



**Request for Proposals  
Northwest Rocklin Community Parks Master Plan**

Issued on: October 15, 2024

**Proposal Due Date: December 4, 2024 at 4:00 p.m.**

City of Rocklin – City Hall  
Attn: Elizabeth Sorg, Management Analyst  
Office of the City Manager  
[elizabeth.sorg@rocklin.ca.us](mailto:elizabeth.sorg@rocklin.ca.us)  
3970 Rocklin Road, Rocklin, CA 95677

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## Section 1. Project Description

The City of Rocklin (the City) is seeking proposals from creative and motivated consultants to develop a Master Plan for three Northwest Community Parks: Whitney Park Phase 2, Margaret Azevedo Park, and Kathy Lund Park. The City is open to any and all ideas to maximize the potential of these parks and will be seeking interactive input from the community to help guide the process. The City is open to change and is seeking a firm that will lead with unique and innovative ideas. The final Master Plan should identify a mix of recreational uses for the three community parks that would result in the successful recreational development, operation and maintenance of the land. The City is also requesting a report on the feasibility and costs for the development and operations of the amenities identified in the final master plan.

## Section 2. Background

The City of Rocklin owns and maintains 37 parks which total approximately 620 acres. There is about one acre of park per every 1000 resident in the city, and 85% of households can walk to a park in 10 minutes or less. Parks are a well-loved and supported element of the City, and residents report that the availability of parks is one of their top reasons for living in Rocklin.

The three parks identified for study are collectively considered the Northwest Community Parks. These parks offer a wide variety of amenities, from play structures to ball fields. Margaret Azevedo and Kathy Lund Parks are almost fully developed; Whitney Park Phase 2 only has 2 of 17 acres developed. Maps of the parks and a map of Rocklin can also be found in exhibit A. A list of all park amenities in Rocklin is also included in exhibit A.

The City completed a Parks and Trails Master Plan in 2017, a link to which can be found in exhibit A. This Northwest Community Parks Master Plan seeks to expand on that study by focusing on these three community parks. As the City approaches build out and the needs of the residents change, the City is seeking to evaluate the best use of the space in the three identified parks to ensure there is adequate coverage for all amenities without duplicating services. It is not the intent of the City to remove the net number of amenities or reduce park area; rather, the City is seeking to plan out the next 20 years of park usage to both consolidate amenities and expand park offerings. The three parks to be studied are:

### Whitney Park Phase 2

Whitney Park is the northernmost park identified in this study. Whitney Park Phase 1 includes lighted sports fields for soccer, baseball and softball, a seasonal splash pad, restrooms, youth-aged playgrounds, and picnic facilities. Whitney Park is split into two sections, which the City refers to as phase 1 and phase 2. Phase 1 is 20 acres and contains the current buildout of the park with the amenities listed above. Phase 2 is the 17-acre eastern portion of the park. Phase 2 will include a bicycle pump track, which has already broken ground. However, the remaining space in phase 2 is unplanned.

### Margaret Azevedo Park

South of Whitney Park is Margaret Azevedo Park. Margaret Azevedo Park is a 24-acre community park that features lighted soccer fields, a regulation-size baseball/softball field, youth playgrounds, restrooms, and off-street parking. While the park is already a central gathering point, an undeveloped area in the middle of the park offers opportunities for enhancement and alignment with community needs.

### Kathy Lund Park

Further south is Kathy Lund Park, a 30-acre park with lighted soccer fields, a seasonal splash pad, five youth softball fields (four are lighted), a 1,200 square-foot restroom/concession building and 12.65 acres of open turf. The park is a highly active space, particularly for youth softball and the local youth soccer club, which regularly utilize its fields for practices and games.

## Section 3. Scope of Work

The scope of work shall include, but not be limited to:

- a. Conduct a needs assessment regarding potential recreational and open space uses of the Northwest Community Parks (NCP), including review of pertinent existing reports and information from the City and other governmental organizations. The assessment will also include interviews with City elected officials and Commissioners, City staff, local recreation and tourism organizations, youth sports organizations, and others that may be appropriate to help inform the potential use of the NCPs. The needs assessment will consider the potential uses as well as the existing conditions and constraints of the NCPs, including environmental preservation and development restrictions, the proximity of surrounding neighbors, and maximization of amenity placement, including the ball fields. The assessment will include at least one public meeting/workshop with the City Council and one stakeholder meeting/workshop with the public.
- b. Create a recommended NCP master plan that identifies a mix of recreational uses for the NCPs that would result in the successful development, operation and maintenance of the land and addresses the current and future needs of the City, its partners and residents.
- c. Provide detailed estimates of one-time and ongoing costs to develop, operate and maintain the uses described in the recommended master plan. The estimates will include costs for the potential public infrastructure improvements and any environmental review and mitigation which may be required. Public contracting requirements should be considered, including but not limited to, the requirement to pay prevailing wages under the California Labor Code.

- d. Develop a phased implementation approach for the recommended master plan, considering available funding, land-use approvals and other project constraints.
- e. Present the recommended master plan report for consideration at a meeting of the Parks and Recreation Commission, followed by a presentation of the recommended master plan report at a separate City Council meeting.

## Section 4. Proposal Requirements

Consultants submitting proposals are expected to supply adequate information that demonstrates their ability to meet the scope of work and project expectations, as outlined by this document.

### Cover Letter

A one to two-page document outlining the consultant's interest in the project and vision for helping Rocklin create an outdoor recreation area that will contribute to the quality of life of residents and visitors for generations.

### Company Profile

A brief narrative on the consultant's history, management structure and general explanation of expertise in parks and recreation master planning, and landscape architecture.

### Proposed Staff

The resumes and/or short biographies of key staff members who will be contributing to the project, including their areas of responsibility.

### Project Approach

Proposals should provide a complete and concise description of the company's ability to meet the requirements of the RFP. This section should include a narrative briefly describing the proposed approach, outlining strategies and tactics that will ensure the objectives in the scope of work will be met in a comprehensive and timely manner. Firms are encouraged to visit the three parks prior to drafting their proposals. However, a guided tour of each park will not be offered as part of this RFP process.

### Project Schedule

A comprehensive project schedule with performance milestones and estimated timeframes for completion must be included.

### References

Proposal must provide at least three references, within the past 10 years, of clients for whom services have been performed that are comparable in quality and scope to that specified within

this RFP. The references shall include names, addresses, and contact information for whom the prior work was performed, and include an explanation of the services provided to these clients.

### Cost Proposal

**The cost proposal shall be submitted in a separate sealed envelope identified by the name of the consultant and “Cost Proposal.”**

Provide a summary of estimated costs based on the scope of work above, including staff’s hourly rates. The cost proposal should provide sufficient detail that would allow City staff to understand cost impacts if modifications to the scope are necessary. All costs should be included in the estimated budget, such as travel to meetings, presentations of the draft master plan to City Council and commissions, etc. Additional services that the consultant may recommend may be included, but should be priced separately.

Points will not be awarded toward the consultant selection based on the hourly rate schedule for proposed staff.

The cost proposal will remain sealed. Only when a consultant has been selected for negotiation will that consultant’s cost proposal be opened. The cost proposal will be used as a basis of negotiation for a professional services agreement with the highest ranked consultant. The cost proposal may be used by the City to adjust its project budget prior to executing a professional services agreement. If an agreement is not completed with a consultant, the next highest ranked consultant will be given the opportunity to negotiate an agreement.

## Section 5. Submittal Instructions

### Proposal Delivery Instructions

Submittal packages shall include the following:

- One (1) original and three (3) printed copies of your proposal, not including the cost proposal, and
- One (1) electronic copy of your proposal, not including the cost proposal, in PDF format on flash drive or other electronic media
- One (1) cost proposal that shall be submitted in a separate sealed envelope identified by the name of the consultant and “Cost Proposal”

Proposals shall be submitted not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted in a sealed envelope or container and clearly marked with the RFP title on the outside of the parcel.

Proposals shall be submitted ONLY to:

City of Rocklin  
Attention: Elizabeth Sorg, Management Analyst  
Office of the City Manager  
3970 Rocklin Road, Rocklin, CA 95677

The City shall not be responsible for proposals addressed to a different person or delivered to a different location other than that specified herein. Postmarks will not be accepted and proposals received after the deadline date and time will not be accepted or considered. No exceptions. The City reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of any such defect or irregularity.

All costs associated with proposal preparation shall be borne by the proposer.

#### Letter of Intent to Respond

All interested consultants are encouraged to submit a Letter of Intent to Respond by October 28, 2024. Submitting a letter does not guarantee or replace the formal proposal process, nor does the failure to submit a letter prevent an interested consultant in submitting a proposal. Letters can be sent to Elizabeth Sorg via mail or email at: [elizabeth.sorg@rocklin.ca.us](mailto:elizabeth.sorg@rocklin.ca.us).

#### Questions

All questions and inquiries must be submitted via email to Elizabeth Sorg at [elizabeth.sorg@rocklin.ca.us](mailto:elizabeth.sorg@rocklin.ca.us). The deadline to submit questions is October 30, 2024 at 5:00 p.m. One comprehensive response to all submitted questions will be posted online on November 15, 2024, and distributed to all consultants that submitted a Letter of Intent to Respond.

Do not contact other individuals or City departments in this regard. Information provided by anyone other than the above contact may be invalid and proposals which are submitted in accordance with such information may be declared non-responsive.

### Section 6. Proposal Evaluation and Consultant Selection

Award of the RFP shall be made to the responsive and responsible proposer(s) whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the City after the evaluation panel has taken into consideration the evaluation factors set forth in the RFP. Proposals shall be scored according to the criteria stated in this section.

Proposals submitted will be reviewed by a selection committee. Consultants that have submitted the best and most complete proposals may be invited to an interview. The number of consultants that may be invited to an interview may vary depending upon the number of proposals submitted.

Should the City elect to conduct interviews with any proposers, the following criteria shall be considered and each proposer ranked by the evaluation panel during the interview process: a) Communication Style, b) Experience/Quality, c) Ability to meet the City's required services.

One or more consultants may be selected. The City reserves the right to make a selection after review of the proposals without oral interviews; therefore, the proposal should be submitted initially on the most favorable terms that the consultant might propose.

A contract will be negotiated with the consultant(s) considered best meeting the City's needs for this project. In the event a mutually satisfactory contract cannot be negotiated with one of the City's choices, negotiations may be terminated.

The selected consultant(s) will be required to execute a City-prepared contract as provided in Exhibit B – "Sample Contract." The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The award of any contract is expressly contingent upon City approval and the availability of funds.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful consultant(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.

The City reserves the right to seek clarification on any or all proposal submittals to ensure the RFP specifications are met. Proposals may be rejected from any proposer who does not comply with the City's request for clarification.

Once a decision has been made to recommend award of the contract to a specific consultant, then a formal notice of the intent to award to the recommended consultant shall be made by the City. If the contract exceeds the City Manager's signing authority and needs to be brought before City Council, the letter of intent to award will be sent prior to final approval by City Council.

A City of Rocklin business license, as well as all applicable permits, licenses and certifications required by local, state or federal law are required before the award of contract.

<b>The following criteria will be used in consideration of proposals:</b>	<b>Weight</b>
Quality and completeness of proposal and any supporting documents	20%
Company qualifications, demonstrated experience with similar projects, and references	40%
Project approach and understanding	40%



## Section 7. Consultant’s Responsibilities

Each consultant submitting a response to this Request for Proposals acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are at the consultant’s sole expense. In addition, each consultant acknowledges and agrees that all documentation and/or materials submitted in response to this request shall remain the property of the City.

The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the proposal as set forth therein. The selection committee will make a recommendation to the approving authority.

The selected company must be willing to execute the City’s standard Professional Services Agreement. An example is included as exhibit B. Any exceptions thereto must be identified in the proposal.

### Insurance Requirements

Evidence of general liability, professional liability, automotive, and workers’ compensation insurance, in accordance with City requirements, must be provided to the City.

## Section 8. RFP Schedule

RFP Issued .....	October 15, 2024
Letter of Intent to Respond Deadline .....	October 28, 2024
Submission of Questions Deadline .....	October 30, 2024 at 5 p.m.
City Response to Written Questions .....	November 15, 2024
Proposal Submission Deadline .....	December 4, 2024 at 4 p.m.
Consultant Interviews as Needed: .....	Week of December 16, 2024
Contract Negotiations .....	Week of January 6, 2025,
City Council Meeting to Award Contract.....	January 28, 2025

## Section 9. List of Exhibits

### Exhibit A: Links and Resources

- City of Rocklin Park Finder Map:  
<https://cityofrocklin.maps.arcgis.com/apps/Shortlist/index.html?appid=6214e37268b44e089971ef511c465296>
- City of Rocklin Parks & Recreation Website: <https://www.rocklin.ca.us/parks-and-recreation>
- 2017 Parks and Trails Master Plan: [https://www.rocklin.ca.us/sites/main/files/file-attachments/rocklin\\_parks\\_and\\_trails\\_master\\_plan\\_final.pdf?1487982737](https://www.rocklin.ca.us/sites/main/files/file-attachments/rocklin_parks_and_trails_master_plan_final.pdf?1487982737)
- List of all Park Amenities in Rocklin:  
<http://cityofrocklin.maps.arcgis.com/sharing/rest/content/items/8bd9a9e71fc04d21b091bacee94a71d6/data>

# Whitney Park



# Kathy Lund Park



# Margaret Azevedo Park



## CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, by and between the CITY OF ROCKLIN a municipal corporation ("City"), and [ ] "Contractor," who mutually agree as follows:

### 1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to the City the services described in the Scope of Work, Exhibit A. Contractor shall provide the services at the time, place and in the manner specified in Exhibits A and/or B. Contractor shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of the services: (a) Contractor notifies the City and City agrees the services are outside the scope of Exhibit A; (b) Contractor estimates the additional compensation required for these additional services; and (c) City after notice, approves in writing a supplemental agreement specifying the additional services and the amount of compensation therefore. City shall have no obligation whatsoever under this Agreement or any supplemental agreement, unless and until the agreement or supplemental agreement is approved by the City Manager, the City Manager's authorized designee, or by the Rocklin City Council, as required by the Rocklin Municipal Code or other local law or policy.

### 2. COMPENSATION

A. The City shall pay Contractor for the services rendered pursuant to this Agreement at the times and in the manner set forth in the Scope of Work, Exhibit A, the Schedule of Performance, Exhibit B, and in accordance with the Schedule of Fees in Exhibit C, but in no event shall the total compensation exceed the **total sum of \$[ ]**. The payments specified in Exhibits A and/or B shall be the only payments to be made to Contractor for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, City approves additional compensation for additional services.

B. Contractor shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. Reimbursable expenses shall be limited to actual expenditures of Contractor for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

C. Contractor shall submit all billings/invoices for services to City in the manner specified in Exhibit B. Contractor's fees shall be as specified in the Scope of Work, Exhibit A or the Schedule of Fees as set forth in Exhibit C. All invoices submitted by Contractor shall contain the following information:

- i. Job/project name or description;
- ii. City's current purchase order and/or work order number (if applicable);
- iii. Contractor's invoice number;

- iv. Date of invoice issuance;
- v. Description of services billed under invoice, including the description of tasks performed and the corresponding rate charged for the completion of that task;
- vi. Amount of invoice, itemizing all authorized reimbursable expenses; and
- vii. Total billed to date under agreement.

D. City shall make payment to Contractor net 30 days from receipt of an acceptable invoice. If Contractor's performance is not in conformity with the Scope of Work, Exhibit A, or the Schedule of Performance, Exhibit B, or the provisions set forth above, payments may be delayed or denied, unless the Contractor's failure to perform is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 4. City shall not be responsible for delays in payment to Contractor resulting from Contractor's failure to comply with the invoice format described above, or as set forth in the Schedule of Performance.

E. During performance of the agreement and for a period of three (3) years after completing all services, Contractor shall maintain all accounting and financial records related to this Agreement, including but not limited to records of Contractor's costs for all services performed under this Agreement and records of Contractor's reimbursable expenses, in accordance with generally accepted accounting practices, and shall keep and make the records available for inspection and audit by representatives of the City upon reasonable written notice.

F. Contractor shall pay when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of payment upon request. Contractor hereby agrees to indemnify City for any claims, losses, costs, fees, liabilities, damages or injuries suffered by City arising out of Contractor's breach of this section.

### **3. FACILITIES AND EQUIPMENT**

Contractor shall at its sole cost and expense, furnish all facilities and equipment that may be required for Contractor to perform services pursuant to this Agreement. City shall furnish to Contractor, only the facilities and equipment listed in Exhibit A (if any) according to any terms and conditions set forth in Exhibit A.

### **4. TERM OF CONTRACT**

A. This Agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the agreement and shall continue in effect until [ ] unless sooner terminated as provided herein.

B. The services of Contractor are to commence upon execution of this Contract and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit B**.

### **5. SUSPENSION/TERMINATION**

A. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving written notice of suspension to Contractor. If City gives such notice, Contractor shall immediately suspend its activities under this Agreement.

B. This Contract may be terminated by either party, provided that the other party is given not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. If the agreement is terminated by the City:

- i. Contractor shall immediately cease rendering services pursuant to this Agreement;
- ii. Contractor shall, not later than five days after such notice of termination, deliver to City copies of all information prepared pursuant to this Agreement;
- iii. City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination; provided however, City shall not in any manner be liable for lost profits that might have been made by Contractor had the agreement not been terminated or had Contractor completed the services required by this Agreement. Contractor shall furnish to City such financial information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy that city may have in law or equity.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined.

## **6. INDEPENDENT CONTRACTOR**

Contractor enters into this Contract as an independent contractor and not as an employee or agent of the City. Contractor shall have no power or authority by this Contract to act on behalf of City in any capacity whatsoever as an agent, or to bind the City in any respect or to any obligations whatsoever. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

## **7. AMENDMENTS, CHANGES OR MODIFICATIONS**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

## **8. EXTENSIONS OF TIME**

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 7.

## **9. PROPERTY OF CITY**



It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the City, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the City which is in the Contractor's possession.

## **10. COMPLIANCE WITH ALL LAWS**

Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, all applicable laws, ordinances, and codes of federal, State and local governments, which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

For all leases and purchases of materials, equipment, supplies or other tangible personal property used to perform the agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit or Seller's Permit from the California State Board of Equalization, in accordance with the applicable SBE criteria and requirements. This provision applies in all instances unless prohibited by the funding source for the agreement.

## **11. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR**

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in Exhibit A in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor is duly licensed, qualified and experienced to perform the services set forth in the Scope of Services, Exhibit A. Contractor represents and warrants that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature that are legally required for Contractor to practice its profession or provide any services under this Agreement. Contractor represents and warrants that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits and approvals that are legally required for Contractor to practice its profession or provide such services. If Contractor is an out of state corporation, Contractor further warrants and represents that it possesses a valid certification of qualification to transact business in the State of California issued by the California Secretary of State.

C. Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California. Contractor shall devote such time and effort to the performance of services pursuant to this Agreement as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement to the extent that party's performance is prevented or delayed by any cause that is beyond the reasonable control of that party.

D. All products of whatsoever nature that Contractor delivers to City pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession, and shall be provided in accordance with any scope of services or schedule of performance specified in Exhibits A or B.

E. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld. Contractor shall notify City in writing, of any other changes in Contractor's staff assigned to perform the services required under this Agreement, prior to any such performance. In the event the City desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because the City in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from the City of the desire for the removal of such person.

F. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

G. Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research. Contractor shall be liable for any expenses thereby incurred.

## **12. SUBCONTRACTING**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

## **13. ASSIGNABILITY**

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City. The City has a strong interest in the qualifications and capability of the persons and entities that will fulfill the obligations imposed on Contractor under this Agreement. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

## **14. INTEREST IN CONTRACT**

Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

#### **15. MATERIALS CONFIDENTIAL**

To the extent permitted by law, all of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

#### **16. LIABILITY OF CONTRACTOR-NEGLIGENCE**

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

#### **17. INDEMNITY AND LITIGATION, COSTS**

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City, its officers, officials, agents, employees and volunteers against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from all acts or omissions of Contractor, or its officers, agents or employees in rendering services under this Agreement; excluding however, such liability, claims, losses, damages or expenses arising from the City's sole negligence, or willful acts. The provisions of this paragraph shall survive termination or suspension of this Contract. These Indemnification provisions are independent of and shall not in any way be limited by the Insurance requirements of this Agreement. City approval of the Insurance required by this Agreement does not in any way relieve the Contractor from liability under this section.

#### **18. CONTRACTOR TO PROVIDE INSURANCE**

Contractor agrees to have and maintain the policies set forth below, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

**A. Minimum Scope and Limit of Insurance**

i. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability:** Insurance Services Office Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

iii. **Workers’ Compensation** as required by the State of California, with Statutory Limits and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If Contractor has no employees, Contractor must notify City if an employee is hired, verify proof of coverage for any subcontractors, and agrees to hold City harmless and defend City from claims arising from failure to provide workers’ compensation benefits.

iv. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Professional liability coverage shall extend for at least five years after completion of the Contractor’s services under this Agreement.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**B. Other Insurance Provisions**

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

i. **Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

ii. **Primary Coverage.** For any claims related to this Contract, the Contractor’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

iii. **Umbrella or Excess Policy.** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess Policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

iv. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days’ notice to the City, with ten days’ for notice of cancellation due to non-payment.

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

vi. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

vii. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

viii. **Claims Made Policies.** If any of the required policies for professional liability insurance provide claims-made coverage:

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.

ix. **Verification of Coverage.** Contractor shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the

applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

x. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

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

## 19. GENERAL/MISCELLANEOUS PROVISIONS

A. **Contract Documents.** This Agreement and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. In the event of any conflict between the terms or conditions of this written Agreement and any terms or conditions of any document prepared or provided by Contractor and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the written terms of this document shall control over those terms or conditions.

B. **Non-Discrimination in Employment and Equal Employment Opportunity.** Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, color, ancestry, national origin, religious creed, sex (including pregnancy, childbirth breastfeeding or related medical condition), sexual orientation, gender, gender identity, gender expression and age (over 40), disability (mental and physical), medical condition, marital status, citizenship, and military and veteran status.

C. **Inspection of Records.** Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. **Entire Agreement.** This Contract constitutes the entire agreement between the parties relative to the services specified herein and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration or modification of this Agreement shall be valid or effective unless and until such modification is evidenced by a writing signed by both parties to this Contract, by persons authorized to act on behalf of the parties. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

F. **Waiver.** Neither City's acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach, or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

G. **Notice.** All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of Rocklin

City of Rocklin  
Office of the City Attorney  
3970 Rocklin Road  
Rocklin, CA 95677

Contractor:

H. **Enforcement of Agreement.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California. Venue of any action arising out of this Contract shall be brought and maintained in Placer County California, regardless of where else venue may lie. The parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such courts.

I. **Attorney's Fees.** In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

J. **Power and Authority to Enter into Agreement.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

K. **Counterparts; Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words "execution," "signed," "signature," and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include **digital electronic**

**signatures** (DocuSign). The use of digital **electronic signatures** and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law.

L. **Exhibits.** All exhibits referred to herein and attached hereto, are by this reference incorporated as if set forth fully herein.

CONTRACTOR

By: \_\_\_\_\_  
[Name, Title]

By: \_\_\_\_\_  
[Name, Title]

CITY OF ROCKLIN

By: \_\_\_\_\_  
Aly Zimmermann, City Manager

ATTEST:

By: \_\_\_\_\_  
Avinta Singh, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Matthew McOmber, City Attorney



EXHIBIT A

Contractor Proposal/Scope of Work

EXHIBIT B

Schedule of Performance

EXHIBIT C  
Schedule of Fees

EXHIBIT \_\_

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONTRACTORS

By: \_\_\_\_\_  
[Title]

END OF SAMPLE CONTRACT

## Exhibit C: Proposer's Certification

### PROPOSER'S CERTIFICATION

I hereby propose to furnish the services specified in the Request for Proposals ("RFP"). I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City of Rocklin ("City") adequate time to evaluate the qualifications submitted.

I have carefully examined the Request for Proposals and any other documents accompanying or made a part of this RFP. The information contained in this proposal is true and correct to the best of my knowledge and is signed under penalty of perjury under the laws of the State of California. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its authorized agent and that the firm is ready, willing and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or conspiracy with any other person, firm or corporation submitting a proposal for the same product or service; that this proposal is fair and made without outside control, collusion, fraud or illegal action; that no officer, employee or agent of the City or any other proposer is financially interested in said proposal; that no undue influence or pressure was used against or in concert with any officer, employee or agent of the City in connection with the award or terms of the contract that will be executed as a result of this RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

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NAME OF BUSINESS

---

SIGNATURE

---

NAME & TITLE, TYPED OR PRINTED

---

MAILING ADDRESS

---

TELEPHONE NUMBER

---

EMAIL

Type of Organization:

\_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Corporation    \_\_\_\_\_ State of Incorporation

\_\_\_\_\_ Partnership    \_\_\_\_\_ Limited Liability Company