page on the City's website); agenda; presentation materials; and summary notes. It is assumed the City will secure a meeting location and distribute noticing.

**Task Deliverables**

- Community Workshop: noticing, agenda, presentation materials and summary notes

## Stockton SRTS Plan Scope of Work

### Task 3.4. Safe Routes to School Website

Alta will work with the committee to develop content for the City of Stockton SRTS webpages, which will be hosted on the City of Stockton website. We will work closely with City staff and the SRTS committee to determine content and aesthetic. Alta will revise webpage content and design based on a single set of consolidated internally consistent comments and submit to the City for publishing.

The City's website will provide information on the overall project goals, upcoming community workshops, recommendations, and reports. All approved project deliverables will be posted to the website. We will also include a link for the community to provide specific information and comments.

#### **Task Deliverables**

- Draft web content and aesthetic
- Final web content and aesthetic

### Task 4. Evaluation Database

#### Task 4.1. Evaluation Database

Alta will work with the City to create a user friendly database of school mode share based on existing data. Alta has worked with MPOs, cities and counties to collect and evaluate student travel data and can efficiently develop a database to evaluate existing and future mode share data. Our team can work with City staff to use the Safe Routes to School National Partnership database (which is typically required with SRTS funding).

It is assumed the City will enter completed surveys into the provided database.

#### **Task Deliverables**

- Evaluation database

### Task 5. Curriculum

#### Task 5.1. Draft Curriculum

Based on input gathered from the SRTS Committee and existing curriculum, the Alta Team will identify draft curriculum for use in elementary schools. The California Safe Routes to School Technical Assistance Resource Center just released its California Pedestrian and Bicycle Safety Curriculum for Grades 4 and 5. The curriculum meets California Common Core Standards, the National Health Education Standard and the California Health Education Standard and is currently the only in-classroom curriculum funded through Caltrans. The TARC curriculum will be an essential part curriculum identification. However, it is in-classroom knowledge based education and does not provide on-bike or extensive walking skill building education. We will work with the City and SRTS Committee and provide recommended skill building educational curriculum.

Alta will develop a Draft Curriculum for City and SRTS Committee review.

#### **Task Deliverables**

- Draft Curriculum

#### Task 5.2. Final Curriculum

Alta will revise the Draft Curriculum based on a single set of consolidated, internally-consistent comments and prepare the Final Curriculum.

#### **Task Deliverables**

- Final Curriculum

**Stockton SRTS Plan Scope of Work****Task 6. Infrastructure Project Evaluation****Task 6.1. Infrastructure Project Evaluation**

The Alta Team understands the City of Stockton wishes to establish a short list of infrastructure projects based on survey information, activity maps and committee suggestions. The City of Stockton will provide consolidated survey information, compiled activity map inputs (one per school), and previously submitted requests for improvements in the project area. The City of Stockton also will provide: Citywide collision data in GIS format, Citywide disadvantaged community status data in GIS format, project school locations in GIS format and related background data such as street network and land use.

Alta will compile a list of infrastructure projects identified through these methods and create an outline list of suggestions by school with referenced aerial maps. Our teaming partner, Whitlock & Weinberger Transportation, Inc. will review submitted recommendations for up to 66 schools. Whitlock & Weinberger Transportation, Inc. will not collect new data as part of this effort, conduct warrants or develop graphical representations of recommendations. The sphere of area addressed will be contingent on information submitted and available budget.

Whitlock & Weinberger Transportation, Inc. will then prepare and plan for 66 school visits including reviewing Google Earth aerials and street views in advance of site visit.

A Whitlock & Weinberger Transportation, Inc. California-registered traffic engineer will conduct a site review of the 66 schools with consideration of the recommendations. Whitlock & Weinberger Transportation, Inc. will submit comments on the infrastructure recommendations. Additional recommendations based on the site visits, along with a priority listing of critical projects to the City of Stockton for review. We will host a call with City staff to discuss the recommendations.

Based on the initial site view and discussions with City staff, a follow-up visit will be conducted to approximately 20 school sites to resolve issues and recommendations. Follow-up discussions will be held with City staff via phone and up to two meetings on days during site visits. City staff should be available for two full days for follow up discussions.

Alta will work with Whitlock & Weinberger Transportation, Inc. to develop planning level cost estimates and identify candidate projects for Active Transportation Program funding application. The recommendations and prioritization will be revised and noted in narrative with location map.

This proposed scope of work task does not include any data collection, meetings with school staff, or graphic representations of recommendations.

**Task Deliverables**

- List of submitted projects and referenced aerial maps
- Site review of recommendations for up to 66 schools
- Comments on recommendations, identification of new projects, recommended priority listing
- Final recommendations, planning level cost estimates, identification of candidate ATP projects

**Task 7. Safe Routes to School Plan****Task 7.1. Administrative Draft Safe Routes to School Plan**

Alta will develop an Administrative Draft Safe Routes to School Plan (SRTS Plan) for City review. The Plan will include the prioritized infrastructure projects as well as recommended education, encouragement, enforcement and evaluation programs.

**Task Deliverables**

- Administrative Draft SRTS Plan

## **Stockton SRTS Plan Scope of Work**

### **Task 7.2. Draft Safe Routes to School Plan and Presentations**

Alta will revise the Administrative Draft SRTS Plan based on a single set of consolidated internally consistent comments and prepare a Draft SRTS Plan for review by the SRTS Committee and general public.

Alta will present the Draft SRTS Plan at one SRTS Committee meeting (Task 3.2) and at one City-wide public workshop (Task 3.3).

Alta will develop a response to comments matrix for all public comments received on the Draft SRTS Plan and submit to the City of Stockton for review.

#### **Task Deliverables**

- Draft SRTS Plan
- Response to comments matrix

### **Task 7.3. Final Safe Routes to School Plan**

Alta will revise the Draft SRTS Plan based on a single set of consolidated internally consistent comments from the City and the agreed upon revisions based on public comments and prepare the Final Safe Routes to School Plan.

#### **Task Deliverables**

- Final Draft SRTS Plan

### **Task 7.4. Final Plan Presentations**

Alta will develop a presentation for and present the Final SRTS Plan for approval and adoption to:

- Stockton Unified School District Board
- Lodi Unified School District Board
- Lincoln Unified School District Board
- Manteca Unified School District Board
- Stockton City Council

#### **Task Deliverables**

- Final Plan presentation
- Presentation at up to 5 meetings

# Project Work Matrix

## Alta Planning + Design

### Cost Proposal

EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Consultant: Alta Planning + Design Contract No.: TBD

Date: 5/11/2015

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Principal	Brett Hondorp	24	\$85.22	\$2,045.28
Senior Associate	Jennifer Donlon Wyatt	182	\$47.31	\$8,610.42
Senior Planner	Christopher Kidd	110	\$35.88	\$3,946.80
Planner	Emily Tracy	230	\$20.77	\$4,777.10
Graphic Designer	David Pollard	40	\$27.71	\$1,108.40
Project Assistant	Staff	113	\$20.09	\$2,270.17

**LABOR COSTS**

a) Subtotal Direct Labor Costs	\$22,758.17
b) Anticipated Salary Increases (see page 2 for sample)	\$762.40
<b>c) TOTAL DIRECT LABOR COSTS [(a) + (b)]</b>	<b>\$23,520.57</b>

**FRINGE BENEFITS**

d) Fringe Benefits: 33.13%	<b>e) TOTAL FRINGE BENEFITS [(c) x (d)]</b>	<b>\$7,792.37</b>
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**INDIRECT COSTS**

f) Overhead: 131.56%	g) Overhead [(c) x (f)]	\$30,943.66
h) General and Administrative: 0	i) Gen & Admin [(c) x (h)]	\$0.00
<b>j) TOTAL INDIRECT COSTS [(g) + (i)]</b>		<b>\$30,943.66</b>

**FIXED FEE (Profit)**

n) Profit: 10%	<b>TOTAL PROFIT [(c) + (e) + (j)] x (n)</b>	<b>\$6,225.66</b>
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**OTHER DIRECT COSTS (ODC)**

l) Travel/Mileage Costs (supported by consultant actual costs)	\$800.00
m) Equipment Rental and Supplies (itemize)	\$0.00
n) Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc. Printing costs	\$0.00
o) Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant)	\$83,499.55
<b>p) TOTAL OTHER DIRECT COSTS [(l) + (m) + (n) + (o)]</b>	<b>\$84,299.55</b>

**TOTAL COST [(c) + (e) + (j) + (k) + (p)]** **\$152,781.81**

**NOTES:**

- Employees subject to prevailing wage requirements to be marked with an \*.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.
- Travel related costs should be pre-approved by the contracting agency. The rates should not exceed the State Department of Personnel Administration (DPA) requirements.

## Alta Planning + Design | Citywide Safe Routes to School Plan

**Alta Planning + Design****Cost Proposal****EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)**

Page 2 of 2

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**

(SAMPLE CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant: Alta Planning + Design Contract No.: TBD Date: 5/11/2015

**1. Calculate average hourly rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Proposal	Avg Hourly Rate	5 Year Contract Duration
\$22,758.17	/ 699	= \$32.56	Year 1 Avg Hourly Rate

**2. Calculate hourly rate for all years (Increase the Average hourly rate for a year by proposed escalation %)**

	Avg Hourly Rate	Proposed Escalation		
Year 1	\$32.56	+ 5%	=	\$34.19 Year 2 Avg Hourly Rate
Year 2	\$34.19	+ 5%	=	\$35.90 Year 3 Avg Hourly Rate
Year 3		+	=	Year 4 Avg Hourly Rate
Year 4		+	=	

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year	Total Hours per Cost Proposal	Total Hours per Year	
Year 1	33.0%	* 699	= 231	Estimated Hours Year 1
Year 2	67.0%	* 699	= 468	Estimated Hours Year 2
Year 3	0.0%	* 699	= 0	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
Total	100%	Total	= 699	

**4. Calculate Total Costs including Escalation (multiply average hourly rate by the number of hours)**

	Avg Hourly Rate (calculated above)	Estimated hours (calculated above)	Cost per Year	
Year 1	\$32.56	* 231	= \$7,510.20	Estimated Hours Year 1
Year 2	\$34.19	* 468	= \$16,010.37	Estimated Hours Year 2
Year 3	\$0.00	* 0	= \$0.00	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation		= \$23,520.57	
	Direct Labor Subtotal before escalation		= \$22,758.17	
	Estimated total of Direct Labor Salary Increase		= <b>\$762.40</b>	Transfer to Page 1

## NOTES:

- This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology.)
- This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted

## Safe Moves

## Cost Proposal

## EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Consultant: Safe Moves

Contract No.: TBD

Date: 5/11/2015

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Project Director	Pat Hines	145	\$68.86	\$9,984.70
Community & School Liaison Coord	Pamela Nye	244	\$29.65	\$7,234.60
Community & School Liaison	Juan Martinez	95	\$31.84	\$3,024.80
		0		\$0.00
		0		\$0.00
		0		\$0.00

**LABOR COSTS**

a) Subtotal Direct Labor Costs	\$20,244.10
b) Anticipated Salary Increases (see page 2 for sample)	\$506.10
<b>c) TOTAL DIRECT LABOR COSTS [(a) + (b)]</b>	<b>\$20,750.20</b>

**FRINGE BENEFITS**

d) Fringe Benefits: <u>30.00%</u>	<b>e) TOTAL FRINGE BENEFITS [(c) x (d)]</b>	<b>\$6,225.06</b>
-----------------------------------	---------------------------------------------	-------------------

**INDIRECT COSTS**

f) Overhead: (Safe harbor) <u>10.00%</u>	g) Overhead [(c) x (f)]	\$2,075.02
h) General and Administrative: <u>0</u>	i) Gen & Admin [(c) x (h)]	\$0.00
	<b>j) TOTAL INDIRECT COSTS [(g) + (i)]</b>	<b>\$2,075.02</b>

**FIXED FEE (Profit)**

n) Profit: <u>0%</u>	<b>TOTAL PROFIT [(c) + (e) + (j)] x (q)</b>	<b>\$0.00</b>
----------------------	---------------------------------------------	---------------

**OTHER DIRECT COSTS (ODC)**

l) Travel/Mileage Costs (supported by consultant actual costs)	\$4,558.26
m) Equipment Rental and Supplies (itemize)	\$0.00
n) Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc. Printing costs	\$0.00
o) Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant)	\$0.00
<b>p) TOTAL OTHER DIRECT COSTS [(l) + (m) + (n) + (o)]</b>	<b>\$4,558.26</b>
<b>TOTAL COST [(c) + (e) + (j) + (k) + (p)]</b>	<b>\$33,608.54</b>

## NOTES:

- Employees subject to prevailing wage requirements to be marked with an \*.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.
- Travel related costs should be pre-approved by the contracting agency. The rates should not exceed the State Department of Personnel Administration (DPA) requirements.

Alta Planning + Design | Citywide Safe Routes to School Plan  
**Safe Moves**

**Cost Proposal**

**EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)**

Page 2 of 2

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**  
 (SAMPLE CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant: Safe Moves Contract No.: TBD Date: 5/11/2015

**1. Calculate average hourly rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	Avg Hourly Rate	5 Year Contract Duration
\$20,244.10	/ 484	= \$41.83	Year 1 Avg Hourly Rate

**2. Calculate hourly rate for all years (Increase the Average hourly rate for a year by proposed escalation %)**

	Avg Hourly Rate	Proposed Escalation		
Year 1	\$41.83	+ 5%	=	\$43.92 Year 2 Avg Hourly Rate
Year 2	\$43.92	+ 5%	=	\$46.11 Year 3 Avg Hourly Rate
Year 3		+	=	Year 4 Avg Hourly Rate
Year 4		+	=	

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year	Total Hours per Cost Proposal	Total Hours per Year	
Year 1	50.0%	* 484	= 242	Estimated Hours Year 1
Year 2	50.0%	* 484	= 242	Estimated Hours Year 2
Year 3	0.0%	* 484	= 0	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
Total	100%	Total	= 484	

**4. Calculate Total Costs including Escalation (multiply average hourly rate by the number of hours)**

	Avg Hourly Rate (calculated above)	Estimated hours (calculated above)	Cost per Year	
Year 1	\$41.83	* 242	= \$10,122.05	Estimated Hours Year 1
Year 2	\$43.92	* 242	= \$10,628.15	Estimated Hours Year 2
Year 3	\$0.00	* 0	= \$0.00	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation		= \$20,750.20	
	Direct Labor Subtotal before escalation		= \$20,244.10	
	Estimated total of Direct Labor Salary Increase		= <b>\$0,506.10</b>	Transfer to Page 1

NOTES:

- This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology.)
- This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted

# Whitlock & Weinberger Transportation, Inc.

## Cost Proposal

### EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)

#### ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Consultant: Whitlock & Weinberger  
Transportation, Inc.

Contract No.: TBD

Date: 5/11/2015

#### DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Principal	Weinberger	152	\$81.24	\$12,348.48
Project Engineer	Boardman	106	\$38.91	\$4,124.46
Admin	Admin	16	\$31.88	\$510.08
		0		\$0.00
		0		\$0.00
		0		\$0.00

#### LABOR COSTS

a) Subtotal Direct Labor Costs \$16,983.02  
 b) Anticipated Salary Increases (see page 2 for sample) \$0.00

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** \$16,983.02

#### FRINGE BENEFITS

d) Fringe Benefits: 30.00% e) **TOTAL FRINGE BENEFITS [(c) x (d)]** \$5,094.91

#### INDIRECT COSTS

f) Overhead: 127.00% g) Overhead [(c) x (f)] \$21,568.44  
 h) General and Administrative: 0 i) Gen & Admin [(c) x (h)] \$0.00

j) **TOTAL INDIRECT COSTS [(g) + (i)]** \$21,568.44

#### FIXED FEE (Profit)

n) Profit: 10% **TOTAL PROFIT [(c) + (e) + (j)] x (q)** \$4,364.64

#### OTHER DIRECT COSTS (ODC)

l) Travel/Mileage Costs (supported by consultant actual costs) \$1,880.00  
 m) Equipment Rental and Supplies (itemize) \$0.00  
 n) Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc. Printing costs \$0.00  
 o) Subconsultant Costs (attach detailed cost proposal in same format as  
 prime consultant estimate for each subconsultant) \$0.00

p) **TOTAL OTHER DIRECT COSTS [(l) + (m) + (n) + (o)]** \$1,880.00

**TOTAL COST [(c) + (e) + (j) + (k) + (p)]** \$49,891.01

#### NOTES:

- Employees subject to prevailing wage requirements to be marked with an \*.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.
- Travel related costs should be pre-approved by the contracting agency. The rates should not exceed the State Department of Personnel Administration (DPA) requirements.

Alta Planning + Design | Citywide Safe Routes to School Plan  
**Whitlock & Weinberger Transportation, Inc.**

**Cost Proposal**

**EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)**

Page 2 of 2

**ACTUAL COST-PLUS-FIXED-FEE OR LUMP-SUM (FIRM FIXED PRICE) CONTRACTS**  
 (SAMPLE CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant: Whitlock & Weinberger  
 Transportation, Inc.

Contract No.: TBD

Date: 5/11/2015

**1. Calculate average hourly rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	Avg Hourly Rate	5 Year Contract Duration
\$16,982.95	274	= \$61.98	Year 1 Avg Hourly Rate

**2. Calculate hourly rate for all years (Increase the Average hourly rate for a year by proposed escalation %)**

	Avg Hourly Rate	Proposed Escalation		
Year 1	\$61.98	+ 5%	=	\$65.08 Year 2 Avg Hourly Rate
Year 2	\$65.08	+ 5%	=	\$68.33 Year 3 Avg Hourly Rate
Year 3		+	=	Year 4 Avg Hourly Rate
Year 4		+	=	

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year	Total Hours per Cost Proposal	Total Hours per Year	
Year 1	100.0%	* 274	= 274	Estimated Hours Year 1
Year 2	0.0%	* 274	= 0	Estimated Hours Year 2
Year 3	0.0%	* 274	= 0	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
Total	100%	Total	= 274	

**4. Calculate Total Costs including Escalation (multiply average hourly rate by the number of hours)**

	Avg Hourly Rate (calculated above)	Estimated hours (calculated above)	Cost per Year	
Year 1	\$61.98	* 274	= \$16,982.95	Estimated Hours Year 1
Year 2	\$65.08	* 0	= \$0.00	Estimated Hours Year 2
Year 3	\$0.00	* 0	= \$0.00	Estimated Hours Year 3
Year 4		*	=	Estimated Hours Year 4
Year 5		*	=	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation		= \$16,982.95	
	Direct Labor Subtotal before escalation		= \$16,982.95	
	Estimated total of Direct Labor Salary Increase		= <b>\$0,000.00</b>	Transfer to Page 1

NOTES:

- This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology.)
- This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted

TASK	2015												2016																																															
	Aug			Sept			Oct			Nov			Dec			Jan			Feb			Mar			Apr			May			June			July			August			September																				
	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec	21-Dec	28-Dec	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	29-Feb	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun	4-Jul	11-Jul	18-Jul	25-Jul	1-Aug	8-Aug	15-Aug	22-Aug	29-Aug	5-Sep	12-Sep	19-Sep
<b>Task 1. Project Management and Kick-Off Meeting</b>																																																												
Task 1.1. Project Management (Ongoing)																																																												
Task 1.2. Project Kick-Off Meeting	X																																																											
<b>Task 2. Review Background Information</b>																																																												
Task 2.1. Review Background Information																																																												
<b>Task 3. Outreach</b>																																																												
Task 3.1. Safe Routes to School Committee Development																																																												
Task 3.2. SRTS Committee Meetings																																																												
Task 3.3. Community Outreach																																																												
Task 3.4. Safe Routes to School Website																																																												
<b>Task 4. Evaluation Database</b>																																																												
Task 4.1. Evaluation Database																																																												
<b>Task 5.1. Curriculum</b>																																																												
Task 5.1. Curriculum																																																												
Task 5.2. Final Curriculum																																																												
<b>Task 6. Infrastructure Project Evaluation</b>																																																												
Task 6.1. Infrastructure Project Evaluation																																																												
<b>Task 7. Safe Routes to School Plan</b>																																																												
Task 7.1. Administrative Draft Safe Routes to School Plan																																																												
Task 7.2. Draft Safe Routes to School Plan and Presentations																																																												
Task 7.3. Final Safe Routes to School Plan																																																												
Task 7.4. Final Plan Presentations																																																												

Task work   
 Submit to City   
 City to provide comments   
 Outreach/Meeting/Presentation 

### Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

#### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** 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:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **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. ***(Not required if consultant provides written verification it has no employees)***
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, \$1,000,000 aggregate. (If Claims-made, see below.)

If the Consultant maintains higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to coverage for the higher limits maintained by the consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Stockton.

#### **Other Insurance Provisions**

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

#### **Additional Insured Status**

**The City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers are to be covered as additional insureds** on the CGL policy and AL 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 of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers. Any insurance or self-insurance maintained by the City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers shall be excess of the Consultant's insurance and shall not contribute with it. The City of Stockton does not accept primary endorsements limiting the Consultant's insurance coverage to sole negligence.

### **Notice of Cancellation**

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the City of Stockton.**

### **Waiver of Subrogation**

Consultant hereby grants to City of Stockton a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Stockton by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Stockton 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 of Stockton Risk Services. The City of Stockton may require the Consultant to 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 if admitted to do business in the State of California; if not admitted to do business in the State of California, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:X.

### **Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. If Claims Made policy form is used, a three (3) year discovery and reporting tail period of coverage is required after completion of work.

**Verification of Coverage**

Consultant shall furnish the City of Stockton with original certificates and amendatory endorsements required by this clause. All certificates and endorsements are to be received and approved by the City of Stockton Risk Services before work commences. Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time, for any reason or no reason.

**Certificate Holder Address**

Proper address for mailing certificates, endorsements and notices shall be:

- City of Stockton
- Attention: Risk Services
- 425 N El Dorado Street
- Stockton, CA 95202

City of Stockton Risk Services Phone: 209-937-5037

City of Stockton Risk Services Fax: 209-937-8558

**Maintenance of Insurance**

If at any time during the life of the Contract or any extension, the Consultant fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this Contract.

**Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City of Stockton is an additional insured on insurance required from subcontractors.

**Special Risks or Circumstances**

City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**Exhibit “E”**  
**Federal-Aid Consultant Contract Provisions**  
*Safe Routes to School Plan*  
*City Project No. PW 14-41/Federal-Aid Project No. ATPLNI-5008(138)*

This form shall be physically attached to Professional Services Contract

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**Exhibit “E”**  
**Federal-Aid Consultant Contract Provisions**  
*Project Name*  
*City Project No. PW 14-41/Federal-Aid Project No. ATPLNI-5008(138)*

This form shall be physically attached to Professional Services Contract

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**Additional California Department of Transportation (Caltrans) Exhibits  
Incorporated:**

- Exhibit 10-C “Consultant Contract Reviewers Checklist”
  - Exhibit 10-I “Notice to Proposers Disadvantaged Business Enterprise Information”
  - \*Exhibit 10-K “Consultant Certification of Costs and Financial Management System”
  - Exhibit 10-O1 “Consultant Proposal Disadvantaged Business Enterprise Commitment”
  - Exhibit 10-O2 “Consultant Contract Disadvantaged Business Enterprise Information”
  - Exhibit 10-Q “Disclosure of Lobbying Activities”
  - Exhibit 10-S “Consultant Performance Evaluation” *(Due at end of project)*
  - Exhibit 10-T “Panel Member Conflict of Interest & Confidentiality Statement”
  - Exhibit 10-U “Consultant in Management Position Conflict of Interest Statement”
  - Exhibit 12-B “Bidder’s List of Subcontractors (DBE’s and Non-DBE’s)”
  - Exhibit 12-E “PS&E Checklist Instructions”
  - Exhibit 12-H “Debarment and Suspension Certification”
  - Exhibit 15-H “DBE Information – Good Faith Efforts”
  - Exhibit 17-F “Final Report-Utilization of DBE First Tier Subcontractors”
  - Exhibit 17-O “DBE Certification Status Change”
- \*(applicable when cost is over \$150,000)*

**ARTICLE I INTRODUCTION**

The provisions contained in this exhibit are hereby made a part of the consultant contract for this project. The provisions are additive to the Professional Services Contract and shall be physically attached to the Contract.

“Scope of Services” in the following articles is defined as the combination of the project scope of work and the corresponding fee to complete the scope of work.

**Exhibit “E”**  
**Federal-Aid Consultant Contract Provisions**  
***Safe Routes to School Plan***  
***City Project No. PW 14-41/Federal-Aid Project No. ATPLNI-5008(138)***

This form shall be physically attached to Professional Services Contract

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**ARTICLE II STATEMENT OF WORK**

- A. Services to be Furnished  
See Exhibit “A”, Scope of Services of the Professional Services Contract.
- B. Design Standards  
The Consultant shall perform the services in accordance with the City of Stockton Standard Plans & Specifications (current edition), and Caltrans 2010 Standard Plans & Specifications and any amendments thereto.
- C. Consultant’s Endorsement on Plans, Specification and Estimates/other Data  
The responsible Consultant/engineer shall sign all plans, specifications, estimates (PS&E) and engineering data furnished by him/her, and where appropriate, indicate his/her California registration number.
- D. Right of Way  
See Exhibit “A”, Scope of Services of the Professional Services Contract.
- E. Subsurface Investigation  
See Exhibit “A”, Scope of Services of the Professional Services Contract.
- F. The City’s Obligations  
See Section 4 “Rights and Duties of City”, of the Professional Services Contract.
- G. Conferences, Visits to Site, Inspection of Work  
The Consultant and any subcontractor shall permit the CITY, the state, and the FHWA if federal participating funds are used in this contract; to meet, review, and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis. Cost incurred by Consultant for meetings, subsequent to the initial meeting shall be included in the fee.
- H. Checking Shop Drawings/Submittals  
See Exhibit “A”, Scope of Services of the Professional Services Contract.
- I. Documentation  
The Consultant shall document the results of their services to the satisfaction of the CITY, and if applicable, the state and FHWA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the scope of work objectives.

**Exhibit “E”**  
**Federal-Aid Consultant Contract Provisions**  
*Safe Routes to School Plan*  
**City Project No. PW 14-41/Federal-Aid Project No. ATPLNI-5008(138)**

This form shall be physically attached to Professional Services Contract

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- J. Number of Copies  
 See Exhibit “A”, Scope of Services of the Professional Services Contract.

**ARTICLE III CONSULTANT’S REPORTS OR MEETINGS**

- A. Consultant shall submit progress reports at least once a month. The report should be sufficiently detailed for the Project Manager to determine, if Consultant is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. Consultant’s Project Manager shall meet with CITY’S Project Manager, as needed, to discuss progress on the contract.

**ARTICLE IV PERFORMANCE PERIOD**

- A. Effective Contract Dates  
 See Section 3 – Schedule and Term of the Professional Services Contract.
- B. Contract Award  
 Consultant is advised that any recommendation for contract award is not binding on the CITY until the contract is fully executed and approved by the CITY.

**ARTICLE V ALLOWABLE COSTS AND PAYMENTS**

- A. The method of payment for this contract will be based on actual cost plus a fixed fee. The CITY will reimburse Consultant for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by Consultant in performance of the work. Consultant will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved Consultant’s Scope of Services, unless additional reimbursement is provided for by contract amendment. In no event, will Consultant be reimbursed for overhead costs at a rate that exceeds the CITY’s approved overhead rate set forth in the Scope of Services. In the event, that the CITY determines that a change to the work from that specified in the Scope of Services and contract is required, the contract time or actual costs reimbursable by the CITY shall be adjusted by Contract Change Order to accommodate the changed work. The maximum total cost as specified in Paragraph “H” shall not be exceeded, unless authorized by Contract Change Order.
- B. In addition to the allowable incurred costs, the CITY will pay Consultant a fixed fee of \$(AMOUNT). The fixed fee is nonadjustable for the term of the contract, except in

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the event of a significant change in the scope of work and such adjustment is made by Contract Change Order.

- C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Scope of Services.
- D. When milestone cost estimates are included in the approved Scope of Services, shall obtain prior written approval for a revised milestone cost estimate from the Project Manager before exceeding such cost estimate.
- E. Progress payments will be made monthly in areas based on services provided and allowable incurred costs. A pro rata portion of Consultant's fixed fee will be included in the monthly progress payments. If Consultant fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, the CITY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article V Termination.
- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.
- G. Consultant will be reimbursed, as promptly as fiscal procedures will permit upon receipt by the CITY's Project Manager of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which Consultant is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Scope of Services and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due the CITY including any equipment purchased under the provisions of Article XV Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of Consultant's work. Invoices shall be mailed to the CITY's Project Manager at the following address:
 

City of Stockton, Public Works Department  
 22 E. Weber Avenue, Room 301  
 Stockton, CA, 95202
- H. The total amount payable by the CITY including the fixed fee shall not exceed the amount noted in Section 2 – Compensation of the Professional Services Contract.
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Scope of Services and is approved by the Public Works Director.

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For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

J. All subcontracts in excess of \$25,000 shall contain the above provisions.

**ARTICLE VI TERMINATION**

A. Termination of Contract

See Section 8 of the Professional Services Contract.

B. Liable Amount

The maximum amount for which the Government shall be liable if this contract is terminated is for only those costs uncured up to termination of contract.

**ARTICLE VII COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

A. Consultant agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. Consultant also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 49 CFR Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to the CITY.

**ARTICLE VIII RETENTION OF RECORDS/AUDIT**

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; Consultant, subconsultants, and CITY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, CITY,

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FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of \$25,000 shall contain this provision.

**ARTICLE IX AUDIT REVIEW PROCEDURES**

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by the CITY's Chief Financial Officer.
- B. Not later than 30 days after issuance of the final audit report, Consultant may request a review by the CITY's Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by the CITY will excuse Consultant from full and timely performance, in accordance with the terms of this contract.
- D. For contracts totaling \$150,000 or greater, Consultant and subconsultants' contracts, including Scope of Services and indirect cost rates (ICR), are subject to audits or reviews such as, but not limited to, a Contract Audit, an Incurred Cost Audit, an ICR Audit, or a certified public accountant (CPA) ICR Audit Workpaper Review. If selected for audit or review, the contract, Scope of Services and ICR and related workpapers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR Audit Workpaper Review it is Consultant's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's workpapers. The contract, Scope of Services, and ICR shall be adjusted by Consultant and approved by CITY project manager to conform to the audit or review recommendations. Consultant agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by the CITY at its sole discretion. Refusal by Consultant to incorporate audit or review recommendations, or to ensure that the Federal, State, or local governments have access to CPA workpapers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

**ARTICLE X SUBCONTRACTING**

- A. Consultant shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be

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subcontracted without written authorization by the CITY's Public Works Director, except that, which is expressly identified in the approved Scope of Services.

- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by the CITY's Project Manager prior to the start of work by the subconsultant.

**ARTICLE XI EQUIPMENT PURCHASE**

- A. Prior authorization in writing, by the CITY's Project Manager shall be required before Consultant enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or Consultant services. Consultant shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in Consultant's Scope of Services and exceeding \$5,000 prior authorization by the CITY's Project Manager; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following:  
 "Consultant shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, the CITY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, Consultant may either keep the equipment and credit the CITY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established CITY procedures; and credit the CITY in an amount equal to the sales price. If Consultant elects to keep the equipment, fair market value shall be determined at Consultant's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by the CITY and Consultant, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by the CITY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.
- D. All subcontracts in excess \$25,000 shall contain the above provisions.

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**ARTICLE XII STATE PREVAILING WAGE RATES**

- A. Consultant shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

**ARTICLE XIII CONFLICT OF INTEREST**

- A. Consultant shall disclose any financial, business, or other relationship with the CITY that may have an impact upon the outcome of this contract, or any ensuing CITY construction project. Consultant shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing CITY construction project, which will follow.
- B. Consultant hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. Consultant hereby certifies that neither Consultant, nor any firm affiliated with Consultant will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

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**ARTICLE XIV REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION**

Consultant warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any CITY employee. For breach or violation of this warranty, the CITY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

**ARTICLE XV PROHIBITION OF EXPENDING CITY, STATE OR FEDERAL FUNDS FOR LOBBYING**

A. Consultant certifies to the best of his or her knowledge and belief that:

1. No state, federal or City appropriated funds have been paid, or will be paid by-or-on behalf of Consultant to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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- C. Consultant also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000, and that all such sub recipients shall certify and disclose accordingly.

**ARTICLE XVI STATEMENT OF COMPLIANCE**

- A. Consultant’s signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Firm and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Firm and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Firm and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Contract.

**ARTICLE XVII DEBARMENT AND SUSPENSION CERTIFICATION**

- A. Consultant’s signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that Consultant has complied with Title 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)”, which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent

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jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to the CITY.

- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Consultant responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

**ARTICLE XVIII FUNDING REQUIREMENTS**

- A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only, if sufficient funds are made available to the CITY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or the CITY governing board that may affect the provisions, terms, or funding of this contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.
- D. The CITY has the option to void the contract under the 30-day cancellation clause, or by mutual agreement to amend the contract to reflect any reduction of funds.

**ARTICLE XIX CHANGE IN TERMS**

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. Consultant shall only commence work covered by a Contract Change Order after the Contract Change Order is executed and notification to proceed has been provided by the CITY's Project Manager.
- C. There shall be no change in Consultant's Project Manager or members of the project team, as listed in the approved Scope of Services, which is a part of this contract without prior written approval by the CITY's Project Manager.

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**ARTICLE XX DISADVANTAGED BUSINESS ENTERPRISES (DBE)  
PARTICIPATION**

The following attachments are made to the contract and made a part of:

- Exhibit 10-I “ Notice to Proposers DBE Information”
- Exhibit 15-H “Good Faith Effort”
- Exhibit 17-F “Final Report-Utilization of DBE’s”

Firms must give consideration to DBE Consultants as specified in 23 CFR §172.5(b), 49 CFR, Part 26. If the contract has a DBE goal, Consultant must meet the goal by using DBEs as subconsultants or document a good faith effort to have met the goal. If a DBE subconsultant is unable to perform, Consultant must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

A DBE may be terminated only with written approval by the CITY and only for the reasons specified in 49 CFR 26.53 (f). Prior to requesting the CITY’s consent for the proposed termination, the prime consultant must meet the procedural requirements specified in 49 CFR 26.53(f).

**ARTICLE XXI CONTINGENT FEE**

Consultant warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by Consultant for the purpose of securing business. For breach or violation of this warranty, CITY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

**ARTICLE XXII DISPUTES**

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of the CITY’s Project Manager and Public Works Director, who may consider written or verbal information submitted by Consultant.
- B. Not later than 30 days after completion of all work, including deliverables necessary to complete the plan, specifications, and estimate, if applicable, under the contract,

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Consultant may request review by the CITY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse Consultant from full and timely performance in accordance with the terms of this contract.

**ARTICLE XXIII INSPECTION OF WORK**

Consultant and any subconsultant shall permit the CITY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

**ARTICLE XXIV SAFETY**

- A. Consultant shall comply with OSHA regulations applicable to Consultant regarding necessary safety equipment or procedures. Consultant shall comply with safety instructions issued by the CITY Safety Officer and other CITY representatives. Consultant personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, the CITY has determined that such areas are within the limits of the project and are open to public traffic. Consultant shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. Consultant shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. Consultant must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

**ARTICLE XXV INSURANCE**

See Section 12 of the Professional Services Contract.

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**ARTICLE XXVI OWNERSHIP OF DATA**

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in the CITY; and no further contract will be necessary to transfer ownership to the CITY. Consultant shall furnish the CITY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. Consultant is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by the CITY of the machine-readable information and data provided by Consultant under this contract; further, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with any use by the CITY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by Consultant.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. The CITY may permit copyrighting reports or other contract products. If copyrights are permitted; the contract shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

**ARTICLE XXVII CLAIMS FILED BY THE CITY'S CONSTRUCTION CONTRACTOR**

- A. If claims are filed by the CITY's construction contractor relating to work performed by Consultant's personnel, and additional information or assistance from Consultant's personnel is required in order to evaluate or defend against such claims; Consultant agrees to make its personnel available for consultation with the CITY's construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

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- B. Consultant's personnel that the CITY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from the CITY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for Consultant's personnel services under this contract.
- C. Services of Consultant's personnel in connection with the CITY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

**ARTICLE XXVIII CONFIDENTIALITY OF DATA**

- A. All financial, statistical, personal, technical, or other data and information relative to the CITY's operations, which are designated confidential by the CITY and made available to Consultant in order to carry out this contract, shall be protected by Consultant from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by the CITY relating to the contract, shall not authorize Consultant to further disclose such information, or disseminate the same on any other occasion.
- C. Consultant shall not comment publicly to the press or any other media regarding the contract or the CITY's actions on the same, except to CITY's staff, Consultant's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by the CITY, and receipt of the CITY's written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. As it relates to the preparation of plans, specifications and estimates, if applicable: All information related to the construction estimate is confidential, and shall not be disclosed by Consultant to any entity other than the CITY.

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**ARTICLE XXIX NATIONAL LABOR RELATIONS BOARD CERTIFICATION**

In accordance with Public Contract Code Section 10296, Consultant hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against Consultant within the immediately preceding two-year period, because of Consultant's failure to comply with an order of a federal court that orders Consultant to comply with an order of the National Labor Relations Board.

**ARTICLE XXX EVALUATION OF CONSULTANT**

Consultant's performance will be evaluated by the CITY. A copy of the evaluation will be sent to Consultant for comments. The evaluation together with the comments shall be retained as part of the contract record.

**ARTICLE XXXI RETENTION OF FUNDS**

**ARTICLE XXXII NOTIFICATION**

See Section 14- Notices of the Professional Services Contract.

**ARTICLE XXXIII CONTRACT**

Refer to the Professional Services Contract.

**ARTICLE XXXIV SIGNATURES**

Refer to the Professional Services Contract.

## EXHIBIT 10-C CONSULTANT CONTRACT REVIEWERS CHECKLIST

Date: June 3, 2015Agency Name: City of StocktonFederal or State Project Number: ATPLNI-5008(138)

Local Agency Contract Number: \_\_\_\_\_

Project Location: CitywideConsultant Name: Alta Planning & DesignContract Begin and End Dates: July 2015 to June 2017Contract Max Dollar Amount: \$ 152,781.81

## I. SELECTION PROCEDURES ITEMS NEEDED FOR REVIEW

Project File LocationTab No.

- |                                                                                                                                     |                                         |                             |               |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|---------------|
| A. Description of need for consultant                                                                                               | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| B. Request For Proposal (RFP), or Request For Qualification (RFQ) documents                                                         | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| C. Records of Publication for RFP or RFQ                                                                                            | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| D. DBE Utilization Goal Setting (Exhibit 10-I)                                                                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| E. Records of Response to Solicitation                                                                                              | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| F. Independent cost estimates - documented                                                                                          | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| G. Conflict of Interest and Confidentiality statement of panel members (Exhibit 10-T)                                               | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| H. Evaluation criteria and Weights (Exhibit 10-B)                                                                                   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| I. Documentation of consultant selection (retain all original score sheets and final rankings)                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| J. Plan to monitor work (Designated Contract Administrator)                                                                         | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |
| K. Audit and Review documents (Exhibit 10-K for contracts over \$150,000, and Exhibit 10-A for contracts over \$1M, or past audits) | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <u>No. 11</u> |

**II. CONSULTANT CONTRACT APPROVAL CHECKLIST (See Exhibit 10-R A&E Sample Contract Language)**

For contracts over \$1M, document the resolution of all identified deficiencies in A&I Conformance Review Letter and obtain Caltrans DLAE concurrence.

Consultant Contract  
Page No.

**A. Introduction (See Exhibit 10-R, Article I)**

1. Date of Contract  YES  NO Pg. 1-5
2. Names, Address and Identifying Data of Agreeing Parties
3. Location and Description of Project
4. Name of Local Agency Contract Administrator
5. Name of Consultant Project Manager

**B. Contract****1. Statement of Work (See Exhibit 10-R, Article II)**

Include description of work to be done by Consultant, including deliverables and delivery schedules, standards for design and other work, quality control measures, acceptance criteria, meetings and site visits, and professional license requirements. Each phase of the work should be described in detail, including engineering studies, preliminary and final design, environmental analysis and clearance documents (NEPA/CEQA), right of way, surveys, landscape architecture, geotechnical investigation, design support during construction, and construction management. This section should also include the description of work to be done by the local agency.

**2. Consultant's Reports or Meetings (See Exhibit 10-R, Article III)****3. Mandatory Fiscal and Federal provisions (See Exhibit 10-R)  YES  NO Exhibit -E**

1. Performance Period (begin and end date) (Article IV)
2. Allowable Costs and Payments (Article V)
3. Termination (Article VI)
4. Cost Principles and Administrative Requirements (Article VII)
5. Retention of Records/Audit (Article VIII)
6. Audit Review Procedures (Article IX)
7. Subcontracting (Article X)
8. Equipment Purchase (Article XI)
9. State Prevailing Wage Rates (Article XII)
10. Conflict of Interest (Article XIII)
11. Rebates, Kickbacks or other Unlawful Consideration (Article XIV)
12. Prohibition of Expending State or Federal Funds for Lobbying (Article XV)
13. Statement of Compliance (Article XVI)
14. Debarment and Suspension Certification (Article XVII)

**4. Miscellaneous Provisions (See Exhibit 10-R)**

YES  NO Exhibit -E

1. Funding Requirements (Article XVIII)
2. Change in Terms (Article XIX)
3. Disadvantaged Business Enterprises (DBE) Participation (Article XX)
4. Contingent Fee (Article XXI)
5. Disputes (Article XXII)
6. Inspection of Work (Article XXIII)
7. Safety (Article XXIV)
8. Insurance (Article XXV)
9. Ownership of Data (Article XXVI)
10. Claims Filed by LOCAL AGENCY's Construction Contractor (Article XXVII)
11. Confidentiality of Data (Article XXVIII)
12. National Labor Relations Board Certification (Article XXIX)
13. Evaluation of Consultant (Article XXX)
14. Retention of Funds (Article XXXI)
15. Notification (Article XXXII)
16. Contract (Article XXXIII)
17. Signatures (Article XXXIV)

**List any provision that is not included in contract and reason for non-inclusion.**

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**C. All findings in the Conformance Review Letter (for contracts over \$1M only) have been resolved, and a copy retained in project/contract file**

YES  NO N/A

**D. Record of cost/profit negotiations**

YES  NO No. 11

**E. DBE Commitment (Exhibit 10-O1 and 10-O2), or GFE**

YES  NO No. 11

**F. Signatures**

YES  NO No. 11

**G. Cost Proposal – Final Cost proposal to be incorporated into contract**

YES  NO No. 11

  
\_\_\_\_\_  
**Local Agency Contract Administrator**

6.3.15  
\_\_\_\_\_  
**Date**

**Distribution:** 1) Copy - Caltrans DLAE within 30 days of Contract Award  
2) Original copy for the Local Agency Project file

**EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION**

The Agency has established a DBE goal for this Contract of \_\_\_\_\_%

OR

The Agency has not established a goal for this Contract. However, proposers are encouraged to obtain DBE participation for this contract.

**1. TERMS AS USED IN THIS DOCUMENT**

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

**2. AUTHORITY AND RESPONSIBILITY**

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

**3. SUBMISSION OF DBE INFORMATION**

If there is a DBE goal on the contract, Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-O2 *Consultant Contract DBE Information* must be included with the Request for Proposal. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

**4. DBE PARTICIPATION GENERAL INFORMATION**

It is the proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department’s DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
  - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
  - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
  - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

## 5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: <http://www.dot.ca.gov/hq/bep/>.
  - 1. Click on the link in the left menu titled *Disadvantaged Business Enterprise*;
  - 2. Click on Search for a DBE Firm link;
  - 3. Click on *Access to the DBE Query Form* located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

## 6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the

purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

**EXHIBIT 10-K CONSULTANT CERTIFICATION OF CONTRACT COSTS AND FINANCIAL  
MANAGEMENT SYSTEM**

*(Note: If requesting to utilize the Safe Harbor Indirect Cost Rate submit Attachment 1 of  
DLA-OB 13-07 - Safe Harbor Indirect Cost Rate for Consultant Contracts found at  
[http://www.dot.ca.gov/hq/LocalPrograms/DLA\\_OB/DLA\\_OB.htm](http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm) in lieu of this form.)*

**Certification of Final Indirect Costs:**

Consultant Firm Name: Alta Planning + Design

Indirect Cost Rate: 164.69% \* for fiscal period 1/2015 to 12/2015 (mm/dd/yyyy to mm/dd/yyyy)

\*Fiscal period covered for Indirect Cost Rate developed (not the contract period).

Local Government: City of Stockton

Contract Number: n/a Project Number: PW1441

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final Indirect Cost Rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR, Part 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization, and Indirect Cost Rates have been disclosed as of the date of proposal preparation noted above.

**Certification of Financial Management System:**

I, the undersigned, certify to the best of my knowledge and belief that our Financial Management System meets the standards for financial reporting, accounting records, internal and budget control as set forth in the FAR of Title 49, CFR, Part 18.20 to the extent applicable to Consultant.

**Certification of Dollar Amount for all A&E Contracts:**

I, the undersigned, certify that the approximate dollar amount of all A&E contracts awarded by Caltrans or a California local agency to this firm within the last three (3) calendar years for all State DOT and Local Agencies is \$ 7.6 million and the number of states in which the firm does business is 50.

**Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are reasonable, allowable and allocable to the contract in accordance with the cost principles of the FAR of Title 48, CFR, Part 31. Allowable direct costs to a Government contract shall be:

**Local Assistance Procedures Manual**

**EXHIBIT 10-K**

**Consultant Certification of Contract Costs and Financial Management System**

1. Compliant with Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Cost Accounting Standards Board (when applicable).
2. Compliant with the terms of the contract and is incurred specifically for the contract.
3. Not prohibited by 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts to the extent requirements are applicable to Consultant.

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files.

**Subconsultants (if applicable)**

Proposed Contract Amount (or amount not to exceed if on-call contract): \$ \_\_\_\_\_

**Prime Consultants (if applicable)**

Proposed **Total** Contract Amount (or amount not to exceed if on-call contract): \$ 152,781.81

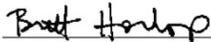
Prime, list all subconsultants and proposed subcontract dollar amounts (attach additional page if necessary):

<u>Safe Moves</u>	\$ <u>33,608.54</u>
<u>Whitlock &amp; Weinberger Transportation, Inc.</u>	\$ <u>49,891.01</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Consultant Certifying (Print Name and Title):

Name: Brett Hondorp

Title: Principal

Consultant Certification Signature \*\*: 

Date of Certification (mm/dd/yyyy): 5/4/15

Consultant Contact Information:

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

\*\*An individual executive or financial officer of the consultant’s organization at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the Indirect Cost Rate proposal submitted in conjunction with the contract.

Note: *Per 23 U.S.C. 112(b)(2)(B), Subconsultants must comply with the FAR Cost Principles contained in 48 CFR, Part 31. 23 CFR Part 172.3 Definitions state: Consultant means the individual or firm providing engineering and design related services as a party to the contract. Therefore, subconsultants as parties of a contract must complete a certification and send originals to A&I and keep copies in Local Agency Project Files.*

**Distribution:** 1) Original to Caltrans Audits and Investigations  
2) Retained in Local Agency Project Files



**EXHIBIT 10-O2 CONSULTANT CONTRACT DBE INFORMATION**

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Stockton Public Works Department</u>			
2. Project Location: <u>Stockton, CA</u>			
3. Project Description: <u>Safe Routes to School Plan</u>			
4. Total Contract Award Amount: \$ <u>152,781.81</u>			
5. Consultant Name: <u>Alta Planning + Design</u>			
6. Contract DBE Goal %: <u>20</u>			
7. Total Dollar Amount for <u>all</u> Subconsultants: \$ <u>84,299.55</u>			
8. Total Number of <u>all</u> Subconsultants: <u>2</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert. Number	12. DBE Dollar Amount
<u>traffic engineering</u>	<u>Whitlock &amp; Weinberger Transportation, Inc. 490 Mendocino Avenue Suite 201 Santa Rosa, CA 95401</u>	<u>26209</u>	<u>\$49,891.01</u>
<b>Local Agency to Complete this Section</b>		13. Total Dollars Claimed	<u>\$ 49,891.01</u>
20. Local Agency Contract Number: _____		14. Total % Claimed	<u>33</u> %
21. Federal-aid Project Number: _____			
22. Contract Execution Date: _____			
Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:			
23. Local Agency Representative Name (Print) _____			
24. Local Agency Representative Signature _____	25. Date _____		
26. Local Agency Representative Title _____	27. (Area Code) Tel. No. _____		
Caltrans to Complete this Section			
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:			
28. DLAE Name (Print) _____	29. DLAE Signature _____	15. Preparer's Signature <u>Brett Hondorp</u>	
30. Date _____		16. Preparer's Name (Print) <u>Brett Hondorp</u>	
		17. Preparer's Title <u>Principal</u>	
		18. Date <u>5/4/15</u>	19. (Area Code) Tel. No. <u>(510) 788-6871</u>

**Distribution:** (1) Copy – Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.  
 (2) Copy – Include in award package sent to Caltrans DLAE  
 (3) Original – Local agency files

**N/A**

**EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES**

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial  <input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b>  year _____ quarter _____  date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity</b></p> <p><input type="checkbox"/> Prime                      <input type="checkbox"/> Subawardee  Tier _____, if known</p> <p>Congressional District, if known _____</p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District, if known _____</p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p>	
<p><b>10. Name and Address of Lobby Entity</b>  (If individual, last name, first name, MI)</p> <p align="center">(attach Continuation Sheet(s) if necessary)</p>	<p><b>11. Individuals Performing Services</b> (including address if different from No. 10a)  (last name, first name, MI)</p>	
<p><b>12. Amount of Payment (check all that apply)</b></p> <p>\$ _____ <input type="checkbox"/> actual    <input type="checkbox"/> planned</p>	<p><b>14. Type of Payment (check all that apply)</b></p> <p><input type="checkbox"/> a. retainer  <input type="checkbox"/> b. one-time fee  <input type="checkbox"/> c. commission  <input type="checkbox"/> d. contingent fee  <input type="checkbox"/> e. deferred  <input type="checkbox"/> f. other, specify _____</p>	
<p><b>13. Form of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. cash  <input type="checkbox"/> b. in-kind; specify: nature _____  Value _____</p>		
<p><b>15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11:</b></p> <p align="center">(attach Continuation Sheet(s) if necessary)</p>		
<p><b>16. Continuation Sheet(s) attached:</b>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>		
<p><b>17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>		
		<p>Signature: <u>Brett Hondorp</u></p> <p>Print Name: <b>Brett Hondorp</b></p> <p>Title: <b>Principal</b></p> <p>Telephone No.: <b>(510) 788-6871</b>      Date: <b>5/5/15</b></p>
<p>Authorized for Local Reproduction Standard Form - LLL</p>		
<p><b>Federal Use Only:</b></p>		

Standard Form LLL Rev. 04-28-06

Exhibit 10-S Consultant Performance Evaluation

1. PROJECT DATA		2. CONSULTANT DATA						
1a. Project (include title, location, and Activity/CIP No.)	2a. Consultant Name and Address							
1b. Brief Description of Project (design, study, etc.)	2b. Consultant's Manager							
1c. Budget Cost for Project: \$ _____	2c. Phone: (____) _____							
3. AGENCY DEPARTMENT/SECTION RESPONSIBLE								
3a. Department (include section and division)	3b. Agency Project Manager (name & phone)							
4. CONTRACT DATA (Engineering Services)								
4a. Contract No.: _____ Termination date: _____ Base Fee: \$ _____ Agreement date: _____ Date terminated: _____ Contingency: \$ _____								
4b. Amendments \$ _____ / # _____ (Total Value) (Initiated by Agency)	\$ _____ / # _____ (Total Value) (Initiated by Agency)							
4c. Changes Orders \$ _____ / # _____ (Total Value) (Initiated by Agency)	\$ _____ / # _____ (Total Value) (Initiated by Agency)							
4d. Total Fee per Agreement (4a. + 4b. + 4c.) \$ _____ Total Fee Paid \$ _____ (Do not include Contingency Listed in 4a.)								
4e. Type of Services (Design, study, etc.)	4f. Historical Record of Key Submittal Dates (enter date or n/a if not applicable)							
		Preliminary	30%	70%	90%	100%	Final	
	Per Agreement							
	Delivery Date							
Acceptance Date								
4g. Notice To Proceed _____ (date)		4j. Reasons for Change Orders: (Indicate total for each reason)						
4h. Number of Days _____ (number)		Errors/Omissions	\$	%	of Base Fee		%	
4i. Actual Number of Days _____ (number)		Unforeseen Conditions	\$	%	of Base Fee		%	
		Changed Scope	\$	%	of Base Fee		%	
		Changed Quantities	\$	%	of Base Fee		%	
		Program Task Options	\$	%	of Base Fee		%	
5. OVERALL RATING (Complete Section II on reverse, include comments as appropriate.)								
		Outstanding	Above Average	Average	Below Average	Poor	N/A	
5a.	Plans/Specifications accuracy							
5b.	Consistency with budget							
5c.	Responsiveness to Agency Staff							
5d.	Overall Rating							
6. AUTHORIZING SIGNATURES								
6a. Agency Design Team Leader _____		Date: _____						
6b. Agency Project Manager _____		Date: _____						
6c. Agency Public Works Manager _____		Date: _____						
6d. Consultant Representative _____		Date: _____						

SEE REVERSE SIDE

PLANS/SPECIFICATIONS	Outstanding	Above Avg.	Avg.	Below Avg.	Poor	N/A	Responsiveness To Staff	Outstanding	Above Avg.	Avg.	Below Avg.	Poor	N/A
ACCURACY													
Plans Specifications clear and concise							Timely Responses						
Plans/Specs Coordination							Attitude toward Client and review bodies						
Plans/Specs properly formatted							Follows directions and Chain of responsibility						
Code Requirements covered							Work product delivered on time						
Adhered to Agency Standard Drawings/Specs							Timeliness in notifying Agency of major problems						
Drawings reflect existing conditions							Resolution of field Problems						
As-Built Drawings							Consistency with budget	Outstanding	Above Avg.	Avg.	Below Avg.	Poor	N/A
Quality Design							Reasonable Agreement negotiation						
Change Orders due to design deficiencies are minimized							Adherence to fee schedule						
							Adherence to project Budget						

**Section III EXPLANATIONS AND SUPPLEMENTAL INFORMATION**  
(Attach additional documentation as needed)

Item \_\_\_\_\_: \_\_\_\_\_  
\_\_\_\_\_

\*Indicates supporting documentation attached.

Distribution: Local Agency Project Files

EXHIBIT 10-T PANEL MEMBER CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

RFP/RFQ PROCUREMENT NUMBERS: PW1441

PROJECT NAME: Citywide Safe Routes to School Plan

APPLICABILITY: Applicable to local agency consultant procurements which will contain Federal or State funds in the consultant contract.

- I am an employee of the local agency that is responsible for this procurement.
- I am an employee of a consultant under contract to the local agency that is responsible for this procurement but I am not in a management position with the local agency.
- I have a personal, financial, or business interest in past employment activity or a personal relationship regarding the firms (including subconsultants) that are the subject of this evaluation. A brief description is provided on the back of this form.
- I certify that I have no current contractual relationship with any of the firms (including subconsultants) that are the subject of this evaluation.
- I certify that I have no personal or financial interest and no present or past employment activity or personal relationship or prior contractual relationship which would be incompatible with my participation in this solicitation process and I am fully able to give full, fair and impartial consideration to all proposals/bids as an appointee to the related evaluation.
- I certify that I have read **49 CFR 18.36(b)(3)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. **Note:** Caltrans is the Grantee and the local agency is the sub-grantee.

**49CFR 18.36(b)(3)**

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer, or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents.

Panel Member Conflict of Interest & Confidentiality Statement

The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

- I fully understand and agree to immediately disqualify myself as soon as I am aware of a conflict of interest that may compromise my fair and impartial consideration of the proposals/bids.
- I certify that I will hold in the strictest confidence all bids, proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any respondent or potential respondent to the RFP/RFQ above. I will not discuss the evaluation process with anyone not involved in the evaluation process until its completion.
- I fully understand that it is unlawful for a person to utilize any organization name or auxiliary organization information, which is not a matter of public record, for personal gain.
- I fully understand that any violation of the above is a basis for disciplinary action, up to and including termination or referral to the appropriate authorities for further investigation.
- I am aware that the following firms and subconsultants/subcontractors have submitted proposals in response to the above referenced solicitation:

List firms including subconsultants/subcontractors:

1. Alta Planning & Design
  2. Safe Moves
  3. W-Trans
  4. \_\_\_\_\_
- etc.

Date: 5/19/15

Signed: 

Name: Monique Raqueno

Title: Project Manager

Dept./Local Agency: PW/City of Stockton

Employer: City of Stockton

CONTRACT ADMINISTRATOR'S REVIEW

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and have determined, according to the information provided, that this individual:

does not have a conflict of interest and can participate in the "Selection Panel"

does have a conflict of interest and cannot participate in the "Selection Panel"

Date: 5/19/15

Signed: 

Name: Todd W. Greenwood

Title: City Traffic Engineer

Dept./Local Agency: Publicworks

Employer: City of Stockton

Distribution: Original - Local Agency Consultant File

## EXHIBIT 10-T PANEL MEMBER CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

RFP/RFQ PROCUREMENT NUMBERS: PW1441PROJECT NAME:  
Citywide Safe Routes to School Plan

APPLICABILITY: Applicable to local agency consultant procurements which will contain Federal or State funds in the consultant contract.

- I am an employee of the local agency that is responsible for this procurement.
- I am an employee of a consultant under contract to the local agency that is responsible for this procurement but I am not in a management position with the local agency.
- I have a personal, financial, or business interest in past employment activity or a personal relationship regarding the firms (including subconsultants) that are the subject of this evaluation. A brief description is provided on the back of this form.
- I certify that I have no current contractual relationship with any of the firms (including subconsultants) that are the subject of this evaluation.
- I certify that I have no personal or financial interest and no present or past employment activity or personal relationship or prior contractual relationship which would be incompatible with my participation in this solicitation process and I am fully able to give full, fair and impartial consideration to all proposals/bids as an appointee to the related evaluation.
- I certify that I have read **49 CFR 18.36(b)(3)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. **Note:** Caltrans is the Grantee and the local agency is the sub-grantee.

**49CFR 18.36(b)(3)**

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(i) The employee, officer, or agent,

(ii) Any member of his immediate family,

(iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents.

Panel Member Conflict of Interest & Confidentiality Statement

The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

- I fully understand and agree to immediately disqualify myself as soon as I am aware of a conflict of interest that may compromise my fair and impartial consideration of the proposals/bids.
- I certify that I will hold in the strictest confidence all bids, proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any respondent or potential respondent to the RFP/RFQ above. I will not discuss the evaluation process with anyone not involved in the evaluation process until its completion.
- I fully understand that it is unlawful for a person to utilize any organization name or auxiliary organization information, which is not a matter of public record, for personal gain.
- I fully understand that any violation of the above is a basis for disciplinary action, up to and including termination or referral to the appropriate authorities for further investigation.
- I am aware that the following firms and subconsultants/subcontractors have submitted proposals in response to the above referenced solicitation:

List firms including subconsultants/subcontractors:

1. Alta Planning & Design
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- etc. \_\_\_\_\_

Subs: W-Trans  
Safe Moves

Date: 5/19/15

Signed: [Signature]

Name: Todd Greenwood

Title: City Traffic Engineer

Dept./Local Agency: PA/COS Public Works

Employer: City of Stockton

CONTRACT ADMINISTRATOR'S REVIEW

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and have determined, according to the information provided, that this individual:

does not have a conflict of interest and can participate in the "Selection Panel"

does have a conflict of interest and cannot participate in the "Selection Panel"

Date: 5/19/15

Signed: 

Name: Monique Raqueno

Title: Project Manager

Dept./Local Agency: Public Works

Employer: City of Stockton

Distribution: Original – Local Agency Consultant File

## EXHIBIT 10-T PANEL MEMBER CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

RFP/RFQ PROCUREMENT NUMBERS: PVV 1441PROJECT NAME: CITYWIDE SAFE ROUTES TO SCHOOL PLAN

APPLICABILITY: Applicable to local agency consultant procurements which will contain Federal or State funds in the consultant contract.

- I am an employee of the local agency that is responsible for this procurement.
- I am an employee of a consultant under contract to the local agency that is responsible for this procurement but I am not in a management position with the local agency.
- I have a personal, financial, or business interest in past employment activity or a personal relationship regarding the firms (including subconsultants) that are the subject of this evaluation. A brief description is provided on the back of this form.
- I certify that I have no current contractual relationship with any of the firms (including subconsultants) that are the subject of this evaluation.
- I certify that I have no personal or financial interest and no present or past employment activity or personal relationship or prior contractual relationship which would be incompatible with my participation in this solicitation process and I am fully able to give full, fair and impartial consideration to all proposals/bids as an appointee to the related evaluation.
- I certify that I have read **49 CFR 18.36(b)(3)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. **Note:** Caltrans is the Grantee and the local agency is the sub-grantee.

**49CFR 18.36(b)(3)**

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer, or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents.

The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

- I fully understand and agree to immediately disqualify myself as soon as I am aware of a conflict of interest that may compromise my fair and impartial consideration of the proposals/bids.
- I certify that I will hold in the strictest confidence all bids, proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any respondent or potential respondent to the RFP/RFQ above. I will not discuss the evaluation process with anyone not involved in the evaluation process until its completion.
- I fully understand that it is unlawful for a person to utilize any organization name or auxiliary organization information, which is not a matter of public record, for personal gain.
- I fully understand that any violation of the above is a basis for disciplinary action, up to and including termination or referral to the appropriate authorities for further investigation.
- I am aware that the following firms and subconsultants/subcontractors have submitted proposals in response to the above referenced solicitation:

List firms including subconsultants/subcontractors:

1. ALTA PLANNING & DESIGN
  2. SAFE MOVES
  3. WI-TRANS
  4. \_\_\_\_\_
- etc. \_\_\_\_\_

Date: 5/19/15

Signed: Rocky R. Goehring

Name: Rocky R. Goehring

Title: SAFETY COORDINATOR/TRAINER

Dept./Local Agency: STOCKTON UNIFIED SCHOOL DISTRICT

Employer: SAME AS ABOVE

CONTRACT ADMINISTRATOR'S REVIEW

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and have determined, according to the information provided, that this individual:

- does not have a conflict of interest and can participate in the "Selection Panel"
  
- does have a conflict of interest and cannot participate in the "Selection Panel"

Date: 5/19/15

Signed: 

Name: Monique Raqueno

Title: Project Manager

Dept./Local Agency: Public Works

Employer: City of Stockton

Distribution: Original – Local Agency Consultant File

## EXHIBIT 10-T PANEL MEMBER CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

RFP/RFQ PROCUREMENT NUMBERS: PW 1441PROJECT NAME: Citywide Safe Routes to School Plan

APPLICABILITY: Applicable to local agency consultant procurements which will contain Federal or State funds in the consultant contract.

- I am an employee of the local agency that is responsible for this procurement.
- I am an employee of a consultant under contract to the local agency that is responsible for this procurement but I am not in a management position with the local agency.
- I have a personal, financial, or business interest in past employment activity or a personal relationship regarding the firms (including subconsultants) that are the subject of this evaluation. A brief description is provided on the back of this form.
- I certify that I have no current contractual relationship with any of the firms (including subconsultants) that are the subject of this evaluation.
- I certify that I have no personal or financial interest and no present or past employment activity or personal relationship or prior contractual relationship which would be incompatible with my participation in this solicitation process and I am fully able to give full, fair and impartial consideration to all proposals/bids as an appointee to the related evaluation.
- I certify that I have read **49 CFR 18.36(b)(3)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. **Note:** Caltrans is the Grantee and the local agency is the sub-grantee.

**49CFR 18.36(b)(3)**

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer, or agent,  
 (ii) Any member of his immediate family,  
 (iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents.

Panel Member Conflict of Interest & Confidentiality Statement

The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

- I fully understand and agree to immediately disqualify myself as soon as I am aware of a conflict of interest that may compromise my fair and impartial consideration of the proposals/bids.
- I certify that I will hold in the strictest confidence all bids, proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any respondent or potential respondent to the RFP/RFQ above. I will not discuss the evaluation process with anyone not involved in the evaluation process until its completion.
- I fully understand that it is unlawful for a person to utilize any organization name or auxiliary organization information, which is not a matter of public record, for personal gain.
- I fully understand that any violation of the above is a basis for disciplinary action, up to and including termination or referral to the appropriate authorities for further investigation.
- I am aware that the following firms and subconsultants/subcontractors have submitted proposals in response to the above referenced solicitation:

List firms including subconsultants/subcontractors:

1. Alta Planning + Design
  2. Safe Movers\*
  3. W-Trans
  4. \_\_\_\_\_
- etc. \_\_\_\_\_

Date: 5/19/15

Signed: [Signature]

Name: BARBARA ALDERSON

Title: Sr. Deputy Director, Policy

Dept./Local Agency: SJC PHS

Employer: SJ County

\* Note: my dept was a sub-contract w/ Safe Movers on an educational project (SRTS Pilot Expansion Program).

CONTRACT ADMINISTRATOR'S REVIEW

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and have determined, according to the information provided, that this individual:

does not have a conflict of interest and can participate in the "Selection Panel"

does have a conflict of interest and cannot participate in the "Selection Panel"

Date: 5/19/15

Signed: 

Name: Monique Raqueno

Title: Project Manager

Dept./Local Agency: Public Works

Employer: City of Stockton

Distribution: Original – Local Agency Consultant File

**EXHIBIT 10-U CONSULTANT IN MANAGEMENT POSITION CONFLICT OF INTEREST AND  
CONFIDENTIALITY STATEMENT**

RFP/RFQ PROCUREMENT NUMBERS: \_\_\_\_\_

PROJECT NAME:  
\_\_\_\_\_

APPLICABILITY: Applicable to local agency consultants in management positions that exercise authority over the Architect & Engineering Selection Panel from which the local agency has or plans to have one or more consultant contracts containing Federal or State funds.

- I am an employee of a consultant under contract to the local agency that is responsible for the procuring and administering of one or more consultant contracts containing either Federal or State funds.
- I am in a management position with the local agency, my title is listed below and I have attached my duty statement.
- The procedures followed to procure and execute the contract, between the local agency and the consulting firm of which I am employed, comply with all Federal and State requirements. Also this contract has a specific beginning and ending date.
- I hereby certify as follows:
1. I will not directly or indirectly participate in, manage, or oversee any consultant selection procurement process in which the consulting firm of which I am employed is competing as a consultant or subconsultant.
  2. I will not directly or indirectly influence any employee, staff member, or other individual participating in any consultant selection procurement process in which the consulting firm of which I am employed is as a consultant or subconsultant.
  3. I will not directly or indirectly participate in, manage, or oversee any local agency contract that is with the consulting firm of which I am employed, regardless of whether the involvement of my employer in the contract is as a consultant or subconsultant. Among other things, this includes my not being involved in managing the work; and not approving changes in the schedule, scope, deliverables or invoices.
  4. I understand that if I am involved in any local agency contract that is with the consulting firm of which I am employed, in violation of 1. or 2. above, that local agency contract will no longer be eligible for Federal or State reimbursement because of my involvement.
- I certify that I have read **49 CFR 18.36(b)(3)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal or State funds if a conflict of interest, real or apparent, would be involved. **Note:** Caltrans is the Grantee and the local agency is the sub-grantee.

**49CFR 18.36(b)(3)**

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(i) The employee, officer, or agent,

(ii) Any member of his immediate family,

(iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

- I fully understand that it is unlawful for a person to utilize any organization name (i.e. local agency) or auxiliary organization information, which is not a matter of public record, for personal gain.
- I fully understand that any violation of the above could be a basis for ineligibility of reimbursement of State or Federal project funds.

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dept./Local Agency: \_\_\_\_\_

Employer: \_\_\_\_\_

**REVIEW BY SUPERVISOR OF CONSULTANT IN MANAGEMENT POSITION**

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and will ensure:

- that the foregoing named local agency consultant who is under contract and in a management position with our local agency, abides by the foregoing terms and conditions;
- that should the foregoing named local agency consultant, who is under contract and in a management position with our local agency, violate any of the foregoing terms and conditions,

the Caltrans DLAE will be notified and such violation will be considered a breach of ethics and could be a basis for ineligibility of State or Federal project funds.

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dept./Local Agency: \_\_\_\_\_

Employer: \_\_\_\_\_

**REVIEWED/CONCURRENCE BY DISTRICT LOCAL ASSISTANCE ENGINEER**

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and Supervisor's statement.

- Based upon the foregoing, I concur that the consultant, who is under contract and in a management position with the local agency, does not appear to present a conflict of interest. The local agency and the consultant should be considered eligible for Federal and State reimbursement.
- Based upon the foregoing, I do not concur as I believe that the consultant, who is under contract and in a management position with the local agency, does appear to present a conflict of interest.
- The consultant's time is not considered eligible for either Federal or State reimbursement.
- The local agency is not considered eligible for either Federal or State reimbursement.

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

(DLAE) Signed: \_\_\_\_\_

Name: \_\_\_\_\_

**Distribution:** 1) Copy to: DLAE for each Federal/State funded project  
2) Copy to be returned to Local Agency by DLAE with signature

**EXHIBIT 12-B BIDDER'S LIST OF SUBCONTRACTORS (DBE AND NON-DBE)**

**PART I**

The bidder shall list all subcontractors (both DBE and non-DBE) in accordance with Section 2-1.054 of the Standard Specifications and per Title 49, Section 26.11 of the Code of Federal Regulations. This listing is required in addition to listing DBE Subcontractors elsewhere in the proposal. **Photocopy this form for additional firms.**

Firm Name/ Address/ City, State, ZIP	Phone/ Fax	Annual Gross Receipts	Description of Portion of Work to be Performed	Local Agency Use Only (Certified DBE?)
Name Whitlock & Weinberger Transportation, Inc. Address 490 Mendocino Ave., Suite 201 City State ZIP Santa Rosa, CA 95401	Phone (707) 542-9500 Fax (707) 542-9590	<input type="checkbox"/> < \$1 million <input checked="" type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million	Traffic engineering and transportation planning services	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES list DBE #: Age of Firm (Yrs.)
Name Safe Moves Address 15500 Erwin Street, Suite #1049 City State ZIP Van Nuys, CA 91411	Phone (408) 374-8991 Fax (818)762-0852	<input checked="" type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million	traffic safety education	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES list DBE #: Age of Firm (Yrs.)
Name Address City State ZIP	Phone Fax	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		<input type="checkbox"/> YES <input type="checkbox"/> NO If YES list DBE #: Age of Firm (Yrs.)
Name Address City State ZIP	Phone Fax	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		<input type="checkbox"/> YES <input type="checkbox"/> NO If YES list DBE #: Age of Firm (Yrs.)

Distribution: 1) Original - Local Agency File

EXHIBIT 12-B BIDDER'S LIST OF SUBCONTRACTORS (DBE AND NON-DBE)

N/A

PART II

The bidder shall list all subcontractors who provided a quote or bid but were not selected to participate as a subcontractor on this project. This is required for compliance with Title 49, Section 26 of the Code of Federal Regulations. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Phone/ Fax	Annual Gross Receipts	Description of Portion of Work to be Performed	Local Agency Use Only (Certified DBE?)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Address</i>		<input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million		<i>If YES list DBE #:</i>
<i>City State ZIP</i>	<i>Fax</i>	<input type="checkbox"/> > \$15 million		<i>Age of Firm (Yrs.)</i>
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Address</i>		<input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million		<i>If YES list DBE #:</i>
<i>City State ZIP</i>	<i>Fax</i>	<input type="checkbox"/> > \$15 million		<i>Age of Firm (Yrs.)</i>
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Address</i>		<input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million		<i>If YES list DBE #:</i>
<i>City State ZIP</i>	<i>Fax</i>	<input type="checkbox"/> > \$15 million		<i>Age of Firm (Yrs.)</i>
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Address</i>		<input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million		<i>If YES list DBE #:</i>
<i>City State ZIP</i>	<i>Fax</i>	<input type="checkbox"/> > \$15 million		<i>Age of Firm (Yrs.)</i>
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Address</i>		<input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million		<i>If YES list DBE #:</i>
<i>City State ZIP</i>	<i>Fax</i>	<input type="checkbox"/> > \$15 million		<i>Age of Firm (Yrs.)</i>

Distribution: 1) Original – Local Agency File

## EXHIBIT 12-E PS&E CHECKLIST INSTRUCTIONS

The PS&E Checklist is to be completed by the local agency in accordance with the following instructions and attached to the PS&E Certification.

### I. HIGHWAY SYSTEM AND FUNCTIONAL CLASSIFICATION

#### A. National Highway System

Some PS&E requirements depend on the whether the project is on or off the National Highway System (NHS). For FHWA approved NHS maps, see [http://www.fhwa.dot.gov/planning/national\\_highway\\_system/nhs\\_maps/](http://www.fhwa.dot.gov/planning/national_highway_system/nhs_maps/)

#### B. Functional Classification

Federal-aid eligibility, design standards as well as some PS&E requirements depend on the functional classification of the route the project is on. For more guidance see FHWA's Guidance for the Functional Classification of Highways Website at: <http://www.fhwa.dot.gov/policy/ohpi/hpms/fchguidance.cfm>.

### II. PROJECT SCOPE OF WORK

Scope of work in the PS&E must be consistent with that identified in the original scoping document or application. Otherwise, appropriate approvals must have been obtained.

### III. TYPE OF CONSTRUCTION

Design standards as well as some oversight responsibilities depend on the type of construction. See Section 11.1 of the LAPM for definitions.

### IV. METHOD OF CONSTRUCTION

#### A. Contracting Method

Unless justified by a Public Interest Finding (Exhibit 12-F *Request for Approval of Cost-Effectiveness/Public Interest Finding*), all Federal-aid construction contracts must be awarded to the lowest responsible bidder of a competitive bid process. See Section 12.4 *Method of Construction* of the LAPM for additional information.

#### B. Force Account (Day Labor)

A PIF (See Section 12.4 *Method of Construction* in the LAPM and Exhibit 12-F *Request for Approval of Cost-Effectiveness/Public Interest Finding*) must justify any force account construction work performed by the local agency. Check the appropriate boxes and process the PIF as required.

### V. ENVIRONMENTAL ANALYSIS

The preparation of PS&E must reflect findings of the environmental analysis performed for the project. By checking the box, the agency certifies that the necessary actions called for by the environmental documents have been responded to in the PS&E. Failure to check the box will result in denial of the Request for Authorization. (See Section 12.3 *Environmental Procedures* of the LAPM for additional guidance).

### VI. VALUE ENGINEERING ANALYSIS (VA)

A value engineering analysis is required for: (1) all Federal-aid highway projects on the NHS with a total estimated project cost of \$50 million or more, and (2) all bridge projects on the NHS with a total estimated project cost of \$40 million or more. (See Section 12.5 *Value Engineering Analysis* of the LAPM for additional guidance).

## VII. GEOMETRIC DESIGN STANDARDS

If the project does not change existing geometrics, Section A and B do not apply and the local agency is not required to check any boxes in these sections. See Chapter 11 of the LAPM for additional guidance on geometric design standards.

### A. Geometric Design Standards Used

New and reconstruction projects on the NHS shall be designed in accordance with Standards as defined in the current edition of *A Policy on Geometric Design of Highways and Streets*, published by the American Association of State Highway and Transportation Officials (AASHTO). The minimum standards for geometric design of local Federal-aid resurfacing, restoration and rehabilitation (3R) projects on the NHS are shown in Exhibit 11-A. Local geometric design standards that have been developed for use on locally funded new and reconstruction, or 3R projects off the NHS, may be used subject to the conditions listed in Chapter 11, "Design Standards." Check appropriate box only if this section applies.

### B. Deviations from Controlling Criteria

The controlling criteria listed are considered to be of primary importance for highway safety, and deviations require design exception approval procedures as described in Chapter 11, "Design Standards," and Section 12.7 "Plans" of the LAPM. Check whether the criteria have been met on this project. If a design exception has been approved, indicate the approval date. Documentation shall be retained in the project files.

## VIII. BRIDGE DESIGN PROCEDURES

All bridges shall be designed in accordance with the current edition of the *Caltrans Bridge Design Specifications Manual and the latest California Amendments to the AASHTO LRFD Bridge Design Specifications*. Check if requirement met, or if the project does not include any bridge construction indicate requirement does not apply.

## IX. STANDARD PLANS

For projects off the State Highway System, the local agency may use Caltrans Standard Plans, Standard Plans for Public Works Construction, or subject to the conditions described in Section 11.3 *Locally Developed Design Standards* and Section 12.7 *Plans* of the LAPM.

## X. PROJECT PLANS AND SPECIFICATIONS

Project plans and specifications shall be signed and stamped on behalf of the local agency by the person in responsible charge and who is a registered professional engineer licensed to practice in the State of California. (See Section 12.7 *Plans* of the LAPM).

A traffic control plan shall be included in the PS&E for all Federal-aid highway construction projects. Check boxes to indicate requirements are met. Failure to check both boxes will result in denial of the Request for Authorization.

Erosion control plans may be required, see Section 12.7 *Plans*, in the LAPM. If required, check box.

Whenever applicable, project plans and specifications will need to comply with the federal Americans with Disabilities Act (ADA) requirements 28 CFR, Part 35 or Part 36, and the *California and Local Building Codes* within the project limits. In accordance with 28 CFR Sec. 35.151, curbs ramps must meet current ADA standards if the project includes streets that are to be newly constructed or altered (includes repaving). For ADA requirements, see Chapter 11 "Design Standards," and Section 12.7 of this chapter. If ADA requirements apply and will be complied with, check box.

## XI. STANDARD SPECIFICATIONS

For projects off the State Highway System, the local agency may use *Caltrans Standard Specifications, the Standard Specifications for Public Works Construction*, or subject to the conditions described in Section 11.3 *Locally Developed Design Standards* of the LAPM.

## XII. FEDERAL REQUIREMENTS

**A. Required Federal Contract Provisions** - Ensure Exhibit 12-G *Required Federal-aid Contract Language* or equivalent provisions are in the contract. Provide page numbers if not using Caltrans 2010 Standard Specifications and Revised Standard Specifications (RSS). RSS must be included in your contract special provisions.

Provisions for liquidated damages shall be included in all Federal-aid contracts on the NHS (see Chapter 12 *Plans, Specifications & Estimate* of the LAPM for requirements).

Current Buy America regulations are discussed in Section 12.8 *Federal Contract Requirements* of the LAPM. Buy America requirements do not apply to minimal use of the material such that the cost, delivered to the project site, is less than \$2,500 or one-tenth-of-one-percent of the contract amount, whichever is greater. Buy America applies if federal dollars are used on any phase of the project.

Chapter 12 *Plans, Specifications & Estimate* of the LAPM includes information for On-the-Job Training.

### B. DBE Goal

Individual DBE contract goals will be established. Complete evaluation documentation is required and shall be retained for each contract (see DBE references in the LAPM).

In some cases, the contract DBE goal may be zero due to the extremely limited subcontracting opportunities for DBEs, the lack of certified DBEs willing to work in the geographic area in which work is to be performed, or other reasons. Documentation is required verifying that the local agency has determined that a zero percent DBE goal is appropriate. Documentation must be based on the DBE contract goal methodology with the specific project-related work codes and DBEs highlighted. In some cases there may be no contract goal (which is different than zero percent goal) if, for example, the contract is sole-source or non-profit.

### C. Certification/Disclosures

The certification and disclosure forms listed in Exhibit H *Sample Bid* shall be included in all Federal-aid projects. Except for the Disclosure of Lobbying form and instructions, equivalent provisions may be used. See Section 12.8 *Federal Contract Requirements* of the LAPM for more information.

### D. Other Required Forms

Two forms, or their equivalents, relating to subcontractors must be included as part of the bid package. - Exhibits 15-G *Local Agency Bidder DBE Commitment (Construction Contracts)*, and 12-B *Bidder's List of Subcontractors (DBE and Non-DBE)*. Exhibit 15-H *DBE Information - Good Faith Efforts* must also be part of the bid package if the DBE goal was not met.

### E. Federal Wage Rates

If payment of federal predetermined wages are required per instructions in Subparagraph B.2.a "Section IV. Payment of Predetermined Wages," they shall be physically incorporated into the final contract documents and in all related subcontracts signed by the local agency and the contractor.

Check appropriate box (i.e., Federal Wage Rates are included in the contract advertising package, referenced by the Internet Web site address, or not required) and indicate page number if applicable.

It must be emphasized that if the Internet Web site address is used in the advertising package, the final contract package upon signed by the local agency and the contractor, must physically contain the Federal Wage Rates or the Federal Wage rates as revised by addendums, if any addendums were issued.

By checking the box the local agency is indicating that they are aware of the Federal-aid “10-day rule” for federal wage rates. See Section 12.9 Required Federal Contract Provisions – Federal Wage Rates for local agency requirements under the “10-day rule.”

**F. Relations with Railroad**

Where construction of a Federal-aid project requires use of railroad properties or adjustments to railroad facilities, there shall be an agreement in writing between the local agency and the railroad company. The pertinent portions of the agreement applicable to any protective services required during performance of the work shall be included in the project specifications and special provisions.

Check appropriate box (i.e., provisions are included or not required). If provisions are included, indicate page number.

**XIII. RESTRICTED CONTRACT PROVISIONS**

Unless otherwise noted, see Section 12.10 of Chapter 12 for detailed guidance.

**A. INDIAN PREFERENCES**

Generally, local agencies may not use local hiring practices. However, SAFETEA-LU permits an Indian employment preference provision for projects on or near Indian reservations or Indian lands. Check the appropriate box.

**B. BONDING AND PREQUALIFICATION**

Bonding and prequalification procedures are not required for Federal-aid projects. However, any procedures or requirements for bonding, insurance, prequalification, qualification, or licensing of contractors shall not be used which may operate to restrict competition, prevent submission of a bid by or prohibit consideration of a bid submitted by any responsible contractor, whether a resident or nonresident of California. Check appropriate boxes, and if bonding and/or prequalification are used, check the last box to indicate the requirement will be met.

**C. PRICE ADJUSTMENT CLAUSES**

Price adjustment clauses may be implemented if certain conditions are met. If these clauses are used, the local agency must provide documentation of the required conditions in the project files. Check the appropriate box.

**D. WARRANTY CLAUSES**

Warranty clauses may be implemented if the conditions described in Section 12.12 of Chapter 12 are met. The local agency must provide documentation of the required conditions in the project files. Check the appropriate box.

**E. PROPRIETARY ITEMS**

The use of proprietary items is restricted as described in Section 12.12 in Chapter 12. If the use does not meet these restrictions, a Public Interest Finding justifying the use must be approved by the local agency and documented in the project files. Check the appropriate box.

**XIV. MATERIALS AND EQUIPMENT**

Unless otherwise noted, see Section 12.12 of Chapter 12 for details.

**A. Publicly Owned Equipment (for use by Contractor)**

The use of publicly owned equipment on a project going to bid must be justified with a Public Interest Finding. The local agency may approve the use provided it meets conditions described in Chapter 12. Check the appropriate box.

**B. Equipment Purchases for Local Ownership**

The cost of equipment purchased by the local agency or by the contractor with ownership transferred to the local agency for construction engineering is limited. Check the appropriate box.

**C. Convict Produced Materials**

Materials produced by convict labor may be used on any Federal-aid project if they meet certain conditions.

Check appropriate box.

**D. Local Agency Furnished Materials**

The use of local agency furnished materials not acquired on the basis of competitive bidding must be supported by a Public Interest Finding justifying the use (see Section 12.13 of Chapter 12). The justification must be approved by the local agency and documented in the project files. If these materials are included, check the appropriate box indicating the method of acquisition.

**XV. PRELIMINARY ESTIMATE**

An estimate of the contract items of work must be prepared in a format which describes the items of work, unit amount, quantity, unit price, amount, a subtotal, contingencies and a total (Exhibit 12-A *Preliminary Estimate of Cost* or equivalent). The estimate must be broken down into items sufficient in detail to meet the stated requirements. Check boxes if these requirements are met.

If the project is funded with more than one type of Federal-aid it must be segregated by fund types (see Chapter 3, "Project Authorization," of the LAPM). Check box if this requirement is met.

**XVI. MAJOR PROJECTS WITH TOTAL COSTS EXPECTED TO EXCEED \$100 MILLION OR \$500 MILLION**

The federal SAFETEA-LU requires that a local agency receiving an amount of federal financial assistance for "major" projects with an estimated total cost exceeding \$100 million must have a financial plan and projects exceeding \$500 million must also have a project management plan. For details of the required submittal and approval of these two plans, which are required for all "major" projects exceeding the two estimated total costs, refer to Chapter 2 "Roles and Responsibilities" of the LAPM .

**XVII. LOCAL AGENCY SIGNATURE**

The Federal Contract Provisions Checklist shall be signed by the person preparing the contract specifications. The checklist shall be signed even if prepared by the same person who will sign the PS&E Certification.

**XVIII. CALTRANS ACCEPTANCE**

Caltrans will indicate the appropriate acceptance statement based on the type of review, as described in Chapter 12, "Plans, Specifications & Estimate," of the LAPM and sign the bottom o

**DEBARMENT AND SUSPENSION CERTIFICATION**

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

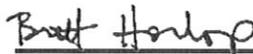
- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

n/a

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.



Principal, Alta Planning + Design

**Alta Planning + Design  
has matched the 20%  
DBE requirement  
through W-Trans.**

**EXHIBIT 15-H DBE INFORMATION —GOOD FAITH EFFORTS**

**DBE INFORMATION - GOOD FAITH EFFORTS**

Federal-aid Project No. PW1441 Bid Opening Date May 11, 2015

The \_\_\_\_\_ (City/County of) \_\_\_\_\_ established a Disadvantaged Business Enterprise (DBE) goal of 20 % for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the “Local Agency Bidder DBE Commitment” form indicates that the bidder has met the DBE goal. This will protect the bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the “Local Agency Bidder DBE Commitment” form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled “Submission of DBE Commitment” of the Special Provisions:

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
n/a	

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
Whitlock & Weinberger Transportation, Inc.	4/28/15	e-mail, 4/29/15-5/7/15

Exhibit 15-H  
DBE Information -Good Faith Effort

Local Assistance Procedures Manual

C. The items of work which the bidder made available to DBE firms including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract
<b>n/a</b>				

D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

\_\_\_\_\_

**n/a**

\_\_\_\_\_

\_\_\_\_\_

Names, addresses and phone numbers of firms selected for the work above:

Whitlock & Weinberger Transportation, Inc. , **490 Mendocino Ave., Suite 201, Santa Rosa, CA 95401**

**(707) 542-9500**

\_\_\_\_\_

\_\_\_\_\_

E. Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs:

\_\_\_\_\_

**n/a**

\_\_\_\_\_

\_\_\_\_\_

F. Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

\_\_\_\_\_ **n/a** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results
<b>n/a</b>		
_____		
_____		

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

\_\_\_\_\_ **n/a** \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.



**EXHIBIT 17-F****Local Assistance Procedures Manual****Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subcontractors**

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FINAL REPORT – UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE), FIRST-TIER SUBCONTRACTORS  
CEM 2402(F) (Rev. 02/2008)

The form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, Federal-aid Project No., the Administering Agency, the Contract Completion Date and the Estimated Contract Amount. It requires the prime contractor name and business address. The focus of the form is to describe who did what by contract item number and descriptions, asking for specific dollar values of item work completed broken down by subcontractors who performed the work both DBE and non-DBE work forces. DBE prime contractors are required to show the date of work performed by their own forces along with the corresponding dollar value of work.

The form has a column to enter the Contract Item No. (or Item No's) and description of work performed or materials provided, as well as a column for the subcontractor name and business address. For those firms who are DBE, there is a column to enter their DBE Certification Number. The DBE should provide their certification number to the contractor and notify the contractor in writing with the date of the decertification if their status should change during the course of the project.

The form has six columns for the dollar value to be entered for the item work performed by the subcontractor.

The Non-DBE column is used to enter the dollar value of work performed for firms who are not certified DBE.

The decision of which column to be used for entering the DBE dollar value is based on what program(s) status the firm is certified. This program status is determined by the California Unified Certification Program by ethnicity, gender, ownership, and control issues at time of certification. To confirm the certification status and program status, access the Department of Transportation Civil Rights web site at: <http://www.dot.ca.gov/hq/bep> or by calling (916) 324-1700 or the toll free number at (888) 810-6346.

Based on this DBE Program status, the following table depicts which column to be used:

<b>DBE Program Status</b>	<b>Column to be used</b>
If program status shows DBE only with no other programs listed	DBE

If a contractor performing work as a DBE on the project becomes decertified and still performs work after their decertification date, enter the total dollar value performed by this contractor under the appropriate DBE identification column.

If a contractor performing work as a non-DBE on the project becomes certified as a DBE, enter the dollar value of all work performed after certification as a DBE under the appropriate identification column.

Enter the total of each of the six columns in Form CEM-2402(F).

Any changes to DBE certification must also be submitted on Form-CEM 2403(F).

Enter the Date Work Completed as well as the Date of Final Payment (the date when the prime contractor made the "final payment" to the subcontractor for the portion of work listed as being completed).

The contractor and the resident engineer sign and date the form indicating that the information provided is complete and correct.



Form CP-CEM 2403(F) (New 10/99)

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CHANGE IN CERTIFICATION STATUS REPORT**

The top of the form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, the Administering Agency, the Contract Completion Date, and the Estimated Contract Amount. It requires the Prime Contractor's name and Business Address. The focus of the form is to substantiate and verify the actual DBE dollar amount paid to contractors on federally funded projects that had a changed in Certification status during the course of the completion of the contract. The two situations that are being addressed by CP-CEM 2403(F) are, if a firm certified as a DBE and doing work on the contract during the course of the project becomes Decertified, and if a non-DBE firm doing work on the contract during the course of the project becomes Certified as a DBE.

The form has a column to enter the Contract Item No (or Item Nos.) as well as a column for the Subcontractor's Name, Business Address, Business Phone, and contractor's Certification Number.

The column entitled Amount Paid While Certified will be used to enter the actual dollar value of the work performed by those contractors who meet the conditions as outlined above during the time period they are Certified as a DBE. This column on the CP-CEM-2403(F) should only reflect the dollar value of work performed while the firm was Certified as a DBE.

The column called Certification/Decertification Date (Letter attached) will reflect either the date of the Decertification Letter sent out by the Civil Rights Program or the date of the Certification Certificate mailed out by the Civil Rights Program. There is a box to check that support documentation is attached to the CP-CEM-2403 (F) form.

There is a Comments section for any additional information that may need to be provided regarding any of the above transactions.

The CEM-2403(F) has an area at the bottom where the Contractor and the Resident Engineer sign and date that the information provided is complete and correct.

There is a Comments section for any additional information that may need to be provided regarding any of the above transactions.

The CEM-2403(F) has an area at the bottom where the Contractor and the Resident Engineer sign and date that the information provided is complete and correct.