



**CITY OF GRASS VALLEY**  
**Community Development Department**  
Thomas Last, Community Development Director  
125 East Main Street  
Grass Valley, CA 95945

**Building Division**  
530-274-4340  
**Planning Division**  
530-274-4330  
530-274-4399 fax

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February 23, 2021

RE: Request for Proposals to manage the design and potential project implementation of the Mill Street Closure and Pedestrian Plaza

To whom it may concern:

The City of Grass Valley invites your firm to submit a detailed proposal, including a minimum of two, no more than three, conceptual alternatives, for the Mill Street closure project. The attached RFP provides a background on the project and the basic requirements to be included. The City requests all proposals be submitted by Thursday March 25, 2021.

Please note, Phase 3 (Construction Drawings) is contingent on City Council's decision to move forward with this project. Council's decision will be based on the favorability of proposals and conceptual alternatives presented.

If you have any questions, please feel free to contact me at [toml@cityofgrassvalley.com](mailto:toml@cityofgrassvalley.com) or (530) 274-4711.

Sincerely,

Thomas Last  
Community Development Director

**CITY OF GRASS VALLEY**  
**Community Development Department**



**REQUEST FOR PROPOSALS**

***Mill Street Closure and Pedestrian Plaza  
Master Plan***

**Release Date: February 23, 2021**

**Submittal Deadline: March 25, 2021  
Not later than 5:00 PM (Pacific Standard Time)**

## 1. BACKGROUND/PROJECT DESCRIPTION

In response to the COVID-19 pandemic and the restrictions placed on businesses and restaurants, the City closed a portion of Mill Street and allowed retail and restaurant businesses to expand their services onto sidewalks and newly created parklets so patrons could safely visit downtown. Due to the positive feedback received from the community, staff presented a proposal to City Council at the January 12, 2021 meeting to approve the solicitation of professional services to evaluate the option of closing Mill Street permanently. Council approved staff's request with direction to solicit professional design services to prepare plans and renderings of the Mill Street Closure & Pedestrian Plaza.

Any proposals submitted to the City are expected to incorporate Grass Valley's historic character. Additionally, designs should include features to address the lost conveniences of the Mill Street thoroughfare, including proposals for freight and other delivery locations. Prior to the closure, Mill Street was a high traffic area. It cuts through the center of downtown and leads to the SR 20/49 interchange. Mill Street has always been a heavy foot traffic area as well because it is the heart of Grass Valley's downtown area and home to a series of quintessential small-town shops, boutiques and restaurants that lure visitors from all over. The intent of this project is to enhance patrons' experience of downtown Grass Valley with as little interruption as possible to the day-to-day needs of the businesses.

The City of Grass Valley is requesting proposals for the preparation of a minimum of two, no more than three, conceptual alternatives for the Mill Street closure. The design process will consist of three phases: 1) Preparation of conceptual alternatives; 2) Preparation of a final plan based on the selected alternative; 3) Preparation of bid-ready construction drawings. The details of each phase are provided in section 3. "SCOPE OF WORK" of this RFP.

## 2. PROJECT LOCATION

Mill Street from Neal Street to West Main Street. (**Map & Photos**)

Main Street from School Street to Stewart Street (Landscaping & Lighting only)

## 3. SCOPE OF WORK

The tasks of the consultant, broken down into three phases, shall be as follows:

### **PHASE 1 - PREPARATION OF CONCEPTUAL ALTERNATIVES:**

In addition to the detailed proposal, the purpose of Phase 1 is to provide the City with 2-3 conceptual drawings to help the community visualize potential project outcomes. The following list includes the minimum involvement and design features that should be included in each proposal:

- a. Propose potential entryway signage/archway designs.
- b. Address pedestrian connectivity on either end of Mill Street to determine if the existing crosswalks are the best option for pedestrian access.

- c. Attend meetings with Grass Valley Downtown Association, local merchants, property owners, and city staff to review potential amenities in proposed plaza (e.g. fire pits, public spaces, landscaping, plaza surfaces, outdoor furniture, umbrellas/awnings, etc.)
- d. Provide details of your organization's approach to public outreach to achieve community consensus on preferred concept (e.g. surveys, polls, etc.)
  - Has your organization adapted your outreach techniques because of COVID-19 to ensure optimal response?
- e. Address loss of parking and explore options in the surrounding area to increase available parking spaces.
- f. Address ADA access requirements.
- g. Ensure design concept incorporates appropriate fire access (e.g. removable bollards).
- h. Develop a plan for delivery access points.
- i. Distinguish public vs. private areas (e.g. outdoor dining for restaurants – options for leasing these spaces?).
  - How do you address the potential concerns of other merchants when providing more outdoor dining space for restaurants, if retail expansion is limited or seasonal?
  - What, if anything, do you propose to ensure retail and restaurant outdoor space can be interchangeable if building use changes over time?
- j. Provide location where additional public restrooms can be proposed in the general area (other options off Mill Street).
- k. Provide street redesign options (e.g. pavers, landscaping, lighting for seasonal events, etc.)
- l. Provide proposal for lighting additions and upgrades (light pole replacement, up-lighting for landscaping, etc.)
- m. Demonstrate an understanding of the daily and seasonal attributes of Mill Street. Designs should incorporate features that allow for, or do not interrupt, annual and seasonal downtown events such as farmer's markets, Safe Trick or Treat, Cornish Christmas, etc.
  - Ensure there is reserved space for vendors during special events.
- n. Address the addition of necessary infrastructure changes/upgrades (irrigation for planters/landscaping, electrical for new lighting, gas for fire pits (if provided), etc.)
  - Provide plan to extend any landscaping and lighting upgrades to Main Street from School Street to Stewart Street to ensure design consistency throughout downtown area.
- o. Develop a plan to ensure connectivity between the Mill Street closure and Main Street to entice patrons to cross over Main Street to visit merchants on Main Street. The goal is to maintain the cohesion of downtown Grass Valley.
- p. Once conceptual alternatives are prepared, attend meetings with the public to review for input, create process to select a preferred option that will be presented to City Council.

**The City will replace the main water line on Mill Street in conjunction with the street redesign, please plan for this capital project in preliminary project plans.**

- **Address how the capital improvement project can take place in conjunction with Mill Street closure project with minimal impact on the Mill Street merchants' hours of operation.**

## **PHASE 2 - FINAL PLAN OF SELECTED ALTERNATIVE**

Prepare a final plan based on preferred alternative for final approval by City Council. Final plans should include the location of utilities (water, sewer, electric). Final plan should also include a preliminary cost estimate.

## **PHASE 3 - CONSTRUCTION DRAWINGS**

If Council decides to move forward with the Mill Street Closure & Pedestrian Plaza project, consultant will be required to prepare the final bid-ready construction drawings that incorporate all elements of the final plan. Conversely, if Council decides not to implement the project, the consultant's role will be complete at the end of Phase 2 and any optional compensation listed in the contract for Phase 3 will be null and void.

If Phase 3 is undertaken, a final cost estimate and construction phasing plan should be prepared. Construction plan should include details about how businesses will be able to remain open during construction.

## **4. PROVISION OF CITY SERVICES**

The City will provide the following assistance in the completion of this scope of work:

- a. The City will prepare and distribute all public meeting notices.
- b. The City will schedule all public conceptual design meetings.
- c. The City will distribute all copies of the conceptual renderings and final drawings.

## **5. BUDGET/CONTRACT**

The City and consultant shall agree upon a fixed-price contract based on the final scope of work. The City and consultant will negotiate the final scope of services and payment schedule. Attached is the standard Professional Services Agreement.

All consultants must submit a cost estimate that is realistic for the approach proposed. The budget shall cover all costs including consultant fees, production costs and reimbursable expenses.

The consultant shall not perform any work on the project prior to execution of a written contract by both the City and the consultant and furnishing of all insurance certificates and endorsements.

The City reserves the right to negotiate modifications to the proposals presented and/or the use of specific individuals or firm.

The City reserves the right to terminate the agreement with the consultant upon thirty (30) days prior written notice.

## 6. PROPOSAL REQUIREMENTS

All proposals shall contain the following minimum information and materials:

*Company Name and Primary Contact.* Provide the legal form of the company (partnership, corporation, etc.), address, phone number, email, and name of primary contact.

*Team Members and Qualifications.* Identify the names and resumes of staff members and subcontractors who will be working on this project. Identify the consultant team's Project Manager. Those named in the proposal must be those who participate in the project.

*Relevant Work Experience.* Provide a list and discussion of similar work (particularly any involving street closures) conducted for other public agencies. The list shall indicate which staff members worked on the project and if they are still employed by the firm. Include a list of references for those projects.

*Project Scope of Work.* Outline the proposed scope of work required to complete all services requested. At a minimum, the proposal must include the following information:

- a. A list of key work tasks to complete the design project, a brief description of each task, and proposed work products to be provided to the City as part of each task.
- b. A detailed work schedule for the proposed scope that is linked to each phase or key milestone of the design process. The work schedule shall include a time frame for completion of tasks.

*Quality Assurance Plan.* Describe the quality assurance procedures employed by your firm to minimize change orders and ensure well-coordinated and complete work tasks.

*Project Schedule.* Provide preliminary schedule that includes estimated completion dates for all project tasks.

*Budget.* Include an itemized cost estimate for the various tasks to be performed. The cost schedule should list the estimated hours to be assigned for staff members and/or sub consultant.

## 7. PROPOSAL SUBMISSION

- a. The consultant shall submit four (4) hard copies along with one (1) thumb drive of the proposal. Please direct any questions on this project to Tom Last, Community Development Director, 530-274-4711, or email to [toml@cityofgrassvalley.com](mailto:toml@cityofgrassvalley.com).
- b. Proposals are due by **March 25, 2021**, at 5:00 p.m.
- c. Send proposals to:

Thomas Last, Community Development Director  
City of Grass Valley  
ATTN: MILL STREET RFP  
125 E. Main Street  
Grass Valley, CA 95425

## 8. EVALUATION AND SELECTION PROCESS

The City will evaluate all proposals for their accuracy according to the criteria specified above. Experience working on similar projects will also factor into the final choice. Firms will be ranked based on a point system with 100 being the highest score. The City reserves the right to award a contract to the firm that presents the best qualifications and whose proposal best accomplishes the desired results.

At the conclusion of this review, the City may elect to conduct interviews with the top ranked firms. If necessary, the City will schedule the interviews for **April 2, 2021**.

The City Council will make the final selection of, and sign the agreement with, the consultant based on staff's recommendation. The City reserves the right to award no contract.

Questions about this RFP can be emailed to: [abigailw@cityofgrassvalley.com](mailto:abigailw@cityofgrassvalley.com).

- All questions and responses will be posted on the City's website:  
<https://www.cityofgrassvalley.com/post/requests-proposal>

Attachment: Standard Professional Services Agreement  
Map & Photos



# ATTACHMENTS



# PROFESSIONAL SERVICES AGREEMENT FOR DESIGN PROFESSIONALS

(City of Grass Valley / [*Company or Individual*])

## 1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Grass Valley, a California municipal corporation (“City”), and \_\_\_\_\_, a \_\_\_\_\_ (“Consultant”).

## 2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **[enter description of consultant’s services]**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

## 3. DEFINITIONS

- 3.1. “Design Professional”: A Design Professional is any individual satisfying one or more of the following: (1) licensed as an architect pursuant to Business and Professions Code 5500 *et seq.*, (2) licensed as a landscape architect pursuant to Business and Professions Code 5615 *et seq.*, (3) licensed as a professional land surveyor pursuant to Business and Professions Code 8700 *et seq.*, or (4) registered as a professional engineer pursuant to Business and Professions Code 6700 *et seq.*
- 3.2. “Scope of Services”: Such professional services as are set forth in Consultant’s **[enter consultant’s proposal date]** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

- 3.3. “Agreement Administrator”: The Agreement Administrator for this project is [Name and title]. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.4. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.5. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is [redacted] Dollars (\$ [redacted]).
- 3.6. “Commencement Date”: [date].
- 3.7. “Termination Date”: [date]

#### 4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

#### 5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures

required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the highest standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. [Name of Project Manager] shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## 6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification or position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## **8. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects including the design and preconstruction phases of a covered public works project. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## **9. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## **10. RELATIONSHIP OF PARTIES**

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officials, officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** Where the services to be provided by Consultant under this Agreement are design professional services, as that term is defined under Civil Code Section 2782.8, Consultant agrees to indemnify, defend and hold harmless, the City, its officers, officials, employees and volunteers from any and all claims, demands, costs or liability that actually or allegedly arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, arising from the sole negligence, active negligence or willful misconduct by the City, its officers, official employees, and volunteers. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of the City, then Consultant's indemnification and defense obligations shall be reduced in proportion to the

established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, officials, agents, employees, and volunteers from and against any claims, demands, losses, liability of any kind or nature (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) where the same arise out of, are in connection with, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub-contractors of Consultant, excepting those which arise out of the active negligence, sole negligence or willful misconduct of the City, its officers, officials, employees and volunteers.

- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of an indemnified party, then Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 11.9 **Civil Code.** The parties are aware of the provisions of Civil Code 2782.8 relating to the indemnification and the duty and the cost to defend a public agency by a Design Professional and agree that this Section 11 complies therewith.

## 12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project name]
  - Documentation of Best's rating acceptable to the City.
  - Original endorsements effecting coverage for all policies required by this Agreement.
  - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.
- 12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:
- Workers' Compensation:

• Workers' Compensation	Statutory Limits
• EL Each Accident	\$1,000,000
• EL Disease - Policy Limit	\$1,000,000
• EL Disease - Each Employee	\$1,000,000
  - Automobile Liability
    - Any vehicle, combined single limit \$350,000
- 12.4. **Worker's Compensation Insurance.** Consultant warrants that he or she has no employees and is therefore not subject to the obligation to provide workers



compensation insurance. Consultant will comply with the workers compensation statutes as to himself or herself should he or she employ any person in the performance of this Agreement and shall impose a comparable provision in any subcontract entered into with respect to this Agreement.

- 12.5. **Automobile Liability Insurance.** Covered vehicles shall include owned, if any, non-owned and hired automobiles, and trucks.
- 12.6. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of Grass Valley must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf.
- 12.7. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.8. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of Grass Valley, Attn: [insert department or individual], 125 E. Main Street, Grass Valley, California 95945.
- 12.9. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

- 12.10. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.11. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.12. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

### 13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

### 14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

[Name]  
City of Grass Valley  
[Department/Division]  
125 E. Main Street  
Grass Valley, CA 95945  
Telephone: (530) 274-4310  
Facsimile: (530) 274-4399

If to Consultant

[Name]  
[Address]  
[Address]  
Telephone:  
Facsimile:

With courtesy copy to:

Michael G. Colantuono, Esq.  
Grass Valley City Attorney  
Colantuono, Highsmith & Whatley, PC  
420 Sierra College Drive, Suite 140  
Grass Valley, CA 95945  
Telephone: (530) 432-7357  
Facsimile: (530) 432-7356

## 15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## 16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant

for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## 17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant

agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Nevada County, California and Consultant hereby consents to jurisdiction in Nevada County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”  
City of Grass Valley

“Consultant”  
[Name of Company or Individual]

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

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

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

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

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

**Attest:**

By: \_\_\_\_\_  
Kristi Bashor, City Clerk

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

**Approved as to form:**

By: \_\_\_\_\_  
Michael G. Colantuono, City Attorney

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



# AERIAL MAP





# Thursday Night Market



Mill Street



Main Street



# Safe Trick or Treat



## Main Street



## Mill Street



# Cornish Christmas

