

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is entered into this ___ day of _____ 2020, between the CITY OF STOCKTON, a municipal corporation ("City"), and **W-TRANS** whose address is **490 MENDOCINO AVENUE, SUITE 201, SANTA ROSA, CA 95401** ("Consultant") for the **CENTRAL STOCKTON ROAD DIET AND STRIPING CONNECTIONS (PROJECT NO. PW1811)**, hereinafter referred to as "Project".

RECITALS

- A. Consultant represents that it is licensed in the State of California and is qualified 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 the 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 **\$146,276.00** or as otherwise mutually agreed to in a Contract Amendment.

3. 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**.

4. INDEMNITY AND HOLD HARMLESS. With the exception that this section shall in no event be construed to require indemnification by Consultant to a greater extent than permitted under the public policy of the State of California, Consultant shall

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indemnify, and hold harmless City, its Mayor, Council, officials, and employees from and against any and all claims and causes of action which result in liabilities, judgments, awards, losses, damages, expenses, and costs (including reasonable attorneys' fees, expert and consultant fees, and other expenses of litigation) including, but not limited to, death or injury to persons, or damage to property, which arise out of any violation of federal, state, or municipal law or ordinance, to the extent damages are caused by the Consultant's negligent services provided under this Agreement, or are in any way caused by the negligent performance of work by the Consultant or Consultant's officers, agents, employees, or subcontractors. Consultant shall not be obligated to indemnify or defend City for claims finally determined by a court of law or arbitrator to arise from the negligence or willful misconduct of the City. It is the intent of the Parties that this indemnity obligation is at least as broad as is permitted under California law. To the extent California Civil Code sections 2782, et seq., limit the defense or indemnity obligations of Consultant to City, the intent hereunder is to provide the maximum defense and indemnity obligations allowed by Consultant under the law. The indemnity set forth in this section shall not be limited by insurance requirements or by any other provision of this Agreement.

With the exception that this section shall in no event be construed to require indemnification by Consultant to a greater extent than permitted under the public policy of the State of California, and in addition to the other indemnity obligations in this Agreement, Consultant shall indemnify, defend, and hold harmless City, its Mayor, Council, officials, representatives, and employees from and against claims, losses, expenses, and costs including, but not limited to, reasonable attorneys' fees, arising out of any claim brought against the City by an employee of Consultant, regardless of whether such claim may be covered by any applicable workers compensation insurance. Consultant's indemnification obligation is not limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant under workers' compensation acts, disability acts, or other employee benefit acts.

5. 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 **October 31, 2023**, unless extended by mutual agreement through the issuance of a Contract Amendment.

- a. Invoices submitted by Consultant to City must contain a brief description of work performed, time used, and include the 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.

6. 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.

a. TITLE VI

Title VI of the Civil Rights Act of 1964 requires that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (42 USC Section 2000d).
<http://www.dol.gov/oasam/regs/statutes/titlevi.htm>.

The City of Stockton requires compliance with the requirements of Title VI in all of its programs and activities regardless of funding source.

b. DISCRIMINATION AND HARASSMENT POLICY

The City of Stockton has a Discrimination and Harassment Policy (**Exhibit E**). The purpose of this policy is to reaffirm the City’s commitment to demonstrating respect for all individuals by strictly prohibiting discrimination and harassment, including sexual harassment in the workplace, to define the types of behavior and conduct prohibited by this policy, and to set forth a procedure for reporting, investigating, and resolving complaints of discrimination and harassment in the workplace.

c. LABOR STANDARDS PROVISIONS/CALIFORNIA LABOR CODE

The bidder shall understand that conditions set forth in Chapter 1, Part 7, Division 2 of the California Labor Code shall be considered part of the contract agreement. https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=LAB&division=2.&title=&part=7.&chapter=1.&article=2.

d. PREVAILING WAGE RATES

Consultant and any subcontractor shall pay each employee engaged in the trade or occupation not less than the prevailing hourly wage rate. In accordance with the provisions of Section 1770 of the Labor Code, the Director of Department of Industrial Relations of the State of California has

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determined the general prevailing rates of wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Section 1773.1, apprenticeship or other training programs authorized by Section 3093 and similar purposes applicable to the work to be done. Consultant performing the work under this contract shall obtain a copy of the wage rate determination and shall distribute copies to each subcontractor. As the wage determination for each craft reflects an expiration date, it shall be the prime Consultant and each subcontractor's responsibility to insure that the prevailing wage rates of concern is current and paid to the employee.

- i. The Consultant performing the work shall be responsible for obtaining a copy of the State wage rate determination. State wage rates may be obtained at <http://www.dir.ca.gov/OPRL/pwd/Determinations/Northern/Northern.pdf>. The Consultant shall be responsible for posting said wage rates at a prominent location at the work site and shall maintain same in a good readable condition for the duration of the work.
- ii. Should the Consultant choose to work on a Saturday, Sunday or on a holiday recognized by the Labor Unions, the Consultant shall reimburse the City the actual cost of engineering, inspection, superintendence, and or other overhead expenses which are directly chargeable to the contract. Should such work be undertaken at the request of the City, reimbursement will not be required. To conform strictly with the provisions of Division 2, Part 7, Chapter 1, Article 2, of the Labor Code of the State of California. To forfeit as a penalty to City the sum of TWENTY-FIVE AND NO/100 DOLLARS (\$25.00) for each laborer, worker, or mechanic employed by CONTRACTOR, or by any subcontractor under Consultant, in the execution of this contract, for each calendar day during which any laborer, worker, or mechanic is required or permitted to work more than eight (8) hours and who is not paid the general prevailing rate of per diem wages for holiday and overtime work in violation of the provisions of Sections 1770 to 1781 of the Labor Code of the State of California. That all sums forfeited under the provisions of the foregoing sections shall be deducted from the payments to be made under the terms of this contract.
- iii. **PAYROLL RECORDS** - The Consultant to whom the contract is awarded shall insure that the prime and each subcontractor will, in accordance with Section 1776 of the Labor Code, maintain certified payroll records. A copy of said records shall be provided with each invoice to the Public Works Department, Attention: Contract Compliance Officer. It shall be the Consultant's responsibility to obtain copies of the current prevailing wage rate determination for all

subcontractors. Additionally, certified payroll records must be uploaded to the DIR website as required by labor code.

- iv. **APPRENTICESHIP STANDARDS** - The Consultant shall comply with the provisions established in Section 1777.5 of the Labor Code concerning the 1) certified approval by local joint apprenticeship committees for the employment and training of apprentices, and 2) contribution of funds to administer and conduct apprenticeship programs, if applicable to the job.

7. 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.

8. 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.

9. 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.

10. CONTRACT AMENDMENTS. 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 Amendment which will specify, in addition to Professional Services Contract – W-TRANS – PROJECT NO. PW1811

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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 Amendment will not become effective until approved by the authorized City official.

11. 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.

12. 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.

13. 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.

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

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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: W-Trans
490 Mendocino Avenue
Suite 201
Santa Rosa, CA 95401

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

16. LICENSES, 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.

17. 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.

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

19. 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 or degree by the performance of Consultant's services under this Contract. If such an interest arises, Consultant will immediately notify City.

20. 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.

21. GOVERNING LAW. California law shall govern any legal action pursuant to this Agreement 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, Eastern District, Sacramento Division.

22. 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.

23. 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.

24. 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.

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

[illegible]

26. **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.

CITY OF STOCKTON

W-TRANS

By: _____
HARRY BLACK
CITY MANAGER

By:  _____
Signature

ATTEST:

Steve Weinberger, PE, PTOE
Print Name

BY: _____
ELIZA R. GARZA, CMC
CITY CLERK

Title: _____
Senior Principal

APPROVED AS TO FORM:

BY: _____
DEPUTY CITY ATTORNEY



Central Stockton Road Diet & Striping Connections - Scope of Work

The study area for the scope of work applies to the following corridors:

- Monte Diablo Avenue from Louis Park to Ryde Avenue
- Monte Diablo Avenue/Acacia Street from Ryde Avenue to California Street
- Madison Street from Harding Avenue to Fremont Street
- Fremont Street from Baker Street to El Dorado Street

Phase 1 – Parking & Operations Study with Public Outreach

Task 1 Project Initiation

1.1 Kickoff Meeting and Site Visit – The W-Trans team will attend a project kickoff meeting. At the time of the kickoff meeting, a site visit of the corridor will be conducted.

1.2 Coordination Meetings and Conference Calls – Coordination meetings and conference calls will be held to manage the process. A regular conference call will be held every two weeks or monthly to keep the project on track. Up to three of these meetings (total for Phase 1 and 2) will be attended in person by W-Trans staff. (See Task 4.2)

1.3 Background Research – The W-Trans team will research and review existing topographic mapping, photos/images, right-of-way maps, 'as-built' plans, record maps, surveys, assessor maps, and local street improvement plans for the project.

Task 2 Parking Study and Traffic Operational Analysis

2.1 Parking Surveys – The parking study area will include the Monte Diablo/Acacia corridor from the Louis Park Terminus to N. California Street, an area roughly 3.3 miles in length, for only blocks that are anticipated to lose parking as part of the road diet. In addition, it will include one block (~350 feet) in both the north and south directions from the corridor (for blocks anticipated to lose parking) to measure potential spillover capacity in the case of parking removal.

W-Trans will inventory the parking supply in the study area, including space designations (e.g. disabled, loading, etc.), to determine the number of stalls present (unmarked stalls will be assumed to be 20-25 feet in length). Parking occupancy counts will be conducted on one weekday 2-3-hour parking peak and one weekend 2-3-hour parking peak depending on the street. For example, residential street will be surveyed for a 2-3 window in the evening and commercial streets will be inventoried for a 2-3-hour window during midday. The data will be evaluated at hourly intervals to determine the peak parking demand rates by block face.

2.2 Parking Demand Analysis – W-Trans will analyze the parking inventory and occupancy data to provide a summary of utilization, including a zonal analysis for both the residential and commercial areas. The analysis will include a focus on peak utilization and usage by space type if applicable. Any potential impact caused by the elimination of parking along Monte Diablo/Acacia Street segments of the project will be summarized and compared to the parking availability along side streets to accommodate spillover. The

analysis will also include any event-related data provided by the City that could influence parking demand along the corridor.

2.3 Traffic Counts – Multi-modal intersection counts will be conducted including turning movements of auto traffic, as well as crossing pedestrians and cyclists. Counts will be carried out during the AM and PM peak periods. The counts will be collected at:

- Fremont Street and Madison Street
- Madison Street and Harding Way
- Madison Street and Acacia Street
- Acacia Street and Center Street
- Pershing Avenue and Acacia Street

2.4 Intersection Level of Service – W-Trans will also perform intersections level of service analysis for the AM and PM peak hours at the same study intersections to determine if a reduction in travel lanes changes operational conditions.

Task 3 Public Outreach

3.1 Communications and Community Outreach Plans – Port City Marketing will prepare a team communications plan and a community outreach plan to guide outreach efforts. The community outreach plan will include developing a project logo.

Deliverables:

- Team Communications Plan
- Community Outreach Plan

3.2 Identification of Stakeholders - PCMS will work with City of Stockton and the Project Team to identify a geographic area of interest to the project. PCMS will research and develop a stakeholder database, which will be updated throughout the project with names from the public meeting sign-ins; information from the project team; and from telephone, e-mail and personal contacts. The stakeholder database, which will be designed to meet State CEQA Guidelines and requirements for noticing, will also be coded according to interest and ongoing involvement/interaction with the project. Groups in the stakeholder database will include, but not be limited to, the following:

- City of Stockton elected officials, and other pertinent elected and appointed officials.
- Pertinent City staff
- Residents and property owners nearby
- Businesses and other establishments
- School districts and other transit providers
- Groups representing businesses, agriculture, and trucking
- Civic, community, and environmental groups
- Emergency responders
- Utilities
- Other pertinent local, state and federal agencies and stakeholders

Deliverables

- Stakeholder database, which will include recent Assessor rolls of property owners, will be updated quarterly or as additions and/or changes occur; and will include notations of stakeholder activity/involvement.

3.3 Public Information Meetings – Two (2) Public Information Meetings will be held for the project (total for Phase I and 2) to present project concepts and design features to neighboring property owners, residents and businesses and to the general public, to receive comments, and to accommodate formal public review of the environmental documents. The meetings will be held in a facility nearby the project and will be designed to provide information and to obtain feedback on the project features, design alternatives for the roadway, and perceived impacts to adjacent properties, agricultural operations, and other businesses during and after construction.

PCMS will schedule the public meetings; make all site arrangements; compose, design, and issue meeting notices to the stakeholder database; prepare and place advertising in local media; and prepare and send news releases to mainstream and alternative news media, after obtaining prior approval of the City and the project team manager.

PCMS will also prepare agendas, sign-in sheets, comment sheets, signage, and other print materials; facilitate meeting proceedings; assist with preparing exhibits to illustrate concepts and plan elements; provide refreshments; provide Spanish-language translation, if indicated; and record public comments/assist with appropriate responses.

PCMS will compile all comments and recommendations for administrative and public review in detailed summary meeting reports. PCMS will also include appropriate reporting.

Preparation for the public meetings may include a “dry run” with the City and its Project Team, if desired. The dry run will review the format and information that will be presented at the public meetings.

One outreach meeting is included in the budget for Task 3.3 and one meeting during the design phase in Task 4.2.

Deliverables

- First-class mailed meeting notices for the Public Information Meetings to the stakeholder database (See *2 Identification of Stakeholders*), news releases, advertising, agendas, comment sheets, sign-in sheets, a frequently asked questions document, signage, exhibits, meeting facilitation; and records of public comments and responses, meeting summaries, refreshments, and reports.
- Dry run meetings, if desired.
- Spanish-language translation, if indicated.

Phase 2 – Plans, Specifications and Estimate

Task 4 Project Initiation

4.1 Design Kickoff Meeting and Coordination - The Design project manager will attend a kick-off meeting to begin the design phase of the project. After initiation, coordination meetings and conference calls will be held to manage the process. A regular conference call will be held every two weeks or monthly to keep the project on track. Up to three of these meetings (total for Phase 1 and 2) will be attended in person by W-Trans staff. (see Task 1.2)

4.2 Outreach Meeting – See Task 3.3 (The second public outreach meeting will be held as part of Phase 2).

4.3 Background Research – The W-Trans team will research and review existing topographic mapping, photos/images, right-of-way maps, 'as-built' plans, record maps, surveys, assessor maps, and local street improvement plans for the project.

Task 5 Utility Coordination

KSN will perform utility research, mapping, and coordination within the project limits where excavation or above ground improvements are proposed as follows:

5.1 Utility Request Letter (A Letter) – KSN will prepare and transmit the Utility Request Letter to the utility providers identified in Task 4.1.0. The Utility Request Letters, to be prepared on City of Stockton letterhead, will provide a description of the proposed project scope of improvements and limits, and will formally request as-built documents and verification of the nature, capacity and location of existing utility facilities within the project limits and that might serve the project. Upon the City's review and approval, the Request Letters will be transmitted to the utility providers. The documentation received from the utility providers will be field reviewed and verified. If necessary, follow-up communications with the utility providers will be made to clarify the size, type, capacity and extent of the existing facilities. KSN will compile the existing utility information onto an electronic "existing utilities" drawing file tied to the project's horizontal and vertical control and referenced to the project base mapping.

5.2 Utility Conflict Letter (B Letter) – Subsequent to the submittal of the 60% complete construction documents, KSN will prepare Utility Conflict Letters for the City's review and approval. The Utility Conflict Letters will be sent to affected utility providers and will be accompanied with two copies of the 60% improvement plans that will depict the locations of potential conflicts between existing utilities and the proposed project improvements. The Letters will formally request the utility provider to field verify the vertical and horizontal location of the potential conflict and provide a schedule for the relocation of the facility in conflict. If necessary, follow-up communications with the utility providers, including field meetings and/or field surveys to locate "pothole" information provided by the utility provider, will be made to clarify the potential conflict, and the relocation alignment of the existing facility to mitigate the conflict. KSN will incorporate the utility relocation information into the electronic "existing utilities" drawing file described above.

5.3 Final Project Plans Letter (C Letter) – Subsequent to the submittal of the final construction documents (bid set), KSN will prepare a Final Project Plans Letter for the City's review and approval. Upon the City's approval, KSN will send two sets of the final improvement plans to each affected utility provider. The letter accompanying the plans will request written confirmation of any required utility relocation and a relocation schedule. The letter will also inform the utility provider of any changes to the design made since the 60% submittal, the project bid date, the approximate date construction will begin, and the approximate date construction will be completed.

KSN will maintain a utility contact summary sheet that will include pertinent information for each utility such as the contact person, address and telephone numbers, description of the utility's facilities, dates that the Utility Letters described above are sent, a summary of each utility's response to the Utility Letters, dates and details of follow-up communications with each utility, etc.

Task 6 Plans, Specifications, and Estimate

6.1 Initial Cross Section Alternatives - W-Trans will prepare cross section alternatives for each section of the study area to clearly define the design intent for the updated roadway geometrics. The cross sections will clearly show the width of each travel lane, bike facility and parking, if maintained. Sidewalks will not be included since they are not anticipated to change. Where there are options, multiple alternative will be included. These cross sections will be reviewed with City staff, then with the public during the outreach phase. The selected alternatives will then move forward in the proves.

The W-Trans team will prepare complete PS&E documents which include design improvement plans for striping, drainage and other civil details. The plans, specifications, and estimate (PS&E) packages will be prepared in accordance with the City's standards and current California Manual on Uniform Traffic Control Devices (CA MUTCD). The improvement plans will be prepared in an Autodesk Civil 3D version 2018 compatible electronic format. W-Trans will prepare all Signage and Striping plans while KSN will prepare Civil Design detail sheets. The submittal will include seven (7) sets of plans, (4) sets of 24" x 36" and (3) sets of 11" x 17", one (1) pdf copy of the plans, specifications, and engineer estimates at the 35%, 65%, and 95% stages to the City for review and comment.

KSN will prepare improvement plans for the repair and/or replacement of isolated areas of existing curb, gutter and sidewalk, (limited to no more than a total of 1,000 linear feet).

6.2 35% Plans – These plans will include all geometric changes based on input from the City and the Public. Based on comments from the City, itemized responses will be presented as a matrix. The original red-lined mark-ups from the review agency will be returned.

6.3 65% Plans - These plans will include all geometric changes, signing details, striping details and traffic signal modification details. Based on comments from the City, itemized responses will be presented as a matrix. The original red-lined mark-ups from the review agency will be returned.

For Traffic Signal locations, existing Gridsmart video detection is visible at most signalized intersections. The position of the cameras suggests detection in the bike lane can be incorporated by reprogramming the zones in the cameras to add the new bike zones. Except at locations specifically noted, this proposal assumes the reprogramming will be completed by City forces and no traffic signal modification plans are required.

W-Trans will prepare an abbreviated traffic signal modification plan for the intersection of East Acacia Street/North San Joaquin Street to add new detector loops in the proposed eastbound and westbound bike lanes. The abbreviated plan will include a plan view only, formatted to be printed as a page in the specifications. Existing poles, loops, and conduits will be shown on the plans, along with new loops and conduits, where needed.

6.4 95% Plans – These plans will also include Notes, Design Specifications and Engineers Estimate. Based on comments from the City, itemized responses will be presented as a matrix. The original red-lined mark-ups from the review agency will be returned.

6.5 100% Plans - After the 95% submittal review by City staff, a 100% check print will be submitted for editorial purposes prior to plotting on mylars. Final submittal will include: one (1) set of mylar final design plans with specifications and a final engineer's estimate, and AutoCAD formatted drawing files in an electronic format.

After completion of construction, Consultant will incorporate the red-lined plans (provided by the Contractor) into an as-built (24" x 36") plan set on re-signed mylars. Electronic files of the as-built drawings will be submitted in .PDF and .DWG or .DXF formats. (See Task 7)

Task 7 – Project Completion

7.1 Design Support During Construction - The W-Trans team will be available to address inquiries submitted during bidding and construction phases of the project. This task will include, but is not limited to, the following:

- Bidding Support
- Respond to Requests for Information/Clarifications during bidding and construction
- Prepare addenda
- Review construction submittals
- Assist City staff in reviewing Contract Change Orders
- Attend construction meetings, if necessary
- Assist the City Inspector with specific design-related issues during construction

7.2 As-built Drawings - The W-Trans team will prepare as-built drawings upon receipt of red-lines from the contractor. W-trans will provide one complete set of as built drawings in AutoCAD. Changes will be reflected on the mylar(s) either by hand or through a new, printed sheet(s).

7.3 Preserving and Perpetuating Survey Monuments - If boundary or right of way monuments are discovered during the field surveys in the limited areas where excavation or above ground improvements will be constructed, they will be located, shown on the plans. Resetting of monuments and post-construction Corner Records are not included in this scope of services and must be included in the contract documents as a responsibility of the contractor. Boundary and right of way surveying/mapping services are not included in this scope in this scope of work.

Central Stockton Road Diet & Striping Connections Project
W-Trans Team Budget

W-Trans Team Budget			W-Trans									KSN								Port City Marketing						Total Hours														
			Weinberger	Canepa	Fitzsimons	Byrne	Nye	Assist 2	Admin 1	Tech	Expenses		Steve Sinnock	Jeff Mueller	Joe Prescott	Muhammad Khan	Kris Nehmer	Survey Crew	Expenses		Daniel Natividad	Kristen Dyke	Lexi Abood	Expenses																
											Sr Principal	Principal							Principal	Assoc 2				Assoc 1	Miles		Misc	Principal	Project Eng	Junior Civil Eng	Engineering Tech	Survey Mgr	2-Person Survey Crew	Miles	Misc	Outreach Lead	Creative Lead	Admin	Miles	Misc
TASK																																								
Task 1	Project Initiation																																							
	\$8,171.90	1.1 Kickoff Meeting and Site Visit	\$4,712	10		10				250	\$50									4					24															
Task 2	1.2 Background Research	\$3,460	2	8		6																			16															
	Parking Study and Traffic Operational Analysis																																							
	\$22,425.00	2.1 Parking Survyes	\$12,590	4				4	2	24		\$9,800													34															
		2.2 Parking Demand Analysis	\$5,310	16				8	2																26															
		2.3 Traffic Counts	\$2,570	1				1	2			\$2,000													4															
		2.4 Intersection Level of Service	\$1,955	1	2			8	2																13															
Task 3	Public Outreach																																							
	\$10,636.27	3.1 Communication and Community Outreach Plans	\$1,501	2		2														2	2	4			12															
		3.2 Identification of Stakeholders	\$1,541																4	4	11				19															
		3.3 Public Information Meeting (1)	\$7,594	5		5				250									8	13	20	104	\$1,700		51															
Task 4	Design Initiation																																							
	\$13,920.12	4.1 Design Kickoff Meeting/Site Visit	\$3,813		8	8				250	\$50	3													19															
		4.2 Outreach Meeting (1)	\$7,633	5		5				250										9	13	20	104	1600	52															
		4.3 Background Research	\$2,475	2	2	4						1		2	4										15															
Task 5	Utility Coordination																																							
	\$5,000.00	5.1 Utility Request Letter (A Letter)	\$2,765		1	4						1	2	4	8										20															
		5.2 Utility Conflict Letter (B Letter)	\$990										2	4											6															
		5.3 Final Project Plans Letter (C Letter)	\$1,245									1	2	4											7															
Task 6	Plans, Specifications, and Estimate																																							
	\$64,769.00	6.1 Initial Cross Section Alternatives	\$8,209	8		14	6	6					1		3	6									44															
		6.2 35% Plans	\$15,995	10	10	40	25					1	3	5	10										104															
		6.3 65% Plans	\$23,330		29	44	37					1	2	3	6										157															
		6.4 95% Plans	\$11,620		16	32	16					1	2	3	8										78															
		6.5 100% Plans	\$5,615		7	14	10						2	2	3										38															
Task 7	Project Completion																																							
	\$6,048.00	7.1 Design Support During Construction	\$3,695	4		10				500			2	4											20															
		7.2 As-built Drawings	\$1,370			8								2											10															
		7.3 Preserving and Perpetuating Survey Monuments	\$983			1										1	2								4															
	Project Management																																							
	\$15,306.00	Conference Calls	\$15,306	20	20	32														6	4				82															
	\$0.00		\$0																						0															
COLUMN TOTAL ---->			23.0	77.0	93.0	35.0	239.0	115.0	14.0	24.0	\$1,500	\$11,900	9.0	18.0	33.0	39.0	4.0	8.0	\$0.00	\$0.00	33.0	36.0	55.0	\$208.00	\$3,300.00	855														
#REF!			DOLLAR AMOUNT---->	\$6,555	\$20,020	\$20,460	\$4,900	\$32,265	\$13,800	\$1,330	\$1,080	\$945	\$11,900	\$2,295	\$3,690	\$4,785	\$3,705	\$912	\$2,480	\$0	\$0	\$4,574	\$4,990	\$2,160	\$131	\$3,300														
			TOTAL AMOUNT																																					
			\$146,276																																					
			\$146,276																																					
W-Trans			\$113,255																						77.4%															
KSN			\$17,867																						12.2%															
Port City Marketing			\$15,154																						10.4%															
Total			\$146,276																						100.0%															

ATTACHMENT B
EXHIBIT C

ID	Task Name	Duration	Start	Finish	29 '20 Apr 5 '20 Apr 12 '20 Apr 19 '20 Apr 26 '20 May 3 '20 May 10 '20 May 17 '20 May 24 '20 May 31 '20 Jun 7 '20 Jun 14 '20 Jun 21 '20 Jun 28 '20 Jul 5 '20 Jul 12 '20 Jul 19 '20 Jul 26 '20 Aug 2 '20
1	Task 1 Background Research	22 days	Wed 4/1/20	Thu 4/30/20	Task 1 Background Research
2	Task 2 Utility Coordination	1.42 mons	Wed 4/15/20	Mon 6/15/20	Task 2 Utility Coordination
3	Task 3 Parking Study and Traffic Operational Analysis	1.77 mons	Wed 4/15/20	Tue 6/30/20	Task 3 Parking Study and Traffic Operational Analysis
4	Task 4 Environmental Services	1.45 mons	Mon 6/1/20	Fri 7/31/20	Task 4 Environmental Services
5	Task 5 Plans, Specifications, and Estimate	3.55 mons	Sat 8/1/20	Thu 12/31/20	Task 5
6	Task 6 Public Outreach	2.13 mons	Wed 7/1/20	Wed 9/30/20	Task 6 Public Outreach
7	Task 7A Design Support During Construction	1.39 mons	Mon 2/1/21	Wed 3/31/21	
8	Task 7B As-built Drawings	1.39 mons	Mon 2/1/21	Wed 3/31/21	
9	Task 7C Preserving and Perpetuating Survey Monuments	1.39 mons	Mon 2/1/21	Wed 3/31/21	
10	Task 7D Rights of Entry	1.39 mons	Mon 2/1/21	Wed 3/31/21	
11	Task 8 Coordination/Meetings	8.42 mons	Wed 4/1/20	Wed 3/31/21	Task 8 Coordination/Meetings

Project: Schedule
Date: Mon 9/23/19

Task

Split

Milestone

Summary

.....

◆

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Page 1

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1d Aug 9, '20 1d Aug 16, '20 1d Aug 23, '20 1d Aug 30, '20 1d Sep 6, '20 1d Sep 13, '20 1d Sep 20, '20 1d Sep 27, '20 1d Oct 4, '20 1d Oct 11, '20 1d Oct 18, '20 1d Oct 25, '20 1d Nov 1, '20 1d Nov 8, '20 1d Nov 15, '20 1d Nov 22, '20 1d Nov 29, '20 1d Dec 6, '20 1d Dec 13, '20 1d Dec 20, '20 1d Dec 27, '20 1d Jan 3, '21 1d Jan 10, '21 1d Jan 17, '21 1d Jan 24, '21 1d Jan 31, '21 1d Feb 7, '21 1d Feb 14, '21 1d Feb 21, '21 1d Feb 28, '21 1d Mar 7, '21 1d Mar 14, '21 1d Mar 21, '21 1d Mar 28, '21

Task 5 Plans, Specifications, and Estimate




















Task 7A Design Support During Construction

Task 7B As-built Drawings

Task 7C Preserving and Perpetuating Survey Monuments

Task 7D Rights of Entry

Project: Schedule
Date: Mon 9/23/19

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



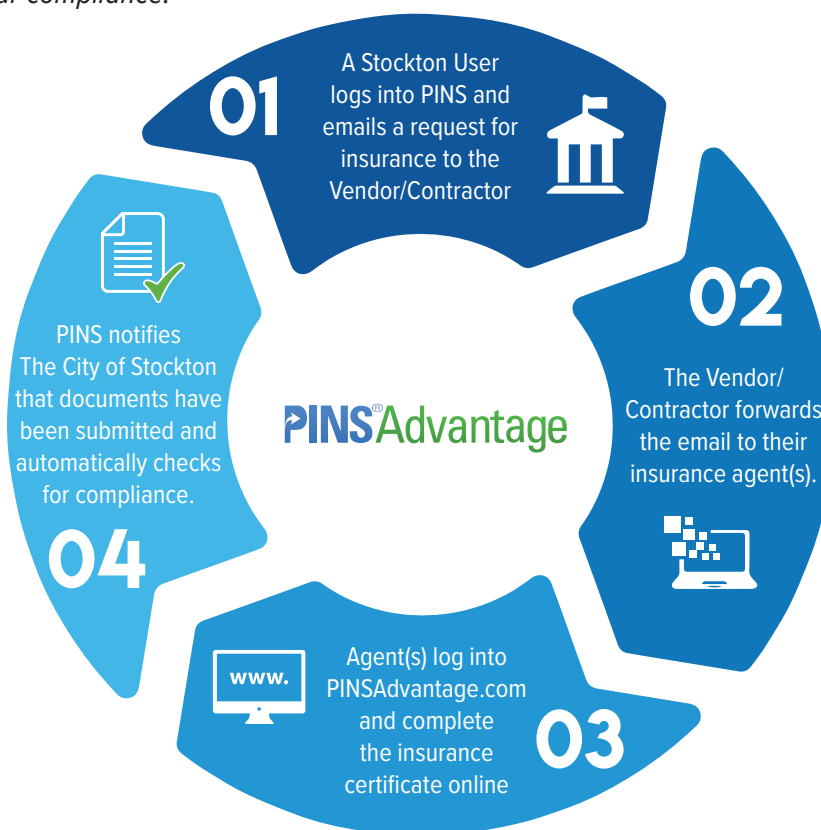
The City of Stockton is now using www.PINSAdvantage.com to track Insurance Certificates and all related documents.

WHAT IS THE PROCESS?

The PINS system starts with **The City of Stockton**. A **Stockton User** logs into PINS and emails a request for proof of insurance to the **Vendor/Contractor**. The **Vendor/Contractor** forwards the request email to their **Insurance Agent(s)**. The **Insurance Agent(s)** logs into www.PINSAdvantage.com and completes the insurance certificate online.

Note: Vendors will receive the insurance request email from: no-reply@pinsadvantage.com

Thank you for your compliance!



PINS[®]Advantage

www.pinsadvantage.com
+ 1 626 844 1838

Insurance Requirements for Professional Services

Central Stockton Road Diet and Striping Connections, Project No. PW1811

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 **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) 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 **\$2,000,000** per occurrence or claim, \$2,000,000 aggregate. (If Claims-made, see below.)

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to the broader coverage and/or 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 officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used). Additional insured Name of Organization shall read "City of Stockton, its officers, officials, employees, and volunteers." Policy shall cover City of Stockton, its officers, officials, employees, and volunteers for all locations work is done under this contract.

Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be endorsed as primary** coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Stockton, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Stockton, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it. The City of Stockton does not accept endorsements limiting the Consultant's insurance coverage to the sole negligence of the Named Insured.

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.

Self-Insured Retentions

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. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Stockton.

Acceptability of Insurers

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

Claims Made Policies (note – applicable only to professional liability)

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. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of contract work.

Verification of Coverage

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

Consultant shall, prior to the commencement of work under this Agreement, provide the City of Stockton with a copy of its declarations page(s) and endorsement page(s) for each of the required policies.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor 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.

Certificate Holder Address

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

City of Stockton
400 E Main Street, 3rd Floor – HR
Attn: City Risk Services
Stockton, CA 95202

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 1 of 14
	Effective Date: 5/1/2015	Revised From: 7/27/09 4/6/09 3/1/2010 (see below)

PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

I. PURPOSE

The purpose of this policy is to reaffirm the City's commitment to demonstrating respect for all individuals by strictly prohibiting discrimination and harassment, including sexual harassment in the workplace. This policy defines prohibited behavior and conduct, and sets forth a procedure for reporting, investigating and resolving complaints of discrimination, harassment, in the workplace, including retaliation and hostile work environment.

II. POLICY

- A. The City of Stockton prohibits any form of discrimination and/or harassment of any person based on race, religious creed, color, national origin, ancestry, military and veterans status, physical or mental disability, medical condition, genetic characteristics or information, denial of family and medical care leave, marital status, sexual orientation, sex (including gender, gender identity, gender expression, transgender, pregnancy, childbirth and breastfeeding), political affiliation, age (40 and older), concerted labor activity, or any other category or attribute consistent with state or federal law. All such discrimination and harassment is unlawful and shall not be tolerated. In addition, under the federal Affordable Care Act (ACA), the City of Stockton prohibits discrimination and/or harassment, or retaliation against an employee who obtains coverage, receives a tax credit or subsidy through the Health Care "Market Place" or "Exchange."
- B. It is an unlawful employment practice to discriminate against or to harass an unpaid intern or volunteer on the basis of any legally protected classification unless an exception applies, such as a bona fide occupational qualification.
- C. The City will neither tolerate nor condone discrimination and/or harassment of employees by managers, supervisors, co-workers, or non-employees with whom City employees have a business service, or professional relationship.
- D. All City employees and non-employees share a responsibility to assist in

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 2 of 14
	Effective Date: 5/1/2015	Revised From: 7/27/09 4/6/09 3/1/2010 (see below)

PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

maintaining an employment environment free of discrimination and harassment. This policy applies to all aspects of City employment, including, but not limited to, hiring, reassignment, placement, promotion, employment action, disciplinary action, layoff, reemployment, transfer, leave of absence, compensation and benefits, training; or other terms of treatment of that person in an unpaid internship, or another limited duration program to provide unpaid work experience for that person, or the harassment of an unpaid intern or volunteer.

- E. All allegations of discrimination and/or harassment shall be investigated immediately by the City, in accordance with this policy. If it is determined that any prohibited activity has occurred, remedial action shall be taken. Such action may include discipline up to and including discharge. In addition, under applicable law, individual supervisors and employees may be subject to personal liability and/or punitive damages in any litigation arising as a result of such conduct.
- F. All new hires shall attend harassment awareness training, and supervisors and managers shall attend harassment awareness and prevention training for supervisors every two years.
- G. The City of Stockton prohibits retaliation against any employee or non-employee by another employee, non-employee, supervisor, or manager for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by the employer or a federal or state enforcement agency.
- H. This policy applies to all officials, employees, volunteers, unpaid interns, agents, or contractors of the City.
- I. This policy shall be administered by the Director of Human Resources.

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 3 of 14
	Effective Date: 5/1/2015	Revised From: 7/27/09 4/6/09 3/1/2010 (see below)

PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

III. DEFINITION AND EXAMPLES OF DISCRIMINATION AND HARASSMENT

- A. "Discrimination," as used in this policy, is any action, behavior, practice, or process that is intended to deny, or results in the denial of, employment rights, privileges, or benefits because of a person's race, religious creed, color, national origin, ancestry, military and veterans status, physical or mental disability, medical condition, genetic characteristics or information, denial of family and medical care leave, marital status, sexual orientation, sex (including gender, gender identity, gender expression, transgender, pregnancy, childbirth and breastfeeding), political affiliation, age (40 and older), concerted labor activity, or any other prohibition identified under state and federal law. The following are examples of conduct that may constitute discrimination:
1. Soliciting applications from a source where all or most of potential workers are of the same race or color.
 2. Considering a person's gender as the basis for differences in pay, work assignments, performance evaluations, training, discipline, or any other area of employment; and
 3. Questioning a job applicant about the existence, nature and severity of a disability.
- B. "Harassment," as used in this policy, consists of any conduct affecting another person because of his or her race, religious creed, color, national origin, ancestry, military and veterans status, physical or mental disability, medical condition, genetic characteristics or information, denial of family and medical care leave, marital status, sexual orientation, sex (including gender, gender identity, gender expression, transgender, pregnancy, childbirth and breastfeeding), political affiliation, age (40 and older), concerted labor activity, or any other category or attribute identified under state and federal law when such conduct has the purpose or the effect of: (1) creating an intimidating, hostile or offensive work environment; (2) unreasonably interfering with the employee's or non-employee's work performance; or (3)

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 4 of 14
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PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
 PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

otherwise adversely affecting an employee's or non-employee's employment opportunities.

Harassment may take many forms, including, but not limited to, the following examples:

1. Verbal Harassment: Epithets, derogatory and offensive comments or slurs based on race, religion, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, medical condition, gender, sexual orientation, political affiliation, age, or any other category or attribute identified under state and federal law.
 2. Physical Harassment: Assault, impeding or blocking movement that results in the physical interference with normal work or movement on the basis of race, religion, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, medical condition, gender, sexual orientation, political affiliation, age, or any other category or attribute identified under state and federal law.
 3. Visual Harassment: The displaying of posters, photography, notices, bulletins, e-mails, cartoons or drawings with derogatory and offensive content based on race, religion, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, medical condition, gender, sexual orientation, political affiliation, age, or any other category or attribute identified under state and federal law.
- C. "Sexual harassment," as used in this policy, is a subcategory of harassment, and is specifically defined by law as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made a term or condition of employment; or
 2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 5 of 14
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PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or non-employee's work performance or creating an intimidating, hostile or offensive working environment because of the persistent, severe or pervasive nature of the conduct.

Examples of Sexual Harassment include, but are not limited to the following:

- a. Unwelcome sexual overtures or propositions.
- b. Offering employment benefits or status in exchange for sexual favors.
- c. Making or threatening retaliation after a negative response to sexual advances.
- d. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
- e. Verbal conduct such as using epithets or slurs, telling sexually explicit jokes, or making derogatory or suggestive comments about a person's body or dress.
- f. Written communications of a sexual nature distributed in hard copy, soft copy or via a computer network.
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- h. Physical conduct such as touching, assaulting, impeding or blocking movements.

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 6 of 14
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PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

- i. Retaliation for making harassment reports or threatening to report harassment.

D. Affordable Care Act (ACA) Anti-Retaliation

Pursuant to section §1558 of the Affordable Care Act, the City prohibits discrimination or retaliation towards any employee who:

1. Receives a health insurance tax credit or subsidy through the Health Care "Marketplace" or "Exchange", by which can trigger a penalty payable by the employer;
2. Reports potential violations of protections afforded under Title I of the Act, which provides guaranteed availability protections among other things;
3. Testifies in a proceeding concerning such violation;
4. Assists or participates in a proceeding concerning a violation; or
5. Objects to, or refuses to participate in, any activity, policy, practice, or assigned task that the employee reasonably believes to be in violation of any provision of the Title I of the Act.

An employee who believes that he or she has been discharged or otherwise discriminated against in violation of section §1558 of the Affordable Care Act may seek relief in accordance with the procedures, notifications, burdens of proof, remedies, and statutes of limitation set forth in section 2087(b) of title 15, United States Code.

IV. REPORTING AND COMPLAINT PROCEDURES

A. Immediate Action Required

The City's reporting and complaint procedures provide for an immediate, thorough and objective investigation of discrimination or harassment claims, appropriate disciplinary action taken against any person found to have engaged in prohibited behavior, and appropriate alternative remedies to any

CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: DISCRIMINATION AND HARASSMENT POLICY	Directive No. HR-15	Page No. 7 of 14
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PER-015 (Sexual Harassment in the Workplace) revised from 10/21/94, 5/1/95, 1/1/98
PER-037 (Sexual Harassment Investigative Procedures) revised from 2/15/93

employee or non-employee subject to discrimination or harassment. To accomplish this, such incidents must be reported immediately to a supervisor or manager.

1. Employee's and Non-Employee's Responsibilities when Subjected to Discrimination and/or Harassment
 - a. Employees or non-employees who believe they have been subjected to discrimination or harassment, or are aware of discrimination or harassment against others, shall report the situation immediately to his/her supervisor or manager, except as specified in subsection (b), below. Employees and non-employees shall report any such incidents occurring in the workplace, whether committed by coworkers, supervisors or managers, or third persons doing business with the City, such as customers or vendors, or other non-employees. If comfortable doing so, an employee or non-employee who has a complaint of discrimination or harassment is encouraged to directly inform the person(s) engaging in the behavior that such conduct is offensive and insist the behavior to stop.
 - b. Employees and non-employees must immediately contact a supervisor or manager to register a complaint of discrimination or harassment, unless that supervisor or manager is the individual engaging in the unwanted behavior. In that case, the employee or non-employee may contact someone at the next supervisory level. If the employee or non-employee feels uncomfortable dealing directly with his or her immediate supervisor or manager, he or she may contact the department head, or the Director of Human Resources (or either of their designees) to register a complaint of discrimination or harassment.
 - c. Employees and non-employees may file a formal complaint of harassment or discrimination with their department head or

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with Human Resources. To assist the City in conducting a thorough investigation, complaints shall be submitted in writing and shall include specific details of the incident(s), the names of the individuals involved, the names of any witnesses, and any documentary evidence (notes, pictures, cartoons, etc.) that will corroborate the allegations.

- d. Employees and non-employees shall immediately report any retaliation to a supervisor, manager, department head or Director of Human Resources (or designee). All retaliation complaints shall be immediately, objectively and thoroughly investigated in accordance with the investigation procedures. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge shall be taken.

2. Supervisor's or Manager's Responsibilities to Eliminate Discrimination and/or Harassment

- a. A supervisor or manager is responsible for enforcing the City's discrimination and harassment policy. Supervisors or managers must ensure that all employees and non-employees are aware of the City's policy through open discussion of the policy at staff meetings and by posting the policy in a conspicuous location accessible to all staff members.
- b. A supervisor or manager shall be cognizant of employees' and non-employees' behavior and shall not permit any employee or non-employee under their supervision to be subjected to or engage in any conduct prohibited by this policy.
- c. A supervisor or manager who observes conduct prohibited by this policy shall immediately direct the employee or non-employee to cease the conduct.

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- d. A supervisor or manager who receives a complaint of prohibited conduct is required to take the complaint seriously, and report the matter immediately to the department head; be supportive of the complainant; ensure there is no retaliation against the complainant; conduct an internal fact-finding review into the allegations; obtain as much detailed information as possible; thoroughly document the findings; communicate in written form to the parties the resolution of the complaint; and report to and consult with the Human Resources Department promptly, without delay.
- B. Confidentiality. The City will make every effort to protect the privacy and confidentiality of all parties involved, as well as any information and/or documentation obtained, to the extent possible consistent with a thorough investigation.
- C. Penalty for Non-Compliance. The City shall take disciplinary action, up to and including discharge, against any supervisor or manager who fails in his/her responsibility to take immediate action in response to an employee's or non-employee's complaint of discrimination or harassment. Further, such disciplinary action shall be taken against a supervisor or manager who fails to stop discriminatory or harassing conduct committed in his/her presence or to stop such conduct about which the supervisor or manager has knowledge.

V. INVESTIGATION PROCEDURES

A. Determination of Responsibility for Investigation

If a formal complaint is filed with the department head or the Director of Human Resources (or either of their designees), the department head and the Director of Human Resources shall consult with one another to determine whether the department or Human Resources shall conduct the fact-finding investigation into the allegations. Either the department head or the Director of Human Resources (or either of their designees), depending on who is

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responsible for the investigation, shall issue written notification to the complainant and alleged harasser(s). The notification shall specify the nature of the complaint, and inform the parties that an investigation into the allegations of discrimination and/or harassment shall be conducted.

B. Investigative Guidelines

The investigation shall include the following steps taken in the order best suited to the circumstances:

1. Identify and preserve the evidence.
2. Confirm the name and position of the complainant. Interview the complainant.
3. Allow the complainant the opportunity to place the complaint in writing.
4. Obtain the identity of the alleged harasser(s).
5. Obtain as many details as possible regarding the incident(s) that prompted the complaint, including the number of occurrences, dates, times, locations, and witnesses (if applicable).
6. Ascertain how the complainant felt about the alleged incident when it occurred; complainant's response(s) to the alleged behavior; and witness statements (if applicable).
7. Ascertain if any threats or promises were made in connection with the alleged harassment.
8. Ascertain if the complainant knows of or suspects that there are other victims of harassment by the same person(s).
9. Ascertain whether the complainant has spoken to anyone, especially

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supervisors, about the harassment.

10. Ascertain what resolution would be acceptable to the complainant.
11. Interview the alleged harasser to get his or her side of the story, including any possible motivation for a false allegation.
12. Interview witnesses who were identified by the complainant regarding the alleged harasser or other persons identified during the investigation.
13. Interview witnesses who were identified by the alleged harasser or other persons identified during the investigation.
14. Advise all participants that the investigation is "confidential" and not to engage in any retaliatory conduct, as such conduct is subject to disciplinary action up to and including discharge. Confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Director of Human Resources. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.
15. Conduct follow-up interviews, if warranted.
16. Prepare report of findings and discuss with management and designated legal staff.

VI. RESPONDING TO THE COMPLAINT

- A. Following the completion of the fact-finding investigation, either the department head or the Director of Human Resources (or either of their designees), depending on who is responsible for the investigation, shall

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make a report of findings, along with a recommendation regarding the appropriate remedial action to be taken, if warranted. The recommendation shall be made after reviewing the findings of the investigation, giving consideration to all factual information, the nature of the alleged conduct, and the totality of the circumstances. If the investigation was conducted by the Director of Human Resources, or designee, the Director, or designee, shall confer with the affected department head and both shall concur on the remedial action to be taken, if any. If the investigation was conducted by the department head, the department head shall confer with the Director of Human Resources prior to making the report of findings and both shall concur on the remedial action to be taken, if any.

- B. If either the department head or the Director of Human Resources does not concur with the findings and recommendation of the other, the City Attorney (or designee) shall review and resolve the matter in dispute.
- C. Report of findings and recommendation shall be treated as a confidential document and no other distribution shall be made without first consulting with the City Attorney's Office. A completed investigation report will not be disclosed, except as it is deemed necessary to support a disciplinary action, to take remedial action, to defend the City in adversarial proceedings, or to comply with the law or court order.
- D. Either the department head or the Director of Human Resources (or either of their designees), depending on who is responsible for the investigation shall provide a written response to the complainant and the person alleged to have committed the misconduct, discrimination and/or harassment. The response shall include a copy of the City's discrimination and harassment policy and a memorandum indicating the City's determination as to whether the complaint is:
 - 1. Unsustained: The investigation failed to disclose sufficient evidence to substantiate the allegation(s).
 - 2. Unfounded: The investigation proved that the act(s) or omission(s)

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complained of did not occur. The finding also applies when the individual employee(s) named in the complaint were not involved in the act(s) or omission(s) alleged.

3. Sustained: The investigation disclosed sufficient evidence to substantiate the allegation(s) made in the complaint; appropriate action will be taken.

- E. Details regarding any specific fact-findings or disciplinary action to be taken will not be communicated to the complainant. The City Attorney shall review the response for legal sufficiency before dissemination.
- F. The City shall close and retain the investigation file, in accordance with applicable laws, regulations, and City policy regarding retention of City records.

VII. DISCIPLINE

Disciplinary action imposed as a result of any investigation conducted pursuant to this policy shall be commensurate with the severity of the offense, up to and including discharge, even for a first offense.

VIII. ALTERNATIVE REMEDIES

If upon exhausting all internal remedies to file, investigate, and respond to a charges of discrimination/harassment, pursuant to title VII of the Federal Civil Rights Act of 1964 (42 U.S.C §§ 2000e *et seq.*), any person has a right to file a charge of discrimination/harassment with the Equal Employment Opportunity Commission ("EEOC"). In addition, pursuant to the California Fair Employment and Housing Act (Gov. Code §§ 12900 – 12996.) a person may also file a complaint of discrimination/harassment with the California Department of Fair Employment and Housing ("DFEH"). Employees or non-employees who believe that they have been subjected to discrimination/harassment may file a complaint with either of these

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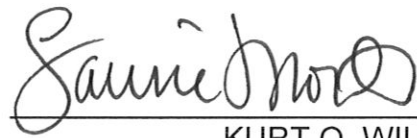
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agencies. Both the EEOC and DFEH serve as neutral fact-finders and attempt to assist parties in resolving disputes voluntarily.

IX. COMMUNICATION OF POLICY

This policy shall be provided to all managers, supervisors, employees, volunteers, unpaid interns, agents or contractors of the City and shall be posted in the appropriate places. All employees shall participate in City approved harassment awareness training as directed by management or Human Resources; and all supervisors, as required by law, shall participate in City approved interactive harassment awareness training and education sessions at least once every two years, or as otherwise specified by law.

APPROVED:



KURT O. WILSON
CITY MANAGER

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