



**CITY OF GLENDALE  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS for**

**CONSULTANT SERVICES FOR PUBLIC  
OUTREACH FOR REGULATORY  
COMPLIANCE  
RFP # 2024-021**

**Issued: April 23, 2024**

**Deadline to Submit Proposals:**

**May 16, 2024, by 4:00 P.M.**

Department of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388  
Telephone: (818) 548-3900

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## I. Introduction

### A. Services Requested

Under this Request for Proposals (“RFP”), the City of Glendale (“City”) Public Works Department is soliciting proposals from qualified consultants to develop and implement an outreach campaign to educate residential and commercial generators on proper sorting of curbside streams. The outreach campaign will inform residential and commercial customers of legislative requirements (Glendale Municipal Code requirements, Assembly Bill 341, Mandatory Commercial Recycling, Assembly Bill 1826, Mandatory Commercial Organics Recycling and Senate Bill 1383, Short Lived Climate Pollutants), encourage diversion, and increase environmental awareness. Additional required outreach efforts will include but are not limited to composting and edible food recovery (“Services”). The specific outreach topics will be agreed upon by the City of Glendale staff and the selected consultant before any outreach commences.

The Consultant will perform the Services according to:

- The Scope of Services which are attached as **EXHIBIT 1** to this RFP;
- The Services Time Schedule, which is attached as **EXHIBIT 2** to this RFP;
- The instructions and requirements in this RFP; and
- The proposed Contract.

The City requires a well-managed and financially sound individual or firm with demonstrated skills and technical ability and high levels of customer service and satisfaction to perform the Services and fulfill the requirements outlined in this RFP.

***A potential Proposer should read this document in its entirety before preparing and submitting a Proposal.***

### B. Definitions

In this RFP, the following words and phrases have the meaning ascribed to them below:

- ***Agreement / Contract***

The entire and integrated written agreement between the City and the Consultant that takes the place of prior negotiations, representations, or agreements, either written or oral.
- ***City***

The City of Glendale. Depending on the context in which it is used, the term ***City*** also may refer to:

  - The geographic area known as the City of Glendale; or
  - A person whom the City of Glendale employs or uses and who is authorized to represent the City of Glendale in matters concerning the Project.

- **City Project Manager** The City's designated representative for all issues related to the Project.
- **Consultant** The selected Proposer(s) to whom the City has awarded a Contract for the Project.
- **Project** The entire Services described in this RFP. Services may constitute the whole or a part of the Project.
- **Proposal** The documents and other items that a Proposer submits in response to this RFP.
- **Proposer** The person, entity, or organization that submits a Proposal in response to this RFP.
- **RFP** This Request for Proposals and all of its attachments, including documents and other items from the City and relevant third parties.
- **Services** The work, labor, tasks, operations, activities, materials, supplies, equipment, deliverables, duties, and obligations:
  - Described in this RFP; and
  - Required by, and reasonably inferable from, the Contract— whether completed or partially completed.
- **Subcontractor** A contractor, supplier, vendor, person, entity, or organization whom Contractor hires, employs, or uses on Contractor's behalf to provide, perform, or fulfill a portion of the Services.

### C. Term of Services and Contract

The Services described in this RFP and in the proposed Contract are for a period of one (1) year ("initial term"), beginning on July 1, 2024, through June 30, 2025. The City will have the option to extend the Consultant's Contract for an additional two (2) years from July 1, 2025, through June 30, 2027. The renewal option is at the sole discretion of the Director of Public Works.

### D. Proposal Security

☐ The following requirement applies if this box is checked:

At its expense, each Proposer must obtain and submit with its Proposal a "Proposal Bond" ("bond"), or a Cashier's Check ("check") drawn on a solvent bank, payable to the City of Glendale, for an amount equal to five percent (5% of the "Total Price Proposal Amount."

The bond or check will serve as a guarantee on the part of the Proposer that if the City awards the Proposer a Contract, the Proposer will accept and enter into the Contract. For the bond, the Proposer must use the City's form, entitled "Proposal Bond." See **Exhibit 5 ("Proposal Bond Requirements and Form")** for additional requirements and the Proposal Bond form.

## E. Insurance

At its expense, the successful Proposer must obtain and maintain insurance, while the Contract is in effect, that fully meets the requirements of and contains provisions entirely consistent with all of the City's "Insurance Requirements," which are noted in **EXHIBIT 3 ("Insurance Requirements")**. Evidence of the insurance coverages will need to be in place before a Consultant starts performing the Services. A Proposer must be prepared to meet all City insurance requirements (at no cost to the City) if the Proposer is awarded a Contract. The City will require certificates of insurance and additional insured endorsements when the successful Proposer submits a signed Contract to the City.

### ***Before a Proposer submits a Proposal:***

- ***Proposer must give to its insurance company, or insurance agent, the "Insurance Requirements" in this RFP and the proposed Contract;***
- ***The insurance company's underwriter or agent then must complete the "Insurance Requirements Affidavit" (PF: IV. Insurance Requirements Affidavit, Page 80, of the attached PROPOSAL FORMS) which states that the insurer's underwriter or agent will furnish the City with the required insurance documents within fourteen (14) calendar days after the Proposer's having been notified of the Contract's award; and***
- ***The Proposer must submit the "Insurance Requirements Affidavit" with its Proposal. The City may reject any Proposal made without this affidavit, or made with an incomplete affidavit form.***

## F. Proposer's Indemnification of the City

At its expense, Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys' fees, litigation, arbitration, mediation, appeal expenses) if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:

- Proposer's submitting the Proposal;
- The City's accepting Proposer's Proposal; or
- The City's awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.

## G. About the City of Glendale

Glendale is the fourth largest city in Los Angeles County, has a current population of approximately 196,543 residents (U.S. Census Update: 2020), and spans approximately 30.6 square miles.

The City was incorporated on February 16, 1906, and as a Charter city, Glendale voters determine how the city government is organized and governed. A Council-Manager form of government manages Glendale. Five councilmembers are elected at large to serve 4-year terms. Each year Council selects one member to serve as Mayor. The City Manager serves as the Chief Executive Officer.

The City's Mission Statement is:

*The City of Glendale delivers exceptional customer service through precision execution and innovative leadership.*

As a premier City anchored in pride of civic ownership, Glendale's success is realized through a community that is safe, prosperous, and rich in cultural offerings. The City accomplishes its mission and realizes its vision by providing emphasis on fiscal responsibility; exceptional customer service; economic vibrancy; informed & engaged community; safe & healthy community; balanced, quality housing; community services & facilities; infrastructure & mobility; arts & culture; sustainability.

Glendale prides itself on the quality of services it provides to the community. As a full-service City, each of the 14 departments strives to provide the highest quality of service to Glendale residents, businesses, and visitors. These departments include City Attorney, City Clerk, City Treasurer, Community Development, Community Services & Parks, Finance, Fire, Glendale Water & Power, Human Resources, Information Technology, Library, Arts & Culture, Management Services, Police, and Public Works.

**Important Note:**

- **Residential collection services** for garbage, recyclables and organic material are provided directly by the City.
- **Commercial collection services** to businesses and multi-family properties of five units or more are provided by four commercial haulers operating under an exclusive contract with the City. While each company provides in-house customer service support, the City is responsible for coordinating all franchised hauler outreach efforts.

## II. RFP Process

### A. Schedule of Events

The following events will take place in this Project (See further explanations, below):

EVENT	RESPONSIBILITY	DATE
RFP Distribution	City	April 23, 2024
Last Day to Submit Questions	Proposer	May 9, 2024, at 5 p.m.
RFP Proposals Due	Proposer	May 16, 2024, at 4 p.m.
City Opens Proposals for Completeness	City	May 17, 2024
Panel Reviews Proposals	City	May 20, 2024-May 24, 2024
Candidate Virtual Interviews (if required)	City	May 28, 2024-May 31, 2024
Final Candidate Announced	City	May 31, 2024
Last Day to Object to RFP or Evaluation Process	Proposer	May 15, 2024, at 5 p.m.
Contract Begins	City	July 1, 2024

### B. RFP Distribution

A prospective Proposer may receive this RFP by mail, email, in person or online at <https://www.glendaleca.gov/government/departments/finance/purchasing/rfp-rfq-page>. Distribution of the RFP in no way represents the City's acceptance of a Proposer's qualifications, reputation, or ability to perform the Services.

### C. Proposer Conference

A Proposer Conference will not be scheduled for this RFP. Submit all request for clarification in writing before May 9, 2024, at 5 p.m.

Proposers should review the RFP thoroughly and should be familiar with its content, as well as the City's functional and technical requirements.

### D. Proposal Deadline and Proposal Submission

The City must receive the Proposal ***on or before 4 p.m. on May 16, 2024. A Proposal received after this date and time will be considered non-responsive and the City will return the Proposal, unopened.***

A Proposal must be submitted on the attached Proposal Form package. ***Oral, telephonic, facsimile, or electronically transmitted (email) Proposals are invalid, and the City will not accept or consider them.***

Proposer must submit **five (5) printed proposal documents** (consisting of one (1) original and four (4) copies) and **one (1) PDF** of the proposal on flash drive in a sealed, clearly labeled envelope (or box) delivered by mail or in person.



The Proposal must be clearly marked “Public Outreach for Regulatory Compliance.”

City of Glendale  
Department of Public Works  
Attention: Daniel Hardgrove, Assistant Director of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388

### **E. Inquiries and Responses; Interpretation or Correction of RFP**

If a Proposer has any question about this RFP, the proposed Contract, or the Scope of Services, or if a Proposer finds any error, inconsistency, or ambiguity in the RFP, or the proposed Contract, or both, the Proposer must make a “Request for Clarification” before submitting its Proposal.

The Proposer must submit a Request for Clarification in writing by letter or email to:

City of Glendale  
Department of Public Works  
Attention: Daniel Hardgrove, Assistant Director of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388

Email: [DHardgrove@GlendaleCA.gov](mailto:DHardgrove@GlendaleCA.gov)

**The City must receive the Request for Clarification on or before 5 p.m. on May 9, 2024.**

If necessary, the City will make clarifications, interpretations, corrections, or changes to the RFP, or the proposed Contract, or both, in writing by issuing Addenda, as described in Section II.F (below). A Proposer must not rely upon, and the City is not bound by, purported clarifications, interpretations, corrections, or changes to the RFP and the proposed Contract, that are made verbally or in a manner other than a written advisory from the City.

### **F. Addenda**

The City will issue Addenda in writing only. The City will make reasonable efforts to deliver Addenda to all Proposers whom the City knows have received the RFP and have provided a street address for receipt of Addenda. The City cannot guarantee that all Proposers will receive all Addenda.

Proposers may also inspect the Addenda at the Public Works Department, Administration 633 E. Broadway, Room 209 Glendale, California 91206, during its business hours, Monday-Friday, 7:30 a.m. to 5:00 p.m. This RFP is also on file there. Proposers must make an appointment to inspect the Addenda or RFP at least two business days in advance by calling (818) 548-3900. The proposer must abide by the City of Glendale’s Face Covering Order and remain six feet from others.

At any time before the “Proposal Deadline”, the City may issue Addenda withdrawing the RFP or postponing the Proposal Deadline. However, if any Addenda results in a material change to this RFP, or the proposed Contract, or both, the City will extend the Proposal Deadline by not less than seventy-two (72) hours.

The City will treat transmittal of Addenda to potential Proposers *by U.S. mail, fax, or e-mail* as sufficient notice of the changes made by the City.

### III. General Requirements and Instructions

#### A. Examination of Documents

Before submitting an RFP Response, each Proposer must:

- Thoroughly examine the RFP. A thorough review of this RFP is critical to obtaining an in-depth understanding of the requirements of this RFP.
- Make all necessary investigations (including the location of the Services), examine documents, and understand the Scope of Services (**EXHIBIT 1**), and the Services Time Schedule (**EXHIBIT 2**).
- Be able to furnish the City with valid insurance forms (including insurance certificates and additional insured endorsements) in compliance with the Insurance Requirements (**EXHIBIT 3**).

#### B. Proposer's Representations in the Response

By submitting a Proposal, a Proposer represents that:

- The RFP is sufficient in scope and detail to indicate and convey reasonable understanding of all requirements, terms, and conditions for performance of the Services required in this Project;
- The Proposer has exercised all necessary due diligence in making investigations and inquiries, examining documents, and inspecting City sites and facilities for this Project;
- The Proposer is fully familiar with— and has fully considered— all facts, conditions, circumstances, and matters that may affect, in any way, the Proposer's services or costs;
- The Proposal is an irrevocable offer for a period of at least ninety (90) calendar days following City's opening of all Proposals; and
- The Proposer is, and will be, in compliance with the RFP's requirements, terms, and conditions.

#### C. Withdrawal, Cancellation, or Modification of a Proposal

**Before** the Proposal Deadline:

A Proposer may withdraw and then modify a Proposal, by giving written notice, signed by the Proposer. A withdrawal request must be addressed as follows and delivered to:

City of Glendale  
Department of Public Works  
Public Outreach for Regulatory Compliance  
Attention: Daniel Hardgrove, Assistant Director of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388

For a withdrawal to become effective, the City must receive the Proposer's written request for withdrawal before the Proposal Deadline. The City will not accept or consider a Proposer's verbal, telephonic, facsimile, or email request for modification or withdrawal of a Proposal.

If a Proposer withdraws its Proposal, the withdrawal will not prejudice the Proposer's right to submit a new Proposal, if the new Proposal is submitted: (a) in accordance with the RFP's requirements, and (b) before the Proposal Deadline.

**After** the Proposal Deadline:

A Proposer must not withdraw, cancel, or modify its Proposal for a period of at least ninety (90) calendar days following the Proposals' opening on May 17, 2024, subject to the exception described in the next paragraph below. The City may extend the 90-day period upon the City's written request and upon the affected Proposers' written approval.

***The City may allow a Proposer to withdraw or cancel a Proposal after the opening of the Proposals, if the Proposer establishes, to the City's satisfaction, that all of the following circumstances exist:***

1. The Proposer made a mistake in its Proposal;
2. Within five (5) days after the Proposal's opening, the City receives from the Proposer written notice of the mistake and the notice specifies in detail how the mistake occurred;
3. The mistake made the Proposal materially different from what the Proposer had intended it to be; and
4. The mistake was made in filling out the Proposal and was not due to error in judgment, or carelessness in reading the RFP or the proposed Contract.

#### **D. Mandatory Qualifications**

To be eligible to perform the Services, a Proposer must meet essential requirements for qualification, which the City will determine from the Proposer's Qualification Statement. A Proposer must complete Form PF II: Reference Form. The Form should include satisfactory evidence that:

- [1.] *The Proposer satisfactorily completed at least three (3) similar projects in California; each comparable in scope and scale to this Project, within the last three (3) years before the Proposal Deadline, identifying the dollar value of each project.*

The City may reject a Proposal as non-responsive if the Proposal fails to document that Proposer meets the above qualification(s).

#### **E. Proposal Preparation Expenses**

Expenses for developing the RFP response are entirely the responsibility of the Proposer and are not chargeable to the City in any manner. The City is not liable for any pre-contractual expenses, which are defined as expenses incurred by Proposer in:

- Preparing its Proposal in response to this RFP.
- Negotiating with the City any matter related to the Proposal.
- Any other expense incurred by Proposer prior to the date of award of the Contract for this RFP.

## IV. Proposal Content and Format

### A. Using the Attached Proposal Forms

“Proposal Forms” (PF: I to PF: VII) are included in this RFP. With its Proposal, the Proposer must submit various attachments that are further described in the Proposal Forms.

The Proposer must fill in the blanks on the Proposal Forms, using a software forms filler or printing legibly in ink. When answering the Proposal Forms’ questions, the Proposer must furnish pertinent and relevant information rather than merely provide promotional facts or materials. The Proposer must respond to the Proposal Forms’ questions with all applicable information, in order for the City to consider the Proposal as “responsive.”

***If a Proposer fails to provide the information that the forms require, fails to return all the forms, or fails to submit the required attachments, the City may treat the Proposal as “non-responsive.”***

The Proposer must place initials next to all interlineations, alterations, and erasures on the Proposal Forms.

***The Proposer must not modify or qualify the Proposal Forms in any manner. Unauthorized conditions, exemptions, limitations, or provisions attached to a Proposal will render it informal and may cause its rejection.***

### B. Identifying Proprietary Information; Public Records Act

A Proposer must identify, and list all copyrighted material, trade secrets, or other proprietary information (“protectable documents”) that the Proposer included in its Proposal which the Proposer believes should be exempt from disclosure under California’s Public Records Act, Government Code Section 7920, et seq. (PF: VI).

By listing the documents, the Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of, or connected with the City’s refusal to disclose the protectable documents to any party making a request for those items.

***The City will treat any Proposer, who fails to identify documents that the Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.***

### C. Proposal Signature(s)

The person or persons legally authorized to bind the Proposer to the RFP must sign the Proposal in ink or a digitally certified signature. The individuals signing the Proposal must represent that they are authorized to bind the Proposer’s legal entity.

- A corporation must execute the Proposal by its duly authorized officer(s) in accordance with its corporate bylaws.

- A partnership must execute the Proposal by all its partners. After each signature, each partner must list a residential address or the firm's address, either of which must include the state, zip code, and telephone number.
- If the Proposer is a joint venture consisting of a combination of any of the above entities, each entity in the joint venture must sign the Proposal.
- An individual signing a Proposal as an agent of another, or others must attach to the Proposal evidence of that person's legal authority to sign on behalf of another or others.

## **D. Proposal Retention**

All Proposals and other material submitted become the property of the City and may be returned only at the City's option. The City reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of the Proposal does not affect this right.

## **E. Proposal Format**

Proposals should contain sufficient detail to allow for a thorough evaluation and comparative analysis. The proposal should be as brief and concise as possible without sacrificing clarity. Proposals containing irrelevant material, an abundance of excessively vague language, or not submitted in the configuration below may be penalized in the evaluation process.

### **1. Cover / Title Page**

Proposals must contain the name of the Proposer, the RFP title, and the date on either the cover or title page. Submission of a cover letter is optional.

### **2. Table of Contents**

A complete table of contents (TOC) must be included in the proposal. The TOC will include a clear title or description of each heading and be identified by page numbers. Tabs will be included for each section on all hard copies submitted.

### **2. Executive Summary Page**

A summary of the main points of the Respondent's proposal and additional information that may assist the selection committee. The summary should include the Respondent's understanding of the Scope of Work, acceptance, or modification of the Scope of Work necessary to meet the Respondent's understanding of the project goals, and outlines the Respondent's approach to fulfilling the requirements of each task.

### **3. Proposer's Key Attributes**

The City is particularly interested in selecting a Proposer that has a thorough understanding and extensive experience in the Scope of Services.

#### A. Company Background/Experience

Discuss the overall capabilities of the company. A description of the company's history, location of business, recent relevant experience as it applies to the Scope of Services, company depth and any value-added services should be included here.

#### B. Project Staffing

Proposer to include an organizational chart showing the names of all proposed individuals dedicated to this project, including resumes. Identify the person(s) to be designated project manager and a detailed summary of their background. The City expects that the project manager will be available by telephone on all occasion for discussion with City staff and will have a local presence for meeting in person on short notice (one day) during office hours.

### 4. Project/Service Description

Define and provide an overall description of the proposed project. This will be achieved by explaining how the project will accomplish all aspects identified in the Scope of Services.

#### A. Project Understanding

Provide in detail the Proposers overall understanding of the project. This includes how proposer will satisfy all the requirements stated in the request for proposal.

#### B. Methodology

Briefly describe the methodology you would propose for efficiently and cost effectively providing the requested services. A premium will be placed on the cost-effective nature of the respondent's approach for this long-term project. Cost effectiveness includes more than price; it includes the "value" of services and deliverables relative to their cost.

- i. Include an explanation which demonstrates the added "value" the City will receive from respondent's approach to this project. Why will respondent's team deliver more value relative to cost than the project approach typically taken by others?
- ii. City Staff – Identify any documents, records, and information required from City staff. Identify any tasks you required from City staff.
- iii. Provide a proposed Scope of Work that includes a project schedule and details on procedures and methodology to be used by respondent to assure timely completion of all project phases as herein described. This schedule should be based on and expand on the Scope of Service (Exhibit 1) and the Services Time Schedule provided (Exhibit 2).
- iv. Indicate the key deliverables that will be provided and include a brief paragraph summary of each of their contents. Estimate a realistic timeline for the submission of any deliverables. Do not create unrealistic expectations. Quality and thoroughness rather than speed of work is desired.
- v. Identify the handful of significant, key events or benchmarks within this project through which overall project progress can be ascertained.

### 5. Cost Proposal

Please note these special instructions. Nowhere in the general proposal should actual pricing or cost be identified, other than on the enclosed Cost Proposal (PF: III) in the Proposal Forms. "Value" should be discussed in terms of what respondent can deliver relative to cost without identifying any actual proposed cost in the Methodology Section.

Proposal costing should be clearly defined, cover all project services, and identify any costing for contingencies. A not-to-exceed cost is desirable. If there are separate costs for travel, meetings, per-diems, these should be clearly defined. Costing of this nature is less desirable.

All five (5) copies of the Cost Proposal (PF: III) should be sealed in a separate large envelope and placed within respondent's submittal package. This envelope should be clearly with the respondent's company name and labeled "Consultant Services for Public Outreach for Regulatory Compliance." 6. Financial Statement

Provide an explanation and documentation to demonstrate financial resources to sustain operations over the life of the proposed contract. This section will include the most recent audited financial statement reflecting the financial condition of the Proposer, including a detailed analysis of Proposer's assets, liabilities, and net worth. If an audited financial statement is not available, the Proposer may provide a certified financial statement signed and authenticated by its Chief Financial Officer.

The financial statement and related documents must set forth the financial status of the entity, and any subsidiary, division, subdivision, or unit which will perform the services described in this RFP. If the Consultant is a joint venture or partnership, individual financial statements for the most recent fiscal year must be submitted for each member of the joint venture or each general partner. If the Consultant is a wholly owned subsidiary of a parent corporation, an audited financial statement for the last fiscal year for the parent corporation must also be submitted. The Consultant will also disclose any adverse financial information or condition (including bankruptcy or insolvency) for the two years prior to the audited or certified financial statements submitted regarding the Consultant, its parent, its subsidiaries, its partners, or its joint venture members, or its major subcontractors, or that has arisen since the date of the latest audited or certified financial statement, or that is not fully reflected in that financial statement.

## **7. Required Documents**

The following documents must be completed and submitted with the Proposal:

- PF: I -- PROPOSER'S GENERAL INFORMATION FORM
- PF: II -- REFERENCE FORM
- PF: III - PUBLIC RECORDS EXEMPT INFORMATION FORM
- PF: IV - DISCLOSURE -- CAMPAIGN FINANCE ORDINANCE
- PF: V -- INSURANCE REQUIREMENTS DECLARATION
- PF: VI -- TABLE OF EXCEPTIONS
- PF. VII -- SCHEDULE OF FEES/COST PROPOSAL



## V. Method of Selection

All Proposals received on time will be opened, in a non-public setting, on May 17, 2024. Proposals will first be reviewed to ensure compliance with the terms of this RFP. Non-compliant or non-responsive Proposals may be rejected. The City will then evaluate the Proposals in accordance with the criteria listed below.

### A. Basis for Award and Evaluation Criteria

The City is seeking the best qualified Proposers for the program based on specific evaluation criteria. Each proposal will be judged in the following areas to determine an overall score based on the criteria below.

#### **Quality, Clarity, and Responsiveness of the Proposal      20%**

- Clean and concise proposal that meets the minimum and mandatory requirement of the RFP.

#### **Team Expertise and Qualifications      25%**

- Professional qualifications, capabilities, and technical competence developing and implementing similar outreach campaigns.
- Previous experience must include effective results from innovative and effective communication and engagement strategies qualifications of key personnel.

#### **Proposed action/workplan      20%**

- Proposed work plan including strategies and recommendations.

#### **Relevant Project Experience      20%**

- Demonstrated relevant and recent experience implementing similar outreach campaigns in similar sized and organized governmental organizations.
- Relevant experience of firm and Program Manager.

#### **Cost Proposal      15%**

- Demonstrated ability to complete projects within cost and budget with fees and costs relative to the scope of services.

***The City may investigate the qualifications of a Proposer under consideration, require confirmation of information furnished by the Proposer, and require the Proposer to provide additional information or evidence of qualifications for the Services described in this RFP.***

### B. Selecting a Proposer

A panel comprised of representatives from the City and other local municipalities selected by the Director of Public Works will evaluate each RFP submission, and may select up to three (3) finalists for an interview to determine a finalist to be recommended to the Director of Public Works for consideration. The City, at its own sole discretion, may elect to develop a short list of the proposals received, and schedule oral interviews.

***The City Council has the final say in selecting a Proposer and must approve an award of a Contract to the successful Proposer and no rights or obligations begin under an award until the approval is secured and all parties have duly signed a Contract.***

Once selected, the successful Proposer must enter into a written Contract with the City within fourteen (14) calendar days following Proposer's receiving the City's Notice of Award.

### **C. City's Reservation of Rights**

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria before the Proposal Deadline.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.
- Negotiate with one or more Proposers.
- Award contracts to one or more Proposers.
- Require a best and final offer from one or more Proposers.
- Provide or perform the Services using a City officer or employee, or contract directly— without an RFP or bids— for the Services.

## VI. Award of Contract

If selected, the highest ranked Proposer must enter into a written Agreement with the City. The RFP, or any part of it, and the Proposer's responses, may be incorporated into and made a part of the Agreement. **A copy of the City's Proposed Agreement is provided as Exhibit 3.**

The City's policy is that the Agreement be accepted as is. By submitting a Proposal to the City in response to this RFP, a Proposer is deemed to have provided its approval to the Agreement, accepting it without qualification. If a Proposer seeks limited modification of the Agreement, then in the Proposal a Proposer must identify any proposed changes on Proposal Form 6 titled "Table of Exceptions".

***However, changes or qualifications to the Agreement may be weighed in the evaluation of the Proposal and may cause rejection of the Proposal as non-responsive, in the City's determination.***

The City reserves the right to negotiate further the terms and conditions of the Agreement, including:

- Revisions to the Agreement's service-related terms, conditions, requirements (other than the insurance and the indemnity provisions), specifications, or minimum performance standards; and
- Additions to the Agreement, by the parties' mutual agreement, or as a City Ordinance or Resolution, the City's Charter or Municipal Code, or any other law may require.

At any time and for any reason, if Contract negotiations with the highest ranked Proposer fail to progress, to the City's reasonable satisfaction, the City reserves the right to end negotiations with the Proposer; reject the Proposal and begin negotiations with the second highest ranked Proposer; reopen the proposal process; choose from among the remaining, if any, qualified proposers; reissue the RFP; negotiate directly with any firm for the Services; choose not to contract for the Services; or any other course of action in the City's best interest.

The selected Proposer must submit to the City three (3) original copies of the Agreement, properly executed by the Proposer. The Director, City Manager, or City Council (as required by the Glendale Municipal Code or other City policies) may approve an award of an Agreement to the successful Proposer and no rights or obligations begin under an award until the approval is secured and all parties have duly executed the Agreement. After the City receives the Agreement, the City will request approval from the appropriate person/body, subject to approval by the City Attorney, execute the Agreement if approved, and return an original of the Agreement to the Proposer.

## VII. Letter of Objection; Procedures

A Proposer, who believes that any part of this RFP is discriminatory against the Proposer or precludes the Proposer from being given reasonable consideration in the procurement process, must submit an objection in writing— by letter only— to the City. ***The City will not consider any verbal objection.*** The Letter of Objection must clearly state:

- The specific objections;
- The areas of concern;
- The facts supporting the objections; and
- A proposed method for resolving the objections.

The Proposer, or the person who is duly authorized to represent the Proposer, must sign the correspondence.

The Proposer must deliver or mail the Letter of Objection to:

City of Glendale  
Department of Public Works  
Attention: Daniel Hardgrove, Assistant Director of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388  
Telephone: (818) 548-3900

**The City must receive the Letter of Objection on or before 5 p.m. on May 15, 2024.**

Upon the City's timely receipt of the objection letter, the City will review the Proposer's contention(s). If the City decides that the RFP, whether in whole or in part, needs revision, the City will prepare Addenda, as described in Section II.F of this RFP.

## EXHIBIT 1 – General Scope of Services

### OBJECTIVES

The City seeks professional services to develop and implement a comprehensive outreach campaign primarily focused on:

1. **General Outreach:** Develop strategies to engage the public in understanding of Glendale Municipal Code, State regulations, proper sorting of curbside collection streams and waste reduction.
2. **Targeted Outreach:** Create specific approaches for engaging residents, businesses, multi-family tenants, schools, non-profit organizations, and commercial edible food generators.
3. **Hauler Outreach:** Establish effective communication and collaboration methods with franchise haulers to optimize outreach delivery to customers.

### DETAILED SCOPE OF WORK

This Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to accomplish outreach goals. The Respondent will work with the Program Manager in developing specific tasks to be completed for all projects.

Respondents should evaluate the tasks outlined below and may, as part of RFP responses, propose any new project(s) or approaches they feel will improve overall outreach efforts on legislative requirements to commercial and residential customers, composting, edible food recovery, and other methods to increase the City's overall diversion rate and legislative compliance. The project(s) and related costs will be considered in addition to the projects already identified in this scope of services. However, this additional information may not necessarily be considered as part of the weighing criteria.

<b>TASK 1: Needs Assessment and Strategy Development</b>	<ul style="list-style-type: none"> <li>▪ Conduct an initial assessment of current outreach efforts and community needs.</li> <li>▪ Develop a strategic plan for the outreach campaign, including different media platform mix, tailored to identified demographic groups and prioritized in terms of cost/benefit</li> </ul>
<b>TASK 2: Content Creation and Material Development</b>	<ul style="list-style-type: none"> <li>▪ Design educational and promotional materials (digital and print).</li> <li>▪ Develop content for social media, website, and other digital platforms.</li> </ul> <p><i>Above print/digital media messages must be made available in English, Armenian, Spanish, and Korean languages.</i></p>

	<i>Messages must include QR codes and links when applicable.</i>
<b>TASK 3: Implementation</b>	<ul style="list-style-type: none"> <li>▪ Execute the outreach campaign as per the strategic plan.</li> <li>▪ Coordinate events, workshops, and meetings to promote awareness and education.</li> </ul>
<b>TASK 4: Monitoring, Evaluation, and Reporting</b>	<ul style="list-style-type: none"> <li>▪ Monitoring plan showing how the major components of the campaign will be quantitatively monitored.</li> <li>▪ Prepare quarterly reports and an annual report detailing progress and outcomes.</li> </ul>
<b>TASK 5: Stakeholder Engagement and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Facilitate collaboration with franchise haulers for effective outreach implementation.</li> </ul>
<b>TASK 6: Legislative Compliance</b>	<ul style="list-style-type: none"> <li>▪ Maintain records of outreach efforts to facilitate program tracking for state reporting requirements.</li> </ul>

Time Schedule

<b>TASK 1: Needs Assessment and Strategy Development</b>	July 2024
<b>TASK 2: Content Creation and Material Development</b>	Ongoing
<b>TASK 3: Implementation</b>	Ongoing
<b>TASK 4: Monitoring, Evaluation, and Reporting</b>	Ongoing
<b>TASK 5: Stakeholder Engagement and Collaboration</b>	Monthly
<b>TASK 6: Legislative Compliance</b>	Annually

## Exhibit 2 – Insurance Requirements

### “WORKERS’ COMPENSATION” INSURANCE

1.1 At its own expense, CONSULTANT will obtain, pay for, and maintain— and will require each of its SubConsultants to obtain and maintain— for the duration of this Agreement:

- (A) Complete Workers’ Compensation insurance, meeting or exceeding the coverages and amounts that California law requires; and
- (B) Employer’s Liability insurance in an amount not less than:
  - (1) ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury or disease;
  - (2) ONE MILLION DOLLARS (\$1,000,000) per employee for bodily injury or disease; and
  - (3) ONE MILLION DOLLARS (\$1,000,000) policy limit.

1.2 CONSULTANT will provide CITY with a “***certificate of insurance***” and a subrogation endorsement, “***Waiver of Our Right to Recover from Others***”— on forms satisfactory to the City Attorney or City’s Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, this Agreement’s workers’ compensation insurance requirements.

1.3 CITY will not be liable to CONSULTANT’s personnel, or anyone CONSULTANT directly or indirectly employs or uses, for a claim at law or in equity arising out of CONSULTANT’s failure to comply with this Agreement’s workers’ compensation insurance requirements.

### “COMMERCIAL GENERAL LIABILITY” OR “BUSINESSOWNERS LIABILITY” INSURANCE

1.1 At its own expense, CONSULTANT will obtain, pay for, and maintain— and will require each of its SubConsultants to obtain and maintain— a “Commercial General Liability” or a “Businessowners Liability” insurance policy on an occurrence basis to fully protect CONSULTANT and CITY from claims and suits for bodily injury, personal and advertising injury, property damage, and medical payments. The policy must add the City of Glendale and its officers, agents, employees, and representatives (collectively, “CITY AND ITS REPRESENTATIVES”) as additional insureds.

1.2 Coverage afforded to CITY AND ITS REPRESENTATIVES must be at least as broad as that afforded to CONSULTANT. If CONSULTANT has higher limits than the limits specified in these insurance requirements, or has additional broader coverage, or has both, the insurer will make available the higher limits and broader coverage to CITY AND ITS REPRESENTATIVES. The insurance must be written for the limits of liability specified below:

- (A) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for bodily injury (including accidental death) to any one person;
- (B) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for personal and advertising injury to any one person;
- (C) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for property damage; and
- (D) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit, or the full aggregate limits of the policy— whichever limit is greater.

1.3 The liability insurance must include all major divisions of coverage and must cover:

- (A) Premises Operations (including Explosion, Collapse, and Underground [“X,C,U”] coverages as applicable);

- (B) Independent Contractors' Protective Liability;
- (C) Products and Completed Operations (maintain same limits as above until five (5) years after: recordation of the Notice of Completion or final close-out of the Agreement);
- (D) Personal and Advertising Injury (with Employer's Liability Exclusion deleted);
- (E) Contractual Liability; and
- (F) Broad Form Property Damage.

1.4 CONSULTANT will provide CITY with a "**certificate of insurance**" and an "**additional insured endorsement**"— on forms satisfactory to the City Attorney or City's Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, all the Insurance Requirements.

1.5 The "certificate of insurance" and an "additional insured endorsement" must state:

"The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s). This insurance is primary to all other insurance of the City. The City's insurance, or self-insurance, or both, will apply in excess of— and will not contribute with— this insurance. This insurance applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or a suit is brought. The issuing company will mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage."

#### **"BUSINESS AUTOMOBILE" LIABILITY INSURANCE**

1.1 At its own expense, CONSULTANT will obtain, pay for, and maintain— and will require each of its SubConsultants to obtain and maintain— a "Business Automobile" insurance policy on an **occurrence** basis to fully protect CONSULTANT and CITY from claims and suits for bodily injury, property damage, and medical payments. The policy must add the City of Glendale and its officers, agents, employees, and representatives as **additional insureds**.

1.2 The insurance must not be written for less than the limits of liability specified below or required by law, whichever coverage amount is greater:

- (A) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person; and
- (B) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; or
- (C) ONE MILLION DOLLARS (\$1,000,000) combined single limit ("CSL").

1.3 The liability insurance must include all major divisions of coverage and must cover all vehicles, whether rented, leased, hired, scheduled, owned or non-owned.

1.4 CONSULTANT will provide CITY with a "**certificate of insurance**" and an "**additional insured endorsement**"— on forms satisfactory to the City Attorney or City's Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, all of the Insurance Requirements.

1.5 The "certificate of insurance" and an "additional insured endorsement" must state:

"The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s). This insurance is primary to all other insurance of the City. The City's insurance, or self-insurance, or both, will apply in excess of— and will not contribute with— this insurance. This insurance applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or a suit is brought. The issuing company will mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage."



**GENERAL REQUIREMENTS**

**1.1** At all times, the insurance company issuing the policy must meet all three of these requirements:

- (A) It must be “admitted” insurer by the State of California Department of Insurance or must be listed on the California Department of Insurance’s “List of Approved Surplus Line Insurers” (“LASLI”);
- (B) It must be domiciled within, and organized under the laws of, a State of the United States; and
- (C) It must carry a minimum A.M. Best Company Financial Strength Rating of “A:VII,” or better.

**1.2** While the Agreement is in effect, CONSULTANT will maintain the foregoing insurance coverages without interruption, beginning on the Services’ commencement date. If the Agreement requires any of the foregoing insurance coverages to remain in force after the Final Payment, and if they are reasonably available, CONSULTANT will submit to CITY— with the final Application for Payment— all certificates and additional insured endorsements evidencing the coverages’ continuation.

**1.3** A deductible or self-insured retention is subject to CITY’s review and approval, in its sole discretion. The insurance company or its authorized representative must state either on the insurance certificate or in a separate correspondence:

- (A) The amount of the deductible, or self-insured retention, or both;
- (B) Whether a limit of insurance has been lowered by any pending or paid claim; and
- (C) The current limit amount, as lowered by the pending or paid claim.

**1.4** Despite any conflicting or contrary provision in CONSULTANT’s insurance policy:

- (A) If CONSULTANT’s insurance company adds CITY, and its officers, agents, employees, and representatives (collectively, “its representatives”) as additional insureds, then for all acts, errors, or omissions of CITY, or its representatives, or both, that insurer will:
  - (1) Pay those sums that CITY, or its representatives, or both, become legally obligated to pay as damages; and
  - (2) Defend— and pay the costs of defending— CITY, or its representatives, or both;
- (B) CONSULTANT’s insurance is primary;
- (C) Other insurance (whether primary, excess, contingent or self-insurance, or any other basis) available to CITY, or its representatives, or both, is excess over CONSULTANT’s insurance;
- (D) CITY’s insurance, or self-insurance, or both, will not contribute with CONSULTANT’s insurance policy;
- (E) CONSULTANT and CONSULTANT’s insurance company waive— and will not exercise— any right of recovery or subrogation that CONSULTANT or the insurer may have against CITY, or its representatives, or both;
- (F) CONSULTANT’s insurance policy applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or suit is brought, except that the naming of multiple insureds will not increase an insurance company’s limits of liability;
- (G) CONSULTANT’s insurance policy applies to a claim or suit brought by an additional insured against a Named Insured or other insured, arising out of bodily injury, personal injury, advertising injury, or property damage; and
- (H) CITY is not liable for a premium payment or another expense under CONSULTANT’s policy.

**1.5** At any time during the duration of this Agreement, CITY may do any one or more of the following:

- (A) Review this Agreement's insurance coverage requirements; or
- (B) Require that CONSULTANT:
  - (1) Obtain, pay for, and maintain more or less insurance depending on CITY's assessment of any one or more of the following factors:
    - (a) CITY's risk of liability or exposure arising out of, or in any way connected with, the services of CONSULTANT under this Agreement;
    - (b) The nature or number of accidents, claims, or lawsuits arising out of, or in any way connected with, the services of CONSULTANT under this Agreement; or
    - (c) The availability, or affordability, or both, of increased liability insurance coverage;
  - (2) Reduce or eliminate a deductible or self-insured retention as it applies to CITY; or
  - (3) Obtain, pay for, and maintain a bond (as a replacement for an insurance coverage) from a California corporate surety, guaranteeing payment to CITY for liability, or costs, or both, that CITY incurs during CITY's investigation, administration, or defense of a claim or a suit arising out of this Agreement.

**1.6** CONSULTANT will maintain the insurance policy without interruption, from the Project's commencement date to the Final Payment date, or until a date that CITY specifies for any coverage that CONSULTANT must maintain after the Final Payment.

**1.7** CONSULTANT's insurance company or self-insurance administrator will mail CITY written notice at least thirty (30) days in advance of the policy's or the self-insurance program's cancellation, termination, non-renewal, or reduction in coverage.

**1.8** CONSULTANT will not allow any insurance to expire, cancel, terminate, lapse, or non-renew. Twenty-one (21) days before its insurance policy's expiration, cancellation, termination, or non-renewal, CONSULTANT will deliver to CITY evidence of the required coverage as proof that CONSULTANT's insurance policy has been renewed or replaced with another insurance policy which, during the duration of this Agreement, meets all of this Agreement's insurance requirements.

**1.9** At any time, upon CITY's request, CONSULTANT will furnish satisfactory proof of each type of insurance coverage required—including a certified copy of the insurance policy or policies; certificates, endorsements, renewals, or replacements; and documents comprising CONSULTANT's self-insurance program—all in a form and content acceptable to the City Attorney or City's Risk Manager.

**1.10** If CONSULTANT hires, employs, or uses a SubConsultant to perform work, services, operations, or activities on CONSULTANT's behalf, CONSULTANT will ensure that the SubConsultant:

- (A) Meets, and fully complies with, this Agreement's insurance requirements;
- (B) Delivers to CITY—for its review, or approval, or both—all insurance policies, certificates, and endorsements that this Agreement requires; and
- (C) Furnishes CITY, at any time upon its request, with a complete copy of the SubConsultant's insurance policy or policies for CITY's review, or approval, or both.

**1.11** CONSULTANT's failure to comply with an insurance provision in this Agreement constitutes a breach upon which CITY may immediately terminate or suspend CONSULTANT's performance of this Agreement or invoke another remedy that this Agreement or the law allows. At its discretion, CITY may obtain or renew the insurance, and CITY may pay all or part of the premiums. Upon demand, CONSULTANT will repay CITY for all sums or monies that CITY paid to obtain, renew, or reinstate the insurance, or CITY may offset the cost of the premium against any sums or monies that CITY may owe CONSULTANT.

#### **CONSULTANT'S SUBMITTAL OF CERTIFICATES AND ENDORSEMENTS**

**1.1** CONSULTANT will have its insurance carrier(s) or self-insurance administrator(s) complete and execute the following insurance documents unless an exception below applies. When CONSULTANT signs and delivers the Agreement to CITY, CONSULTANT also will deliver:

- (A) A “certificate of insurance” for each required liability insurance coverage;
- (B) An additional insured endorsement for Commercial General Liability coverage or Businessowners Liability coverage and Automobile Liability coverage, unless this Agreement does not require CONSULTANT to obtain and maintain Commercial General Liability coverage, Businessowners Liability coverage, or Automobile Liability coverage;
- (C) A “certificate of insurance” for Workers’ Compensation insurance; or  
If CONSULTANT is self-insured for workers’ compensation, a copy of the “Certificate of Consent to Self-insure” from the State of California; or  
If CONSULTANT is lawfully exempt from workers’ compensation laws, an “Affirmation of Exemption from Labor Code §3700” form;
- (D) A subrogation endorsement, “Waiver of Our Right to Recover From Others,” for Workers’ Compensation coverage; and
- (E) A complete copy of CONSULTANT’s Professional Liability insurance policy, including all forms and endorsements attached to it.

**1.2** CITY will neither sign this Agreement nor issue a “Notice to Proceed” until the City Attorney or City’s Risk Manager has reviewed and approved the insurance documents. CITY’s decision as to the acceptability of all insurance documents is final. Unless CONSULTANT obtains CITY’s written approval, CITY will not permit or allow a substitution of an insurance policy, or a change in a certificates or an endorsement’s form and content, or both.

#### **INSURANCE OBLIGATION IS SEPARATE FROM INDEMNITY OBLIGATION**

**2.1** The Agreement’s insurance provisions:

- (A) Are separate and independent from the indemnification and defense provisions in the Agreement; and
- (B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in the Agreement.

### Exhibit 3 –Proposed Agreement

The proposed Agreement is set forth below. ***THIS IS A DRAFT VERSION OF THE AGREEMENT.*** The City reserves the right to revise this proposed Agreement, including its service-related terms, conditions, requirements, specifications, or minimum performance standards. ***THE FINAL VERSION MAY CONTAIN NEW OR DIFFERENT TERMS.***

CONTRACT No. \_\_\_\_\_

#### **PROFESSIONAL SERVICES AGREEMENT**

BETWEEN THE CITY OF GLENDALE  
AND  
\_\_\_\_\_

**THIS AGREEMENT** ("Agreement"), effective \_\_\_\_\_, 20\_\_\_\_ ("Effective Date"), is between the City of Glendale ("CITY"), a municipal corporation, and \_\_\_\_\_ ("CONSULTANT"), a [(Name of State) corporation/ partnership/ limited partnership/ limited liability company/ a sole proprietor/ an individual] (collectively, "PARTIES" or individually, "PARTY").

#### **RECITALS**

A. CITY is a public entity organized and existing under its Charter and the State of California's Constitution.

B. CONSULTANT represents that CONSULTANT is, and will continue to be for this Agreement's duration, a [(Name of State) corporation in good standing/ partnership/ limited partnership/ limited liability company/ a sole proprietorship/ an individual.] ***[NOTE: staff must verify corporate status/ partnership/ LLC and Consultant's license, if any, and obtain proof.] [ADD, IF APPLICABLE: (which) (who) employs persons who are duly registered or licensed to practice in the State of California.]***

C. CONSULTANT possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement's tasks in a professional and competent manner.

D. CONSULTANT desires to furnish and perform professional services for CITY, on the terms and conditions described in this Agreement. CONSULTANT has the legal authority to provide, engage in, and carry out the professional services set forth in this Agreement.

#### **AGREEMENT**

**THEREFORE**, CITY engages CONSULTANT's services, and in consideration of the PARTIES' mutual promises, the PARTIES agree as follows:

##### **1.0 INCORPORATION OF RECITALS**

1.1. The Recitals constitute the factual basis upon which CITY and CONSULTANT have

entered into this Agreement. CITY and CONSULTANT acknowledge the Recitals' accuracy and, therefore, incorporate them into this Agreement.

## 2.0 TERM

[Select one of the following alternatives:]

2.1. **[OPTION 1]** This Agreement begins on the Effective Date and continues in effect until completion of the work described in Article 3, unless this Agreement ends sooner according to the terms elsewhere in this document.

2.1. **[OPTION 2]** This Agreement's Term is [ # ] [months/ years], beginning on [DATE] and ending on [DATE], unless this Agreement ends sooner according to the terms elsewhere in this document.

## 3.0 SERVICES

3.1. **Scope of Work.** CONSULTANT shall [specify services to be provided] ("the Services") in accordance with the Scope of Work **[ADD, IF APPLICABLE: and Fee Schedule]**, which is attached as "Exhibit A" to this Agreement and is incorporated into it by this reference. **[NOTE: "Exhibit A" must set forth in detail the nature and extent of services that professional person or firm will render. Scope of Work should identify specific tasks, list, and describe any deliverables, and specify procedures/ criteria for acceptance.]**

### 3.2. **Written Authorization.**

(A) CONSULTANT shall not make changes in the Scope of Work, perform any additional work, or provide any additional material, without first obtaining written authorization from CITY. If CONSULTANT provides additional services or materials without written authorization, or if CONSULTANT exceeds the Maximum Cost in Paragraph 7.4 of this Agreement, CONSULTANT proceeds at CONSULTANT's own risk and without payment.

(B) CITY will authorize CONSULTANT to proceed with discrete tasks by issuing written Task Orders. Receipt of a written Task Order, signed by CITY's Project Manager, is a prerequisite for CONSULTANT to proceed with each task. **[ADD, IF APPLICABLE: Each Task Order will specify a not-to-exceed price and a schedule for completion of the task. CONSULTANT shall not exceed the not-to-exceed price in each Task Order.]** In performing each phase or task, CONSULTANT shall not exceed the Maximum Cost in Paragraph 7.4 of this Agreement. Issuance of a Task Order neither authorizes CONSULTANT to incur expenditures in excess of the Maximum Cost, nor relieves CONSULTANT from its responsibility for completing all of the Services within the Maximum Cost.

### 3.3. **Professional Standard of Care.** During this Agreement's Term:

(A) CONSULTANT and its Subconsultants, subcontractors, employees, and agents (collectively, "CONSULTANT PARTIES") shall perform all of the Services in this Agreement in an expeditious and professional manner, using professionals properly licensed and duly qualified to perform the Services.

(B) CONSULTANT PARTIES shall perform the work described in this Agreement in accordance with generally accepted professional practices and principles, and in a manner consistent with the level of care and skill ordinarily exercised under similar conditions by members of CONSULTANT PARTIES' profession currently practicing in California. By delivering the completed work, CONSULTANT PARTIES represent and certify that their work conforms to the requirements of this Agreement; all applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and the professional standard of care in California.

(C) CONSULTANT PARTIES are responsible for making an independent evaluation and judgment of all conditions affecting performance of the work, including without limitation: site conditions; existing facilities; seismic, geologic, soils, hydrologic, geographic, climatic conditions; applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and all other contingencies or design considerations. Data, calculations, opinions, reports, investigations, or any other information or documents that CITY provides relating to site, local, or other conditions are not warranted or guaranteed, either expressly or implied, by CITY.

(D) When the Scope of Work requires or permits CITY's review, approval, conditional approval, or disapproval, CONSULTANT acknowledges that CITY's review, approval, conditional approval, or disapproval:

- (1) Is solely for the purposes of administering this Agreement and determining whether CONSULTANT is entitled to payment for its Services;
- (2) Is not to be construed as a waiver of any breach, or acceptance by CITY, of any responsibility— professional or otherwise— for the Services or CONSULTANT's work product;
- (3) Does not relieve CONSULTANT of the responsibility for complying with the standard of performance or professional care; or laws, regulations, or industry standards; and
- (4) Does not relieve CONSULTANT from liability for damages arising out of CONSULTANT's: negligent acts, errors, or omissions; recklessness; willful misconduct; or noncompliance with industry standards.

(E) Without additional compensation to CONSULTANT and at no cost to CITY, CONSULTANT shall correct or revise all errors, mistakes, or deficiencies in its work product, studies, reports, designs, drawings, specifications, or other services.

#### **4.0 TIME FOR PERFORMANCE**

[Select one of the following alternatives:]

4.1. **[OPTION 1]** CONSULTANT shall complete all of the Services by     [DATE]    .

4.1. **[OPTION 2]** CONSULTANT shall perform the Services according to the Project Time Schedule, which is attached as "Exhibit B" to this Agreement and is incorporated into it by this reference. CONSULTANT shall complete all of the Services by     [DATE]    .

4.2. If the Project Time Schedule calls for performance of the Services in phases or discrete increments, CONSULTANT shall not proceed from one phase or increment to the next without written authorization from CITY's Project Manager.

4.3. **Force Majeure.** If an event or condition constituting a "force majeure"—including, but not limited to, an act of God, labor dispute, civil unrest, epidemic, or natural disaster—prevents or delays a PARTY from performing or fulfilling an obligation under this Agreement, the PARTY is not in Default, under Paragraph 13.1 of this Agreement, of the obligation. A delay beyond a PARTY's control automatically extends the time, in an amount equal to the period of the delay, for the PARTY to perform the obligation under this Agreement. The PARTIES shall prepare and sign an appropriate document acknowledging any extension of time under this Paragraph.

## 5.0 **PERSONNEL**

5.1. **Project Management.** Each PARTY shall appoint a Project Manager. The Project Managers shall meet [**SET FORTH SPECIFIC TIMES: hourly/ daily/ weekly/ as needed**] to coordinate, review, and ensure CONSULTANT's performance under this Agreement. CITY's Project Manager will oversee the administration of CONSULTANT's tasks under this Agreement.

5.2. **Key Personnel.** CONSULTANT's project team shall work under the direction of the following key personnel [**IDENTIFY CONSULTANT's KEY PERSONNEL AND TITLE**]. [**OR STATE: CONSULTANT shall employ the key personnel identified in "Exhibit A."**] CONSULTANT shall minimize changes to its key personnel. CITY may request key personnel changes, and CITY may review and approve key personnel changes proposed by CONSULTANT. CITY will not unreasonably withhold approval of key personnel assignments and changes.

5.3. **Use of Agents or Assistants.** With CITY's prior written approval, CONSULTANT may employ, engage, or retain the services of persons or entities ("Subconsultants") that CONSULTANT may deem proper to aid or assist in the proper performance of CONSULTANT's duties. CITY is an intended beneficiary of all work that the Subconsultants perform for purposes of establishing a duty of care between the Subconsultants and CITY. CONSULTANT is as responsible for the performance of its Subconsultants as it would be if it had rendered the Services itself. All costs of the tasks performed, or the expenses incurred by the Subconsultants are chargeable directly to CONSULTANT. Nothing in this Agreement constitutes or creates a contractual relationship between CITY and anyone other than CONSULTANT.

### 5.4. **Independent Contractor.**

(A) CONSULTANT understands and acknowledges that CONSULTANT is an independent contractor, not an employee, partner, agent, or principal of CITY. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the PARTIES. At its own expense, CONSULTANT is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for CONSULTANT and for CONSULTANT's employees and Subconsultants. CONSULTANT has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom CONSULTANT uses in performing the Services under this Agreement. CONSULTANT shall provide the Services in CONSULTANT's own manner and method, except as this Agreement specifies. CONSULTANT shall treat a provision in this Agreement that may

appear either to give CITY the right to direct CONSULTANT as to the details of doing the work, or to exercise a measure of control over the work, as giving CONSULTANT direction only as to the work's end result.

(B) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that CITY may be required to make on behalf of CONSULTANT, an employee of CONSULTANT, or any employee of CONSULTANT construed to be an employee of CITY, for the work done under this Agreement.

5.5. **Non-Discrimination in Employment.** CONSULTANT shall not discriminate against any employee or person who is subject to this Agreement because of race, color, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, parenthood, medical condition, or physical or mental disability.

5.6. **Disability Access Laws.** CONSULTANT represents and certifies that the work product, studies, reports, designs, drawings, and specifications that CONSULTANT prepares under this Agreement fully conform to all applicable disability access and design laws, regulations, and standards—including, but not limited to, the Americans with Disabilities Act (42 U.S.C. Sections 12101 *et seq.*) and Title 24 of the California Code of Regulations—when the Scope of Work requires or calls for compliance with those laws, regulations, or standards.

5.7. **Prevailing Wage Laws.** Services by persons deemed to be employees of CONSULTANT possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. CONSULTANT's sole responsibility is to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, CONSULTANT, at its expense, shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

5.8. **Workers' Compensation.** CONSULTANT understands and acknowledges that all persons furnishing services to CITY under this Agreement are, for the purpose of workers' compensation liability, employees solely of CONSULTANT and not of CITY. In performing the Services or the work under this Agreement, CONSULTANT is liable for providing workers' compensation benefits to CONSULTANT's employees, or anyone whom CONSULTANT directly or indirectly hires, employs, or uses. CITY is not responsible for any claims at law or in equity caused by CONSULTANT's failure to comply with this Paragraph.

5.9. **Executive Order N-6-22 – Russia Sanctions.**

(A) CITY may be using State of California grant funds for this Agreement. Accordingly, because CITY may be paying, awarding, or providing CONSULTANT with that State grant money, in whole or in part, CONSULTANT must fully comply with the Governor's March 4, 2022, Executive Order N-6-22 (<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine->



[Executive-Order.pdf](#)) (“State Executive Order”). The State Executive Order concerns economic sanctions (“Economic Sanctions”) and other sanctions imposed by the U.S. government, and the State of California, in response to Russia’s actions in Ukraine.

(B) CONSULTANT is solely responsible for reviewing the State Executive Order in full and complying with its requirements, as applicable. CONSULTANT states and represents that CONSULTANT has read the State Executive Order, is not the subject or target of any Economic Sanctions, and will comply with any request to report information or submit documents to the State, or CITY, or both, before or after the expiration, termination, or cancellation of this Agreement.

(C) At any time and upon written notice to CONSULTANT, CITY, in its sole discretion, may either immediately invoke any one or more of the remedies listed in Paragraph 13.3 for Default under Paragraph 13.1(B), or terminate this Agreement for CITY’s convenience under Paragraph 13.4, if CITY determines that any one or more of the following circumstances or events have occurred:

- (1) CONSULTANT is the subject or target of Economic Sanctions;
- (2) CONSULTANT is conducting prohibited transactions with sanctioned individuals or entities; or
- (3) CONSULTANT has failed to comply, in any manner, with the State Executive Order.

## 6.0 FACILITIES

6.1. CONSULTANT shall provide all facilities necessary to fully perform and complete the Services. If CONSULTANT needs to use a CITY facility, CONSULTANT shall meet and confer with CITY before CONSULTANT begins the work that this Agreement requires, the PARTIES shall agree to any costs chargeable to CONSULTANT, and in an amendment to this Agreement, the PARTIES shall describe the facility’s terms of use and its charges.

6.2. CONSULTANT shall pay for any damage to CITY property, facilities, structures, or streets arising out of CONSULTANT’s use, occupation, operation, or activities in, upon, under, or over any portion of them.

## 7.0 PAYMENT

7.1. CITY’s payment to CONSULTANT will be based upon CONSULTANT’s Fee Schedule, which is attached as “Exhibit C” to this Agreement and is incorporated into it by this reference. **[NOTE: “Exhibit C” must include a breakdown of the not-to-exceed amount, including hourly rates for project staff, any overtime rates, a list and the rate for any reimbursable expenses, or a statement that costs are included in the hourly rate, and an explanation of any mark-ups.]** Except as itemized in the Fee Schedule, CONSULTANT shall pay for all expenses, including reimbursable or out-of-pocket expenses, that CONSULTANT incurs in performing the Services. The Fee Schedule will remain in effect for the Agreement’s Term.

[Select one of the following provisions:]

7.2. **Fee.** [OPTION 1] CITY shall pay for the Services in a lump sum, which is not to exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_), upon CONSULTANT’s satisfactory completion of the Services and CONSULTANT’s delivery of the work product.

7.2. **Fee.** [OPTION 2] CITY shall pay for the Services that CONSULTANT performs in accordance with this Agreement at the hourly rate(s) specified in "Exhibit C," the TOTAL amount of which is not to exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_).

7.2. **Fee.** [OPTION 3] CITY shall pay for the Services in [IF PAYMENTS ARE IN INTERVALS, SPECIFY A PERIOD (e.g., monthly/ quarterly) OR SPECIFY A QUANTITY (e.g., two/ three/ five)] installments, the TOTAL amount of which is not to exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_). Each installment will be payable upon satisfactory completion, in CITY's determination, of the work in each phase identified below, and in an amount proportionate to the work CONSULTANT performed or completed within each phase:

<b><u>Phase:</u></b>	<b><u>Description:</u></b>	<b><u>Amount:</u></b>
I –	[Example: Construction Documents]	\$ _____
II –	[Example: Bid Documents]	\$ _____
III –	[Example: Construction Support]	\$ _____
IV –	[Example: Project 's Closeout]	\$ _____
<b>TOTAL</b>		\$ _____

7.3. If CITY requires additional work not included in this Agreement, CONSULTANT and CITY shall negotiate the additional work, mutually agree on the amount of additional compensation, and memorialize the terms in either a separate written contract or an amendment to this Agreement.

7.4. **Maximum Cost.** CONSULTANT expressly acknowledges that the total cost to complete all tasks set forth in "Exhibit A" must not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_) ("Maximum Cost"). When CONSULTANT has billed 75% of the Maximum Cost, CONSULTANT shall provide written notice to CITY's Project Manager that CONSULTANT has expended 75% of the Maximum Cost.

7.5. **Taxes.** CONSULTANT shall pay all applicable (federal, state, county, local, CITY) excise, sales, consumer use, possessory interest, or other similar taxes required by law that are levied upon this Agreement or upon CONSULTANT's services under this Agreement.

7.6. **Invoices.** CONSULTANT shall submit an original, itemized invoice to CITY for approval, before receiving compensation. CONSULTANT shall submit the invoice at no more than monthly intervals. All invoices must include a summary of total costs, description of the Services performed, a brief itemization of costs associated with each task or phase, and the total phase or project costs to date.

## **8.0 AUDIT BY CITY**

8.1. During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, CONSULTANT shall:

(A) Keep and maintain, in their original form, all records, books, papers, or documents related to CONSULTANT's performance of this Agreement; and

(B) Permit CITY or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to CONSULTANT's performance of this Agreement including, but not limited to direct and indirect charges, and detailed documentation, for work CONSULTANT has performed or will perform under this Agreement.

## **9.0 DATA, RECORDS, PROPRIETARY RIGHTS**

9.1. **Copies of Data.** CONSULTANT shall provide CITY with copies or originals of all data that CONSULTANT generates, uses, collects, or stores in relation to all work associated with this Agreement. Data that CONSULTANT generates, uses, collects, stores, or provides must be in a form acceptable to, and agreed upon by, CITY.

### **9.2. Ownership and Use.**

(A) Unless CITY states otherwise in writing, each document—including, but not limited to, each report, draft, record, drawing, or specification (collectively, "work product")—that CONSULTANT prepares, reproduces, or causes its preparation or reproduction for this Agreement is CITY's exclusive property.

(B) CONSULTANT acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Work. CONSULTANT makes no representation of the work product's application to, or suitability for use in, circumstances not contemplated by the Scope of Work.

### **9.3. Intellectual Property.**

(A) If CONSULTANT uses or incorporates patented, trademarked, or copyrighted work, ideas, or products—in whole or in part—into CONSULTANT's work product, CONSULTANT represents that:

- (1) CONSULTANT holds the patent, trademark, or copyright to the work, idea, or product; or
- (2) CONSULTANT is licensed to use the patented, trademarked, or copyrighted work, idea, or product.

(B) Unless CITY states otherwise in writing, all proprietary rights or intellectual property rights, including copyrights, that arise from creation of the work under this Agreement vest in CITY. CONSULTANT waives and relinquishes all claims to proprietary rights and intellectual property rights, including copyrights, in favor of CITY.

(C) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, royalties, fines, penalties, costs, or expenses arising out of or alleging any infringement or misappropriation of a patent, copyright, trade secret, trade name, trademark, or other intellectual property right or proprietary right.

9.4. **Confidentiality.** CONSULTANT shall not use any information that it obtains from performing the Services for any purpose other than for fulfillment of CONSULTANT's Scope of Work. Without CITY's prior written authorization, CONSULTANT shall not disclose or publish— or authorize, permit, or allow others to disclose or publish— data, drawings, designs, specifications, reports, or other information relating to the Services or the work that CITY assigns to CONSULTANT or to which CONSULTANT has access.

9.5. **Public Records Act.**

(A) CONSULTANT acknowledges that this Agreement is a public record. This Agreement, its Exhibits, and all documents produced under this Agreement are subject to the California Public Records Act (Government Code Sections 7920.000 *et seq.*), including its exemptions. CONSULTANT acknowledges that CITY has no obligation to notify CONSULTANT when a request for records is received.

(B) CONSULTANT shall identify in advance all records, or portions of them, that CONSULTANT believes are exempt from production under the Public Records Act.

(C) If CONSULTANT claims a privilege against public disclosure or otherwise objects to the records' disclosure, then:

- (1) CONSULTANT may, when notified by CITY of the request, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction; or
- (2) CITY may either decline to produce the requested information, or redact portions of the documents and produce the redacted records.

(D) If CONSULTANT fails to identify one or more protectable documents, in CITY's sole discretion, and without its being in breach of this Agreement or its incurring liability to CONSULTANT, CITY may produce the records— in whole, in part, or redacted— or may decline to produce them.

(E) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, costs, or expenses arising out of or alleging CITY's refusal to publicly disclose one or more records that CONSULTANT identifies as protectable, or asserts is protectable.

**10.0 CONFLICT OF INTEREST; CAMPAIGN CONTRIBUTIONS**

10.1. **Conflict of Interest.** CONSULTANT represents and certifies that:

(A) CONSULTANT's personnel are not currently officers, agents, employees, representatives, or elected officials of CITY;

(B) CONSULTANT will not employ or hire a CITY officer, agent, employee, representative, or elected official during this Agreement's Term;

(C) CITY's officers, agents, employees, representatives, and elected officials do not, and will not, have any direct or indirect financial interest in this Agreement; and

(D) During this Agreement's Term, CONSULTANT will inform CITY about any possible conflict of interest that may arise as a result of any change in circumstances.

10.2. **Campaign Contributions.**

(A) CONSULTANT and its Subconsultants shall fully comply with Glendale Municipal Code Section 1.10.060, which places limitations on CONSULTANT's and its Subconsultants' ability to make campaign contributions to certain elected City officials or candidates for elected City office. Specifically, Section 1.10.060 prohibits:

- (1) A consultant (including a subconsultant)— who has a contract with the City of Glendale, Glendale Successor Agency, or the Housing Authority of the City of Glendale and that contract is subject to approval by the City Council, Successor Agency, or Housing Authority— from making a contribution to a City Council member, City Clerk, or City Treasurer, when the contract has a total anticipated or actual value of \$50,000 or more, or a combination or series of contracts having a value of \$50,000 or more; and
- (2) A City Council member, Successor Agency member, or Housing Authority member from voting on a contract in which a consultant (or a subconsultant) has provided a campaign contribution.

(B) CONSULTANT acknowledges that even if the Maximum Cost in Paragraph 7.4 of this Agreement is less than \$50,000, CONSULTANT still may be subject to the campaign contribution limitations in Municipal Code Section 1.10.060, when:

- (1) CONSULTANT and CITY amend the Scope of Work in this Agreement which increases the Maximum Cost to equal or exceed \$50,000; or
- (2) CITY, Glendale Successor Agency, or the Housing Authority awards CONSULTANT another contract which has a total anticipated or actual value of \$50,000 or more, or awards CONSULTANT a combination or series of contracts which have a value of \$50,000 or more.

(C) CONSULTANT represents and certifies that:

- (1) CONSULTANT has read and fully understands the provisions of Municipal Code Section 1.10.060;
- (2) CONSULTANT will not: (a) make a prohibited campaign contribution to an individual holding CITY elective office; or (b) otherwise violate Municipal Code Section 1.10.060; and
- (3) CONSULTANT shall timely complete, return, and update one or more disclosure or reporting forms that CITY provides.

### 11.0 INSURANCE

11.1. When CONSULTANT signs and delivers this Agreement to CITY, and during this Agreement's Term, CONSULTANT shall furnish CITY with insurance forms that fully meet the requirements of— and contain provisions entirely consistent with— all of the "Insurance Requirements," which are attached as "Exhibit D" (D-1 to D-\_\_\_\_) to this Agreement and are incorporated into it by this reference.

11.2. This Agreement's insurance provisions:

(A) Are separate and independent from the indemnification and defense provisions in Article 12 of the Agreement; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in Article 12 of the Agreement.

### 12.0 INDEMNITY

12.1. To the maximum extent permitted by law— including, but not limited to, California Civil Code Section 2778— CONSULTANT, its employees, agents, Subconsultants, and persons whom CONSULTANT employs or hires (individually and collectively, "CONSULTANT INDEMNITOR") shall indemnify, defend, and hold harmless CITY, its officers, agents, employees, and representatives (individually and collectively, "CITY INDEMNITEE") from and against a "**liability**" [as defined in Subparagraph (A) below], or an "**expense**" [as defined in Subparagraph (B) below], or both, that arise out of, pertain to, or relate to an act, error, or omission of a CONSULTANT INDEMNITOR:

(A) "**Liability**" means claims, suits, actions, causes of action, proceedings, judgments, decrees, awards, settlements, liens, losses, damages, injuries, or liability of any kind, whether the **liability** is:

- (1) Actual or alleged;
- (2) In contract or in tort; or
- (3) For bodily injury (including accidental death), personal injury, advertising injury, or property damage.

(B) "**Expense**" means fees, costs, sums, penalties, fines, charges, or expenses of any kind, including, but not limited to:

- (1) Attorney's fees;
- (2) Costs of an investigation, litigation, arbitration, mediation, administrative or regulatory proceeding, or appeal;
- (3) Fees of an accountant, expert witness, consultant, or other professional; or
- (4) Pre or post: judgment interest or settlement interest.

12.2. Under this Article, CONSULTANT INDEMNITOR's defense and indemnification obligations:

(A) Apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the actual or alleged passive negligence of a CITY INDEMNITEE; but

(B) Do not apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the sole active negligence or willful misconduct of a CITY INDEMNITEE.

12.3. To the extent that CONSULTANT INDEMNITOR's insurance policy provides an upfront defense to CITY, CONSULTANT INDEMNITOR's obligation to defend a CITY INDEMNITEE under this Article:

(A) Means that CONSULTANT INDEMNITOR shall provide and pay for legal counsel, acceptable to CITY, for the CITY INDEMNITEE;

(B) Occurs when a claim, suit, complaint, pleading, or action against a CITY INDEMNITEE arises out of, pertains to, relates to, or asserts an act, error, or omission of CONSULTANT INDEMNITOR; and

(C) Arises regardless of whether a claim, suit, complaint, pleading, or action specifically names or identifies CONSULTANT INDEMNITOR.

12.4. Paragraph 12.3 does not limit or extinguish CONSULTANT INDEMNITOR's obligation to reimburse a CITY INDEMNITEE for the costs of defending the CITY INDEMNITEE against a **liability**, or an **expense**, or both. A CITY INDEMNITEE's right to recover defense costs and attorney's fees under this Article does not require, and is not contingent upon, the CITY INDEMNITEE's first:

(A) Requesting that CONSULTANT INDEMNITOR provide a defense to the CITY INDEMNITEE; or

(B) Obtaining CONSULTANT INDEMNITOR's consent to the CITY INDEMNITEE's tender of defense.

12.5. If CONSULTANT subcontracts all or any portion of the Services under this Agreement, CONSULTANT shall provide CITY with a written agreement from each Subconsultant, who must indemnify, defend, and hold harmless CITY INDEMNITEE under the terms in this Article.

12.6. CONSULTANT INDEMNITOR's obligation to indemnify, defend, and hold harmless CITY will remain in effect and will be binding upon CONSULTANT INDEMNITOR whether the **liability**, or the **expense**, or both, accrues— or is discovered— before or after this Agreement's expiration, cancellation, or termination.

12.7. Except for Paragraph 12.3, this Article's indemnification and defense provisions are separate and independent from the insurance provisions in Article 11. In addition, the indemnification and defense provisions in this Article:

(A) Are neither limited to nor capped at the coverage amounts specified under the insurance provisions in Article 11; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the insurance provisions in Article 11.

### **13.0 DEFAULT, REMEDIES, AND TERMINATION**

13.1. **Default.** Default under this Agreement occurs upon any one or more of the following events:

(A) CONSULTANT refuses or fails— whether partially, fully, temporarily, or otherwise— to:

- (1) Provide or maintain enough properly trained personnel, or licensed personnel, or both, to perform the Services that this Agreement requires;
- (2) Pay for, obtain, maintain, or renew the insurance policies or coverages that this Agreement requires;
- (3) Comply with indemnification, defense, or hold harmless provisions that this Agreement requires; or

(B) CONSULTANT, or its personnel, or both— whether partially, fully, temporarily, or otherwise:

- (1) Disregards or violates a law, ordinance, rule, procedure, regulation, directive, or order;
- (2) Refuses or fails to pay for, obtain, maintain, or renew requisite licenses;
- (3) Refuses or fails to observe, perform, or fulfill a covenant, condition, obligation, term, or provision of this Agreement;
- (4) Commits an unlawful, false, fraudulent, dishonest, deceptive, or dangerous act while performing the Services under this Agreement; or

(C) CONSULTANT:

- (1) Or another party for or on behalf of CONSULTANT: institutes proceedings under any bankruptcy, reorganization, receivership, or other insolvency; or assigns or transfers assets to its creditors;
- (2) Delegates— whether in whole, in part, temporarily, or otherwise— its duties or obligations under this Agreement, without notifying CITY, or without CITY's written authorization;



- (3) Assigns, transfers, pledges, hypothecates, grants, or encumbers— whether in whole, in part, temporarily, or otherwise— this Agreement or any interest in it, without notifying CITY, or without CITY’s written authorization;
- (4) Or one of its partners, directors, officers, or general managers, or a person who exercises managerial authority on CONSULTANT’s behalf, is convicted under state or federal law, during this Agreement’s Term, of embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, receiving stolen property, or other offense indicating a lack of business integrity or business honesty; or

(D) Any other justifiable cause or reason, as reasonably determined by the City Manager, or a designee.

13.2. **Notice of Default.** If CITY deems that CONSULTANT is in Default, or that CONSULTANT has failed in any other respect to perform satisfactorily the Services specified in this Agreement, CITY may give written notice to CONSULTANT specifying the Default(s) that CONSULTANT shall remedy within [SELECT: 5/ 10/ 14/ 30] days after receiving the notice. The Notice of Default will set forth one or more bases for any dissatisfaction and may suggest corrective measures.

13.3. **Remedies upon Default.** Within [SELECT THE SAME NUMBER IN PARAGRAPH 13.2 ABOVE: 5/ 10/ 14/ 30] days after receiving CITY’s Notice of Default, if CONSULTANT refuses or fails to remedy the Default(s), or if CONSULTANT does not commence steps to remedy the Default(s) to CITY’s reasonable satisfaction, CITY may exercise any one or more of the following remedies:

- (A) CITY may, in whole or in part and for any length of time, immediately suspend this Agreement until such time as CONSULTANT has corrected the Default;
- (B) CITY may provide for the Services either through its own forces or from another consultant, and may withhold any money due (or may become owing to) CONSULTANT for a task related to the claimed Default;
- (C) CITY may withhold all moneys, or a sum of money, due CONSULTANT under this Agreement, which in CITY’s sole determination, are sufficient to secure CONSULTANT’s performance of its duties and obligations under this Agreement;
- (D) CITY may immediately terminate the Agreement;
- (E) CITY may exercise any legal remedy, or equitable remedy, or both, including, but not limited to, filing and action in court:
  - (1) Seeking CONSULTANT’s specific performance of all or any part of this Agreement; or
  - (2) Recovering damages for CONSULTANT’s Default, breach, or violation of this Agreement; or
- (F) CITY may pursue any other available, lawful right, remedy, or action.

13.4. **Termination for Convenience.** Independent of the remedies provided in Paragraph 13.3, CITY may elect to terminate this Agreement at any time upon [SELECT: 10/ 14/ 30] days' prior written notice. Upon termination, CONSULTANT shall receive compensation only for that work which CONSULTANT had satisfactorily completed to the termination date. CITY shall not pay CONSULTANT for de-mobilization, takedown, disengagement, wind-down, or other costs incurred arising out of this Agreement's termination.

#### 14.0 **GENERAL PROVISIONS**

14.1. **Entire Agreement.** This Agreement represents the entire and integrated agreement between the PARTIES. This Agreement supersedes all prior and contemporaneous communications, negotiations, understandings, promises and agreements, either oral or written. Neither CONSULTANT nor CITY has made any promises or representations, other than those contained in this Agreement or those implied by law. The PARTIES may modify this Agreement, or any part of it, by a written amendment with CITY's and CONSULTANT's signature.

14.2. **Interpretation.** This Agreement is the product of negotiation and compromise by both PARTIES. Every provision in this Agreement must be interpreted as though the PARTIES equally participated in its drafting. Therefore, despite the provisions in California Civil Code Section 1654, if this Agreement's language is uncertain, the Agreement must not be construed against the PARTY causing the uncertainty to exist. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments. If a conflict occurs between a provision in this Agreement and a provision in an attachment, the following order of precedence applies, with the terms and conditions in the document higher on the list governing over those lower on the list:

- (1) The Agreement.
- (2) Exhibit D (Insurance Requirements).
- (3) Exhibit B (Project Time Schedule).
- (4) Exhibit A (Scope of Work).
- (5) Exhibit C (Fee Schedule).

14.3. **Headings.** All headings or captions in this Agreement are for convenience and reference only. They are not intended to define or limit the scope of any term, condition, or provision.

14.4. **Governing Law; Jurisdiction.**

(A) California's laws govern this Agreement's construction and interpretation regardless of the laws that might otherwise apply under applicable principles of conflicts of law or choice of law.

(B) If CONSULTANT or CITY brings a lawsuit to enforce or interpret one or more provisions of this Agreement, jurisdiction is in the Superior Court of the County of Los Angeles, California, or where otherwise appropriate, in the United States District Court, Central District of California. CONSULTANT and CITY acknowledge that the Agreement was negotiated, entered into, and executed—and the Services are performed—in the City of Glendale, California.

(C) Unless this Agreement provides otherwise, any reference to laws, ordinances, rules, or regulations include their later amendments, modifications, and successor legislation.

14.5. **Waiver of Breach.** If either PARTY fails to require the other to perform any term in this Agreement, that failure does not prevent the PARTY from later enforcing that term, or any other term. If either PARTY waives the other's breach of a term, that waiver is not treated as waiving a later breach of the term. A waiver of a term is valid only if it is in writing and signed by the PARTY waiving it. This Agreement's duties and obligations:

(A) Are cumulative (rather than alternative) and are in addition to (rather than a limitation on) any option, right, power, remedy, or privilege; and

(B) Are not exhausted by a PARTY's exercise of any one of them.

14.6. **Attorney's Fees.** If CITY or CONSULTANT brings an action at law or in equity to enforce or interpret one or more provisions of this Agreement, the "prevailing party" is entitled to "reasonable attorney's fees" in addition to any other relief to which the prevailing party may be entitled. A "prevailing party" has the same meaning as that term is defined in California Code of Civil Procedure Section 1032(a)(4). "Reasonable attorney's fees" of the City Attorney's office means the fees regularly charged by private attorneys who:

(A) Practice in a law firm located in Los Angeles County; and

(B) Have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.

14.7. **Further Assurances.** Upon CITY's request at any time, CONSULTANT shall promptly:

(A) Take further necessary action; and

(B) Sign, acknowledge, and deliver all additional documents as may be reasonable, necessary, or appropriate to carry out this Agreement's intent, purpose, and terms.

14.8. **Assignment.**

(A) This Agreement does not give any rights or benefits to anyone, other than to CITY and CONSULTANT. All duties, obligations, and responsibilities under this Agreement are for the sole and exclusive benefit of CITY and CONSULTANT, and are not for the benefit of another person, entity, or organization. Without CITY's prior written authorization, CONSULTANT shall not do any one or more of the following:

- (1) Assign or transfer a right or interest— whether in whole, in part, temporarily, or otherwise— in this Agreement; or
- (2) Delegate a duty or obligation owed— whether in whole, in part, temporarily, or otherwise— under this Agreement.

(B) Any actual or attempted assignment of rights or delegation of duties by CONSULTANT, without CITY's prior written authorization, is wholly void and totally ineffective for all purposes; and does not postpone, delay, alter, extinguish, or terminate CONSULTANT's duties, obligations, or responsibilities under this Agreement.

(C) If CITY consents to an assignment of rights, or a delegation of duties, or both, CONSULTANT's assignee or legal representative shall agree in writing to personally assume, perform, and to be bound unconditionally by the covenants, obligations, terms, and conditions in this Agreement.

14.9. **Successors and Assigns.** Subject to the provisions in Paragraph 14.8, this Agreement is binding on the heirs, executors, administrators, successors, and assigns of the respective PARTIES.

14.10. **Time is of the Essence.**

(A) Except when this Agreement states otherwise, time is of the essence in this Agreement. CONSULTANT acknowledges that this Agreement's time limits and deadlines are reasonable for CONSULTANT's performing the Services under this Agreement.

(B) Unless this Agreement specifies otherwise, any reference to "day" or "days" means calendar and not business days. If the last day for giving notice or performing an act under this Agreement falls on a weekend, a legal holiday listed in either Glendale Municipal Code Section 3.08.010 or California's Government Code, or a day when City Hall is closed, the period is extended to and including the next day that CITY is open for business. A reference to the time of day refers to local time for Glendale, California.

14.11. **Recycled Paper.** CONSULTANT shall endeavor to submit all reports, correspondence, and documents related to this Agreement on recycled paper.

14.12. **Notices.**

(A) The PARTIES shall submit in writing all notices and correspondence that this Agreement requires or permits, and shall use the following delivery method:

- (1) Personal delivery;
- (2) U.S. mail, first class postage prepaid;
- (3) "Certified" U.S. mail, postage prepaid, return receipt requested;
- (4) Facsimile; or
- (5) Email.

(B) All written notices or correspondence done in the manner described in Subparagraph (A) above with the street address or place, facsimile number, or email address listed in Subparagraph (C) below will be presumed "given" to a PARTY on whichever date occurs earliest:

- (1) The date of personal delivery;
- (2) The third (3rd) business day following deposit in the U.S. mail, when sent by "first class" mail;
- (3) The date on which the PARTY or its agent either signed the return receipt or refused to accept delivery, as noted on the return receipt or other U.S. Postal Service form, when sent by "certified" mail; or
- (4) The date of transmission, when sent by facsimile or email.

(C) CITY and CONSULTANT designate the following contact person, street address or place, telephone number, and facsimile number or email address for giving notice:

CITY: City of Glendale  
Dept.: \_\_\_\_\_  
\_\_\_\_\_  
Glendale, CA 9120\_\_\_\_  
Attn: \_\_\_\_\_  
  
Tel. No.: \_\_\_\_\_  
Fax. No.: \_\_\_\_\_  
Email: \_\_\_\_\_

CONSULTANT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_  
  
Tel. No.: \_\_\_\_\_  
Fax. No.: \_\_\_\_\_  
Email: \_\_\_\_\_

(D) At any time, by providing written notice to the other PARTY, CITY or CONSULTANT may change the contact information listed in Subparagraph (C) above.

14.13. **Survival.** This Paragraph and the obligations set forth in Paragraphs 5.4, 5.6, 5.7, 5.8, 7.5, 8.1, 9.1, 9.2, 9.3, 9.4, 9.5, 11.1, 11.2, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 13.3, 14.5, 14.6, 14.7, 14.8, 14.9, and 14.12 survive this Agreement's expiration, cancellation, or termination.

14.14. **Severability.** The invalidity, in whole or in part, of any term of this Agreement will not affect this Agreement's remaining terms.

14.15. **Counterparts.** This Agreement may be executed in counterparts, each of which is an original, but all of which constitutes one and the same document. The PARTIES shall sign a sufficient number of counterparts, so that each PARTY will receive a fully executed original of this Agreement.

14.16. **Representations – Authority.** The PARTIES represent that:

(A) They have read this Agreement, fully understand its contents, and have received a copy of it;

(B) Through their duly authorized representative, they are authorized to sign this Agreement, and they are bound by its terms; and

(C) They have executed this Agreement on the date opposite their signature.

14.17. **Digital Signatures.** A signed copy of this Agreement or any amendment thereto bearing a digital signature, shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such amendment thereto for all purposes, and each digital signature should be given the same legal force and effect as a handwritten signature.

Executed at Glendale, California.

**CITY OF GLENDALE:**

By \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Title) \_\_\_\_\_

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

**CONSULTANT:**

By \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Title) \_\_\_\_\_

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

APPROVED AS TO FORM
NAME: _____
TITLE: _____
SIGNATURE: _____
DATE: _____

**EXHIBIT LIST**

- |                            |                        |
|----------------------------|------------------------|
| “Exhibit A”:<br>(__ pages) | Scope of Work          |
| “Exhibit B”:<br>(__ pages) | Project Time Schedule  |
| “Exhibit C”:<br>(__ pages) | Fee Schedule           |
| “Exhibit D”:<br>(__ pages) | Insurance Requirements |

**PF: I-PROPOSER'S GENERAL INFORMATION FORM**  
**RFP FOR PUBLIC OUTREACH FOR REGULATORY COMPLIANCE**

Date: \_\_\_\_\_, 20\_\_\_\_ Business Name \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

**1. BUSINESS ORGANIZATION / STRUCTURE**

1.1. Your firm is a:

☐ Corporation

☐ Sole Proprietorship

☐ Partnership

☐ Limited Liability Company

☐ Other: \_\_\_\_\_

1.2. If your firm is a **corporation**, answer the following:

1.2.3. Corporate ID number: \_\_\_\_\_

1.2.4. Owner/President's name: \_\_\_\_\_

1.2.5. Is your firm a publicly traded corporation?

☐ **YES**

☐ **NO**

1.3. In the past five years, has any government entity ever: (a) investigated, cited, disciplined, or assessed any penalties against your firm or any of its owners, partners, officers, or employees, or (b) determined or concluded that your firm or any of its owners, partners, officers, or employees violated any laws, rules, or regulations?

☐ **YES**

☐ **NO**

If **YES**, identify the government entity; list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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1.4 Has your firm ever failed to fulfill or perform — either partially or completely — a contract or an agreement with a government entity or a client?

☐ **YES**

☐ **NO**

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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**2. CREDIT AND REFERENCE CHECK**

2.1. The City of Glendale may: (1) request credit reports, or investigative reports, or both, about your firm, and (2) contact the references, government entities, and other persons listed in this Proposal. The City of Glendale will use this information to evaluate your firm's financial resources, responsibility, and integrity with respect to this Proposal, an award of the Contract, or any contract renewal. The City of Glendale will treat any information that it obtains now or later as confidential. The signature below authorizes the City of Glendale to obtain a credit and reference check, and investigate any and all reports about your firm.

Under the penalty of perjury, Proposer certifies that:

A. This Proposal is genuine, is not a sham or collusive, and is not made in the interest of, or on behalf of, any person, partnership, corporation, firm, organization, or another entity not named or disclosed in the Proposal;

B. Proposer did not, directly, or indirectly, induce, agree, or solicit anyone else to submit a false or sham Proposal, to refrain from proposing, to withdraw a Proposal, or to attempt to induce an action prejudicial to City's interests;

C. Proposer has not sought by collusion, in any manner, to secure for Proposer any advantage over other proposers; and

D. All facts and statements in the Proposal are completely true, accurate, and correct.

E. By signing this Proposal, each individual below represents and warrants that the individual:

(1) Has the right, power, legal capacity, and authority not only to sign this Proposal on the Proposer's behalf, but also to bind the Proposer to this Proposal; and

(2) Binds the Proposer to this Proposal.

**PROPOSER:**

By \_\_\_\_\_  
Signature

Name \_\_\_\_\_  
Printed

Its \_\_\_\_\_  
Title

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**PF: II-REFERENCE FORM**

The Proposer satisfactorily completed at least three (3) similar projects in California; each comparable in scope and scale to this Project, within the last three (3) years before the Proposal Deadline, identifying the dollar value of each project. For detailed project information about each project (i.e., marketing materials, pictures, correspondence, etc.), please include immediately following this form.

***List public entity contracts in California; each comparable in scope and scale to this Project, within the last five (5) years:***

	CONTRACT START DATE	CONTRACT END DATE	CONTRACT \$ AMOUNT	PROJECT DESCRIPTION	CONTACT NAME/TITLE	CONTACT PHONE NUMBER	CONTACT EMAIL ADDRESS
1							
2							
3							
4							

**PF: III-PUBLIC RECORDS EXEMPT INFORMATION FORM**

See Section IV.B of the RFP. Select one (1) of the following boxes:

- ☐ Proposer hereby declares that its Proposal contains no Public Records Act-exempt information and waives any right to an exemption from disclosure of the Proposal, or any of its contents, as the California Public Records Act provides.
- ☐ Proposer has included with its Proposal package a document entitled "Redacted Proposal" in which all copyrighted material, trade secrets, or other proprietary information which Proposer believes should be exempt from disclosure under the California Public Records Act has been redacted.
- ☐ Proposer hereby declares that the following information included in its Proposal is copyrighted material, trade secrets, or other proprietary information which Proposer believes should be exempt from disclosure under the California Public Records Act:

[illegible]

## **PF: IV- DISCLOSURE - CAMPAIGN FINANCE ORDINANCE – CONSULTANTS AND SUBCONSULTANTS**

The City Council adopted Ordinance No. 5744, "Campaign Finance Ordinance," which became effective on September 9, 2011, and amended it with Ordinance No. 5768, which became effective on March 15, 2012 ("the Ordinance"). The Ordinance prohibits: (1) A Consultant\* (including a subConsultant\*\*)— who has a contract with the City of Glendale ("City"), Glendale Successor Agency or Glendale Redevelopment Agency ("GSA"), or the Housing Authority of the City of Glendale ("HA") and that contract is subject to approval by the City Council, GSA, or HA— from making a contribution to a City Council member, GSA member, HA member, City Clerk, or City Treasurer; and (2) Council members, GSA members, and HA members from voting on matters concerning a contract affecting a Consultant or subConsultant who has provided a campaign contribution.

The provisions of the Ordinance restricting Council members from voting on matters affecting campaign contributors applies to a Consultant whose contract requires the City Council's, GSA's, or HA's approval, and specified subConsultants. A contract with the City, GSA, or HA is known as a "City Contract." The Ordinance excludes a competitively bid contract awarded to the lowest responsible bidder.

To assist members of the City Council, GSA, and HA before they vote on a matter regarding a City Contract, the Ordinance requires City staff to prepare this report which discloses certain information about the Consultant receiving the City Contract, and specified subConsultant(s) working under the City Contract.

- Information that must be disclosed:**
- Name of the person, entity, or organization (i.e., the Consultant or SubConsultant)
  - Name of the Chief Executive Officer/President
  - Chief Operating Officer
  - Chief Financial Officer
  - Chairperson
  - All members of the Board of Directors
  - All persons who own more than 10% of the person, entity, or organization
  - Name of any campaign committee owned or controlled by the person, entity, or organization

**Please complete the following disclosure form:**

**Consultant(s)\*:**

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

\* "Consultant" is the person, entity, or organization that is the party, or prospective party, to the contract with the City, GSA, or HA. In addition to the name of the person, or entity, the Consultant must also disclose the name(s) of that person's, entity's, or organization's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Please disclose these persons' name and business address.

**SubConsultant(s)\*\*:**

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

\*\* "SubConsultant" is the person, entity, or organization that has entered into a contract for the performance of all or a portion of the work undertaken under an agreement with an architect, design professional, engineer, or general or prime contract, usually by a general or prime Consultant. You must also disclose the names of the SubConsultant's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Above please disclose these persons' name and business address.

Campaign Committee owned or controlled by:

Title	Business Address	City	State	Zip

**CERTIFICATION**

On behalf of the above-named ☐ Consultant ☐ SubConsultant:

- I acknowledge that I have a continuing obligation to update this disclosure form if I substitute— or if I select additional— architects, design professionals, Consultants, or subConsultants within ten (10) days of the selection or change; and
- I hereby certify that:
  - I have identified all persons for which the Ordinance requires disclosure;
  - The information in this disclosure form (and any attachment to this form) is true, accurate, correct, and complete; and
  - I have been legally authorized to submit this disclosure form.

In total, this disclosure form (including attachments) is \_\_\_\_\_ pages.

Executed on: \_\_\_\_\_, 20\_\_\_\_, at: \_\_\_\_\_, California.

Signature: \_\_\_\_\_ Print Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PF: V- INSURANCE REQUIREMENTS DECLARATION**

**THE PROPOSER'S INSURANCE COMPANY(S) OR INSURANCE AGENT MUST COMPLETE THIS FORM AND THE PROPOSER MUST SUBMIT THIS DECLARATION WITH THE PROPOSAL FORMS.**

I, the undersigned (**check one box:** ☐ underwriter ☐ agent), certify that I and the Vendor listed below have jointly reviewed the "Insurance Requirements" in this Request for Proposals. If the City of Glendale ("City") awards the Contract for Public Outreach and Regulatory Compliance, I will be able—within fourteen (14) calendar days after the Vendor is notified of the Contract's award—to furnish the City with valid insurance forms (including one or more insurance certificates and additional insured endorsements) that fully meet all of the Insurance Requirements.

<b>Name of Insurance Company</b>	<b>Date</b>
----------------------------------	-------------

<b>Insurance Agent's Name (Printed)</b>	<b>Insurance Agent's Name (signature)</b>
---	---

<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
----------------	-------------	--------------	-----------------

<b>Telephone Number</b>	<b>FAX Number</b>	<b>Email Address</b>
-------------------------	-------------------	----------------------

<b>Vendor's Name</b>	<b>Request for Proposal</b>
----------------------	-----------------------------

*Below State the Name of Insurance Company Providing Coverage:*

***DO NOT write "Will Provide," "To Be Determined," "When Required," or similar phrases.***

**Commercial General Liability**

**Automobile Liability**

**Workers' Compensation Liability**

**Professional Liability**

City Will Purchase Policy, if required

**Builders Risk**

**Pollution Liability**

**NOTE TO THE UNDERWRITER / AGENT:** If the insurance forms that the Vendor submits to the City do not fully comply with the Insurance Requirements, and/or if the Vendor fails to submit the forms within the 14-day time limit, the City may: (1) declare the Vendor's Proposal non-responsive, and (2) award the Contract to the next highest scoring, responsible proposer. *If you have any questions about Insurance Requirements, please contact Veronika Padron, Risk Management Section, at (818) 548-4354.*

**PF: VI- TABLE OF EXCEPTIONS**

Proposer must state whether its proposal does or does not fully comply with the requirements as defined in this RFP and will provide a detailed list of exceptions to the Scope of Services, Proposed Professional Services Agreement, or any other requirements of the RFP, including all exhibits, forms, and appendices. List of exceptions will be inserted in the table form below and identify the page, section number, provision and exception, non-conformance and/or substitute language proposed. Failure to identify any items of non-compliance will result in the City assuming compliance. Changes to the Proposed Professional Services Agreement may not be considered or negotiated if not submitted as part of the proposal. The City, at its sole discretion, may modify or reject any exception or proposed change.

Provision/Exception-Nonconformance and/or Subtitle Language


By signing below, I understand that the information above lists all exceptions expressed by this firm in response to the RFP issued by the City of Glendale for\_\_\_\_\_.

Dated this day \_\_\_\_ of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

**PF: VII- SCHEDULE OF FEES/COST PROPOSAL**

The initial contact period is expected to be from July 1, 2024, through June 30, 2025. The optional two-year extension would be effective from July 1, 2026, through June 30, 2028. For the cost proposal, complete the spread sheet below and provide:

1. The billable hourly rate for each staff member working on the project.
2. The task cost total separated by fiscal year.

**FISCAL YEAR 2024-2025**  
*(July 1, 2024-June 30, 2025)*

TASK	STAFF BILLABLE HOURLY RATE(S)	TOTAL TASK COST
<b>TASK 1: Needs Assessment and Strategy Development DETAIL</b> <ul style="list-style-type: none"><li>▪ Conduct an initial assessment of current outreach efforts and community needs.</li><li>▪ Develop a strategic plan for the outreach campaign, including different media platform mix, tailored to identified demographic groups and prioritized in terms of cost/benefit</li></ul>		
<b>TASK 2: Content Creation and Material Development</b> <ul style="list-style-type: none"><li>▪ Design educational and promotional materials (digital and print).</li><li>▪ Develop content for social media, website, and other digital platforms.</li></ul>		
<b>TASK 3: Implementation</b> <ul style="list-style-type: none"><li>▪ Execute the outreach campaign as per the strategic plan.</li><li>▪ Coordinate events, workshops, and meetings to promote awareness and education.</li></ul>		
<b>TASK 4: Monitoring, Evaluation, and Reporting</b> <ul style="list-style-type: none"><li>▪ Monitoring plan showing how the major components of the campaign will be quantitatively monitored.</li><li>▪ Prepare quarterly reports and an annual report detailing progress and outcomes.</li></ul>		
<b>TASK 5: Engagement and Collaboration</b> <ul style="list-style-type: none"><li>▪ Facilitate collaboration with franchised waste haulers for effective outreach implementation.</li></ul>		
<b>TASK 6: Legislative Compliance</b> Maintain records of outreach efforts to facilitate program tracking for state reporting requirements.		
<b>TOTAL</b>		



**OPTIONAL CONTRACT EXTENSION:**

**FISCAL YEAR 2025-2026**  
*(July 1, 2025-June 30, 2026)*

<b>TASK</b>	<b>STAFF BILLABLE HOURLY RATE(S)</b>	<b>TOTAL TASK COST</b>
<b>TASK 1: Needs Assessment and Strategy Development DETAIL</b> <ul style="list-style-type: none"> <li>Conduct an initial assessment of current outreach efforts and community needs.</li> <li>Develop a strategic plan for the outreach campaign, including different media platform mix, tailored to identified demographic groups and prioritized in terms of cost/benefit</li> </ul>		
<b>TASK 2: Content Creation and Material Development</b> <ul style="list-style-type: none"> <li>Design educational and promotional materials (digital and print).</li> <li>Develop content for social media, website, and other digital platforms.</li> </ul>		
<b>TASK 3: Implementation</b> <ul style="list-style-type: none"> <li>Execute the outreach campaign as per the strategic plan.</li> <li>Coordinate events, workshops, and meetings to promote awareness and education.</li> </ul>		
<b>TASK 4: Monitoring, Evaluation, and Reporting</b> <ul style="list-style-type: none"> <li>Monitoring plan showing how the major components of the campaign will be quantitatively monitored.</li> <li>Prepare quarterly reports and an annual report detailing progress and outcomes.</li> </ul>		
<b>TASK 5: Engagement and Collaboration</b> <ul style="list-style-type: none"> <li>Facilitate collaboration with franchised waste haulers for effective outreach implementation.</li> </ul>		
<b>TASK 6: Legislative Compliance</b> <ul style="list-style-type: none"> <li>Maintain records of outreach efforts to facilitate program tracking for state reporting requirements.</li> </ul>		
<b>TOTAL</b>		

**FISCAL YEAR 2026-2027**  
*(July 1, 2026-June 30, 2027)*

TASK	STAFF BILLABLE HOURLY RATE(S)	TOTAL TASK COST
<b>TASK 1: Needs Assessment and Strategy Development DETAIL</b> <ul style="list-style-type: none"> <li>Conduct an initial assessment of current outreach efforts and community needs.</li> <li>Develop a strategic plan for the outreach campaign, including different media platform mix, tailored to identified demographic groups and prioritized in terms of cost/benefit</li> </ul>		
<b>TASK 2: Content Creation and Material Development</b> <ul style="list-style-type: none"> <li>Design educational and promotional materials (digital and print).</li> <li>Develop content for social media, website, and other digital platforms.</li> </ul>		
<b>TASK 3: Implementation</b> <ul style="list-style-type: none"> <li>Execute the outreach campaign as per the strategic plan.</li> <li>Coordinate events, workshops, and meetings to promote awareness and education.</li> </ul>		
<b>TASK 4: Monitoring, Evaluation, and Reporting</b> <ul style="list-style-type: none"> <li>Monitoring plan showing how the major components of the campaign will be quantitatively monitored.</li> <li>Prepare quarterly reports and an annual report detailing progress and outcomes.</li> </ul>		
<b>TASK 5: Engagement and Collaboration</b> <ul style="list-style-type: none"> <li>Facilitate collaboration with franchised waste haulers for effective outreach implementation.</li> </ul>		
<b>TASK 6: Legislative Compliance</b> <ul style="list-style-type: none"> <li>Maintain records of outreach efforts to facilitate program tracking for state reporting requirements.</li> </ul>		
<b>TOTAL</b>		