



AGENDA

REGULAR MEETINGS OF THE
SANTA FE SPRINGS
PUBLIC FINANCING AUTHORITY,
WATER UTILITY AUTHORITY
HOUSING SUCCESSOR,
SUCCESSOR AGENCY
AND CITY COUNCIL

JULY 25, 2013
6:00 P.M.

Council Chambers
11710 Telegraph Road
Santa Fe Springs, CA 90670

Richard J. Moore, Mayor/Chair
Juanita A. Trujillo, Mayor Pro Tem/Vice Chair
Luis M. González, Councilmember/Director
Laurie M. Rios, Councilmember/Director
William K. Rounds, Councilmember/Director

Public Comment: *The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete the card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk or a member of staff. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters not listed on the agenda during the Oral Communications period.*

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: *In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

Please Note: *Staff reports, and supplemental attachments, are available for inspection at the office of the City Clerk, City Hall, 11710 E. Telegraph Road during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday and every other Friday. Telephone (562) 868-0511.*

1. **CALL TO ORDER**

2. **ROLL CALL**

Luis M. González, Councilmember
Laurie M. Rios, Councilmember
William K. Rounds, Councilmember
Juanita A. Trujillo, Mayor Pro Tem
Richard J. Moore, Mayor

PUBLIC FINANCING AUTHORITY

3. **CONSENT AGENDA**

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Public Financing Authority.

Approval of Minutes

- A. Minutes of the June 27, 2013 Regular Public Financing Authority Meeting

Recommendation: That the Public Financing Authority approve the minutes as submitted.

Monthly Report

- B. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority

Recommendation: That the Public Financing Authority receive and file the report.

WATER UTILITY AUTHORITY

4. **CONSENT AGENDA**

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Water Utility Authority.

Approval of Minutes

- A. Minutes of the June 27, 2013 Regular Water Utility Authority Meeting

Recommendation: That the Water Utility Authority approve the minutes as submitted.

Monthly Report

- B. Status Update of Water-Related Capital Improvement Projects

Recommendation: That the Water Utility Authority receive and file the report.

- C. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority

Recommendation: That the Water Utility Authority receive and file the report.

5. **NEW BUSINESS**

Approval to Adopt Resolution No. 02-2013 – A Resolution to Adopt the 2013 Gateway Integrated Regional Water Management Plan

Recommendation: That the Water Utility Authority adopt Resolution No. 02-2013; 2013 Gateway Integrated Regional Water Management Plan.

HOUSING SUCCESSOR

There are no items on the Housing Successor Agenda for this meeting.

SUCCESSOR AGENCY

There are no items on the Successor Agency Agenda for this meeting.

CITY COUNCIL

6. **CITY MANAGER REPORT**

7. **CONSENT AGENDA**

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.

Approval Minutes

- A. Minutes of the June 27, 2013 Regular City Council Meeting

Recommendation: That the City Council approve the minutes as submitted.

PUBLIC HEARING

8. Confirmation of 2012/2013 Weed Abatement Charges

Recommendation: That the City Council confirm the charges listed in the Los Angeles County Agricultural Commissioners 2012/2013 Weed Abatement Assessment Roll and instruct the County Auditor to enter the amounts of these assessments against the respective parcels of land as they appear on the current assessment roll.

9. Resolution No. 9423 - Self Certification of Conformance to Congestion Management Plan

Recommendation: That the City Council conduct a Public Hearing and adopt Resolution No. 9423 certifying that the City is in conformance with the Congestion Management Program.

10. Resolution No. 9424 – Levy Annual Assessments for City of Santa Fe Springs Lighting District No. 1 (FY 2013/14)

Recommendation: That the City Council: 1). Conduct a Public Hearing and adopt Resolution No. 9424 confirming the diagram and assessment, and providing for annual assessment levy; and 2). Authorize the Director of Finance to execute all documents necessary with the County of Los Angeles in order to process the collection of assessments related to Lighting District No. 1 for FY 2013/14.

11. Resolution No. 9425 – Levy Annual Assessments for Heritage Springs Assessment District No. 2001-1 (Hawkins Street and Palm Drive) FY 2013/14

Recommendation: That the City Council: 1). Conduct a Public Hearing and adopt Resolution No. 9425 confirming the diagram and assessment, and providing for annual assessment levy; and 2). Authorize the Director of Finance to execute all documents necessary with the County of Los Angeles in order to process the collection of assessments related to Heritage Springs Assessment District No. 2001-1 (Hawkins Street and Palm Drive) for FY 2013/2014.

NEW BUSINESS

12. Resolution No. 9422 and Approval of Contract with the State Department of Education

Recommendation: That the City Council approve Resolution No. 9422 authorizing the renewal of Contract No. CSPP-3160 with the State Department of Education for Fiscal Year 2013/2014 for the purpose of providing child care and development services for preschool age children.

13. Purchase and Installation of New Video Conferencing Equipment from CDW-G, Inc., in an amount not to exceed \$100,000 in Support of the Regional Fire Smart Classroom Project

Recommendation: That the City Council approve the purchase and installation of new video conferencing equipment from CDW-G, Inc. utilizing Homeland Security Grant funds in an amount not to exceed \$100,000.

14. Authorization to Execute an Agreement with Cal-EMA for the Acceptance of a Type I Fire Engine to the City of Santa Fe Springs Fire-Rescue

Recommendation: That the City Council authorize the Fire Chief to execute an agreement with Cal-EMA (OES) for the acceptance of a Type-1 Fire Engine to be housed at the City of Santa Fe Springs Fire Headquarters.

15. Award of Contract – Planning Services on an As-Needed Basis

Recommendation: That the City Council: 1). Award a contract to the Lilley Planning Group, in the amount not to exceed \$350,000, to provide Planning Services on an as-needed basis; and 2). Authorize the Director of Planning to execute the Agreement with the Lilley Planning Group to provide Planning Services on an as-needed basis.

16. Approval of Contract with Lew Edwards Group for Election-Related Communication Consulting Services

Recommendation: That the City Council authorize the City Manager to execute a contract with the Lew Edwards Group to provide Election-Related Communication Consulting Services in the amount of \$18,000.

17. Authorization to Issue a Request for Proposals (RFP) to Provide Private Security for City Facility Rentals

Recommendation: That the City Council authorize the Director of Police Services to issue a Request for Proposals(RFP) to Provide Private Security for City Facility Rentals.

18. On-Call Surveying Services – Authorization to Issue a Request for Proposals

Recommendation: That the City Council authorize the Director of Public Works to issue a Request for Proposals to retain a firm to provide On-Call Surveying Services on an as needed basis.

Please note: *Item Nos. 19 - 30 will commence in the 7:00 p.m. hour.*

19. **INVOCATION**

20. **PLEDGE OF ALLEGIANCE**

INTRODUCTIONS

21. Representatives from the Youth Leadership Committee

22. Representatives from the Chamber of Commerce

23. **ANNOUNCEMENTS**

PRESENTATIONS

24. Recognition of the Santa Fe High School Boys Varsity Tennis Team - CIF Division V Champions

25. 2013 Recipients for Beautification Awards Program

26. 2013 Teachers of the Year

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

27. Committee Appointments

28. ORAL COMMUNICATIONS

This is the time when comments may be made by interested persons on matters not on the agenda having to do with City business.

29. EXECUTIVE TEAM REPORTS

30. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.

Anita Jimenez, CMC

Deputy City Clerk

July 18, 2013

Date

**MINUTES OF THE REGULAR MEETINGS OF THE
SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY,
WATER UTILITY AUTHORITY, HOUSING SUCCESSOR,
SUCCESSOR AGENCY AND CITY COUNCIL**

June 27, 2013

1. CALL TO ORDER

Mayor Moore called the meetings to order at 6:08 p.m.

2. ROLL CALL

Present: Councilmembers González, Rios, Rounds, Mayor Pro Tem Trujillo, Mayor Moore

Also present: Thaddeus McCormack, City Manager; Steve Skolnik, City Attorney; Wayne Morrell, Director of Planning; Frank Beach, Utility Services Manager; Dino Torres, Director of Police Services; Maricela Balderas, Director of Community Services; Jose Gomez, Asst. City Manager/Director of Finance; Mike Crook, Fire Chief; Anita Jimenez, Deputy City Clerk

The Deputy City Clerk announced that members of the Public Financing Authority and Water Utility Authority receive \$150 for their attendance at meetings.

PUBLIC FINANCING AUTHORITY

3. CONSENT AGENDA

Approval of Minutes

- A. Minutes of the May 23, 2013 Regular Public Financing Authority Meeting

Recommendation: That the Public Financing Authority approve the minutes as submitted.

Monthly Report

- B. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)

Recommendation: That the Public Financing Authority receive and file the report.

Councilmember Rounds moved the approval of Items 3A and B; Councilmember González seconded the motion which passed unanimously.

WATER UTILITY AUTHORITY

4. CONSENT AGENDA

Approval of Minutes

- A. Minutes of the May 23, 2013 Regular Water Utility Authority Meeting

Recommendation: That the Water Utility Authority approve the minutes as submitted.

Monthly Report

- B. Status Update of Water-Related Capital Improvement Projects

Recommendation: That the Water Utility Authority receive and file the report.

- C. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority

Recommendation: That the Water Utility Authority receive and file the report.

Councilmember González moved the approval of Items 4A, B & C; Mayor Pro Tem Trujillo seconded the motion which passed unanimously.

HOUSING SUCCESSOR

There were no items on the Housing Successor agenda for this meeting.

SUCCESSOR AGENCY

There were no items on the Successor Agency agenda for this meeting.

5. CONSENT AGENDA

Approval Minutes

- A. Minutes of the May 23, 2013 Regular Successor Agency Meeting

Recommendation: That the Successor Agency approve the minutes as submitted.

Councilmember González moved the approval of Item 5A; Councilmember Rounds seconded the motion which passed unanimously.

CITY COUNCIL

6. CITY MANAGER REPORT

The City Manager reminded members of the audience that the first heat wave of the summer is upon us and to avail themselves of the cooling centers at the Gus Velasco Neighborhood Center and the Library. The status of the air conditioning in City Hall is being monitored. Councilmember Rounds asked status of bids. Noe Negrete stated that the bids were received this week and should be presented at the next meeting.

7. CONSENT AGENDA

Approval Minutes

- A. Minutes of the May 23, 2013 Regular City Council Meeting

Recommendation: That the City Council approve the minutes as submitted.

- B. Minutes of the May 29, 2013 Adjourned City Council Meeting

Recommendation: That the City Council approve the minutes as submitted.

Mayor Pro Tem Trujillo moved the approval of Items 7A & B; Councilmember González seconded the motion which passed unanimously.

UNFINISHED BUSINESS

- 8. Adoption of Fiscal Year 2013-14 City Budget Including Actions as Set Forth in the Recommendations Set Herein

Recommendation: That the City Council adopt the Fiscal Year 2013-14 City Budget as proposed, including the actions as set forth herein.

Councilmember González moved the approval of Item 8; Mayor Pro Tem Trujillo seconded the motion which passed by the following roll call vote:

Ayes: González, Rios, Rounds, Trujillo, Moore

Noes: None

Absent: None

Councilmember Rounds stated that it was refreshing to have a balanced budget and not be making any further cuts. He thanked the City Manager, Jose Gomez and all staff that worked on the budget.

Mayor Pro Tem Trujillo thanked the staff for walking them through the budget.

Councilmember González stated that it has been a tough 5 years with many layoffs and program cuts, but Santa Fe Springs is still a great city with dedicated staff. Hard, but responsible, decisions have led to the stabilization.

Councilmember Rios thanked everyone for all their hard work and sacrifice.

Mayor Moore thanked the employees for their sacrifices and cooperation. He thanked the City Manager for his leadership and for putting in so many long hours. He stated that the budget is balanced and the same core services are being provided.

The City Manager stated that a lot of work had been done by the City Council to lay the groundwork and make the tough decisions which led to the current budget. He thanked Jose Gomez and the Finance staff.

Jose Gomez thanked the City Council for their leadership and confidence. He added that the budget is a team effort and many people deserve credit for the work.

NEW BUSINESS

9. Resolution No. 9417-Adoption of Annual Appropriation (GANN) Limit for Fiscal Year 2013-14
Recommendation: That the City Council adopt Resolution No. 9417 setting the appropriation limit for Fiscal Year 2013-14 (roll call vote required).

Councilmember Rounds moved the approval of Item 9; Councilmember Rios seconded the motion which passed by the following roll call vote:

Ayes: González, Rios, Rounds, Trujillo, Moore

Noes: None

Absent: None

Councilmember González stated that this is the responsible thing for the City to do, but not all cities are taking this appropriate action.

10. Resolution Nos. 9418 and 9419 – Approval of Engineer’s Report (FY 2013/14) in Conjunction with Annual Levy of Assessments for Street Lighting District No. 1

Recommendation: That the City Council: 1). Adopt Resolution No. 9418, approving the Engineer’s Report (FY 2013/14) in conjunction with the annual levy of assessments for Street Lighting District No. 1; and 2). Adopt Resolution No. 9419, declaring the City of Santa Fe Springs’ intention to provide for an annual levy and collection of assessments for Lighting District No. 1, and setting the Public Hearing for the Council meeting of July 25, 2013.

The Engineer’s Report was presented. Councilmember Rounds moved the approval of Items 10 and 11; Councilmember González seconded the motion which passed unanimously.

11. Resolution Nos. 9420 and 9421 – Approval of Engineer’s Report (FY 2013/14) in Conjunction with Annual Levy of Assessment for Heritage Springs Assessment District No. 2001-1 (Hawkins Street and Palm Drive)

Recommendation: That the City Council: 1). Adopt Resolution 9420, approving the Engineer’s Report (FY 2013/14) in conjunction with the annual levy of assessments for the Heritage Springs Assessment District No. 2001-01; and 2). Adopt Resolution No. 9421, declaring the City of Santa Fe Springs’ intention to provide for an annual levy and collection of assessments for Heritage Springs Assessment District No. 2001-01, and setting the Public Hearing for the Council meeting of July 25, 2013.

See Item 10.

12. Valley View Avenue Grade Separation Project – Approval of Contract Change Order No. 13

Recommendation: That the City Council: 1). Approve Contract Change Order No. 13 in the amount not to exceed \$450,000.00; and 2). Authorize the Director of Public Works to execute Contract Change Order No. 13.

Councilmember González moved the approval of Item 12; Mayor Pro Tem Trujillo seconded the motion which passed unanimously.

Noe Negrete introduced engineer Peter Woo who received the SIR General Contractors Achievement Award.

13. Approval to Quitclaim a Portion of the Clarkman Street Walkway to the Whittier Union High School District

Recommendation: That the City Council: 1). Approve the Quitclaim of a portion of the Clarkman Street Walkway, approximately 4506.53 square feet, to the Whittier Union High School District; and 2). Authorize the Mayor to execute the necessary documents to have the Quitclaim Grant Deed recorded with the Los Angeles County Recorder’s Office.

Councilmember González moved the approval of Item 13; Councilmember Rios seconded the motion which passed unanimously.

Mayor Pro Tem Trujillo asked if this will allow more room for the softball fields.

Noe Negrete stated that it will provide more seating area for spectators. He gave a presentation that detailed the affected area.

Mayor Moore stated that a resident complained about softballs being hit into their property and asked if this issue would be addressed.

Noe Negrete stated that additional fencing is planned for the area.

14. Acceptance of the FY 2012 Assistance to Firefighters Grant to Purchase New Firefighter Safety Equipment

Recommendation: That the City Council accept the grant funds, make the required appropriation of the matching funds and authorize purchase of fifteen (15) sets of firefighter safety gear (turnouts, boots, helmets) and one (1) thermal imaging camera.

Mayor Pro Tem Trujillo moved the approval of Item 14; Councilmember Rios seconded the motion which passed unanimously.

Mayor Moore recessed the meetings 6:30 p.m.

Mayor Moore reconvened the meetings at 7:11 p.m.

15. INVOCATION

Councilmember Rios gave the Invocation.

16. PLEDGE OF ALLEGIANCE

The Pledge was led by the Youth Leadership Committee.

INTRODUCTIONS

17. Representatives from the Youth Leadership Committee

Members of the Youth Leadership Committee introduced themselves.

18. Representatives from the Chamber of Commerce

The Mayor introduced Chamber Representative Susan Crowell of Health First.

ANNOUNCEMENTS

19. Maricela Balderas gave the Community Announcements.

PRESENTATIONS

20. Valley View Avenue Grade Separation Project – Status Update

Noe Negrete gave an update on the project.

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

21. Committee Reappointments
All interested members were reappointed.

22. Committee Appointments
None.

23. **ORAL COMMUNICATIONS**

Mayor Moore opened Oral Communications at 7:28 p.m. There being no one wishing to speak, Mayor Moore closed Oral Communications at 7:29 p.m.

22. **EXECUTIVE TEAM REPORTS**

Wayne Morrell reported that there are 12 homes available to income-eligible residents at the Villages at SFS through a partnership with the developer. Applications are available at City Hall. Mayor Moore asked if any new restaurants or businesses have come into the City recently. Mr. Morrell stated that Superior Press, Otafuku Foods, and Vendon will be moving into Santa Fe Springs shortly. There has been no progress on the bowling alley site.

Noe Negrete reported that work has begun on Florence Avenue and Orr & Day Road and will continue for the next two months. He added that the wading pools at the parks are being replastered and should open in one week. Councilmember Rounds requested that work on the skate ramps be completed in winter.

Jose Gomez introduced Isias, a summer intern in the Finance Dept.

Maricela Balderas reported that the Volunteer Income Tax Assistance Program (VITA) assisted with the completion of 359 tax returns, resulting in \$435,000 being returned.

Councilmember González distributed to the Council an unemployment report provided by the Gateway Cities COG.

Mayor Pro Tem Trujillo invited audience members to the "Get Acquainted" BBQs at the parks. She also recommended a new restaurant, Capriotti's, located on Carmenita.

Councilmember Rounds stated that he is looking forward to seeing some of the CIP projects move forward.

Councilmember Rios wished everyone a Happy 4th of July.

Mayor Moore stated that the City of La Mirada is looking into the possibility of becoming a Charter City. He asked the City Attorney to explain some of the differences. The City Attorney responded that the process is complex. Charter Cities have the ability to do some things that General Law Cities can't. He will provide the requested information to the Council for consideration.

23. **ADJOURNMENT**

At 7:49 p.m., Mayor Moore adjourned the meetings.

ATTEST:

Richard J. Moore, Mayor

Anita Jimenez, CMC
Deputy City Clerk

Date



NEW BUSINESS

Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)

RECOMMENDATION

That the Public Financing Authority receive and file the report.

BACKGROUND

The Santa Fe Springs Public Financing Authority (PFA) is a City entity that has periodically issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the PFA.

Consolidated Redevelopment Project 2001 Tax Allocation Refunding Bonds

| | |
|---|--------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$18,240,000 |

Consolidated Redevelopment Project 2002 Tax Allocation Refunding Bonds

| | |
|---|--------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$10,785,000 |

Consolidated Redevelopment Project 2003 Taxable Tax Allocation Refunding Bonds

| | |
|---|-------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$3,690,000 |

Water Revenue Bonds, 2005 Series A

| | |
|---|-------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$2,630,000 |

Consolidated Redevelopment Project 2006-A Tax Allocation Bonds

| | |
|---|--------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$32,512,769 |

Consolidated Redevelopment Project 2006-B Taxable Tax Allocation Bonds

| | |
|---|--------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$12,045,000 |

Consolidated Redevelopment Project 2007-A Tax Allocation Refunding Bonds

| | |
|---|--------------|
| Financing proceeds available for appropriation at 6/30/13 | None |
| Outstanding principal at 6/30/13 | \$40,700,000 |

Bond Repayment

The City budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2005 Water Revenue Bonds.

The former Community Development Commission issued a number of tax allocation bonds before it was dissolved by State law effective February 1, 2012 and is administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency no longer receives tax increment. Instead distributions from the Redevelopment Property Tax Trust Fund (RPTTF) are received based on approved obligations. It is anticipated that sufficient allocations from the RPTTF will continue to be made to the Successor Agency to meet ongoing debt service obligations.

Unspent Bond Proceeds

Unspent bond proceeds in the amount of \$18,197,265 are held by the Successor Agency to the former Community Development Commission. Under the redevelopment dissolution legislation, unspent bond proceeds cannot be spent until a "Finding of Completion" is issued by the California Department of Finance (DOF). The Finding of Completion is available to successor agencies upon completion of required reports and payment of required balances to the Los Angeles County Auditor-Controller.

Given the uncertainty surrounding the use of redevelopment bonds in the post-dissolution era, the various projects for which prior appropriations exist will be re-examined in the context of current legislation. In addition to Successor Agency approval, the Oversight Board and DOF will need to approve any future use of the former CDC bond proceeds.



For THADDEUS McCORMACK

Thaddeus McCormack
City Manager/Executive Director

PLEASE SEE ITEM 3A



CONSENT AGENDA

Status Update of Water-Related Capital Improvement Projects

RECOMMENDATION

That the Water Utility Authority receive and file the report.

BACKGROUND

This report is for informational purposes only. The following is a listing and current status of active water projects.

New Water Well Located Within Zone II (Well No. 12)

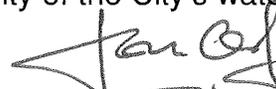
The results of all pump tests conducted during the initial stages of well development are currently being used to design the mechanical portion of the well. The mechanical design is currently 90% complete.

FISCAL IMPACT

The project is fully funded through the Water Fund.

INFRASTRUCTURE IMPACT

A fully functioning water production well will provide a source of potable water within Zone II and enhance the reliability of the City's water system.


For Thaddeus McCormack
Thaddeus McCormack
Executive Director

Attachment:

None



NEW BUSINESS

Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority (WUA)

RECOMMENDATION

That the Water Utility Authority receive and file the report.

BACKGROUND

The Santa Fe Springs Water Utility Authority (WUA) is a City entity that has issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the WUA.

Water Revenue Bonds, 2013

| | |
|---|-------------|
| Financing proceeds available for appropriation at 6/30/13 | \$2,134,339 |
| Outstanding principal at 6/30/13 | \$6,890,000 |

In May 2013, the Water Utility Authority issued the 2013 Water Revenue Bonds in the amount of \$6,890,000. The bonds refunded the existing 2003 Water Revenue Bonds (issued through the Public Financing Authority) and provided additional funds for water improvement projects in the amount of \$2,134,339.

The City budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2013 Water Revenue Bonds.

Unspent bond proceeds in the amount of \$2,134,339 are available in connection with the issuance of the 2013 Water Revenue Bonds. The funds are restricted for use on water system improvements. The Water Utility Authority Board has not yet appropriated any amounts for specific projects.

The WUA was formed in June of 2009. Water revenue bonds issued prior to this date were issued through the City of Santa Fe Springs Public Financing Authority.


For THADDEUS MCCORMACK
Thaddeus McCormack
City Manager/Executive Director



City of Santa Fe Springs

Water Utility Authority Meeting

July 25, 2013

NEW BUSINESS

Approval to Adopt Resolution No. 02-2013 – A Resolution to Adopt the 2013 Gateway Integrated Regional Water Management Plan

RECOMMENDATION

That the Water Utility Authority adopt Resolution No. 02-2013; 2013 Gateway Integrated Regional Water Management Plan

BACKGROUND

Over the past 18 months the City of Santa Fe Springs along with other cities, water agencies, and interested parties of the Los Angeles Gateway Region (Gateway Region), have developed an Integrated Regional Water Management Plan (IRWMP). These cities and agencies are demographically similar and share water resources, have common water quality and water supply, or storm runoff problems and issues. These common traits provide a unique opportunity for collaboration in finding integrated and coordinated solutions for the region's water-related issues through the IRWMP process. The Gateway Region formed a joint powers authority (JPA) in 2007 under California law to steer its planning efforts and provide solid governance for plan development and implementation.

There are currently 23 signatories to the JPA and they are actively engaging in both stakeholder and public outreach programs and expanding JPA membership. The accompanying map displays the region boundaries and current cities participating in the JPA as well as those expected to join as the IRWMP development process progresses. The JPA is now known as the Gateway Water Management Authority (GWMA).

IRWMP Process

Integrated Regional Water Management (IRWM) is a collaborative effort to manage all aspects of water resources in a region. IRWM crosses jurisdictional, watershed, and political boundaries; involves multiple agencies, stakeholders, individuals, and groups; and attempts to address the issues and differing perspectives of all the entities involved through mutually beneficial solutions.

Stakeholders and Outreach

Decisions for the GWMA are made by GWMA member agency representatives. A Stakeholder Group was formed to provide recommendations to the GWMA on important decisions and to help guide the IRWMP process. Stakeholders include cities, water districts, water companies, water wholesalers and groundwater suppliers, wastewater agencies, watershed-based environmental advocates, watershed organizations, and state and federal agencies. Special emphasis and techniques were employed in the outreach plan to provide disadvantaged communities (DACs) with the opportunity to participate as stakeholders. Communication efforts were active, current, dependable, and provided an

A handwritten signature in black ink, appearing to be 'MN'.

opportunity for a two-way dialog for all participants. Stakeholders compiled and finalized the Goals and Objectives of the IRWMP by consensus and then advanced the list to GWMA for final review and unanimous adoption on April 2012. Goals include:

- Protect and enhance water quality
- Optimize and ensure water supply reliability
- Provide stewardship of the Region's water dependent natural resources through enhancement of amenities and infrastructure

Studies

To inform stakeholders of possible issues, technical studies on groundwater and water quality, storm water and flooding, and water supply and demand for the Region were performed. Those studies identified the location and extent of groundwater and flooding issues, suggested additional monitoring, recommended Best Management Practices (BMPs) for storm water issues and confirmed the Region's water supply was generally adequate through 2030.

Projects

Seventy-three (73) projects were collected, reviewed and ranked. The GWMA adopted the Project Review Criteria used to evaluate and rank projects as required by the DWR IRWMP Guidelines. Fifteen of the 25 members of GWMA submitted project ideas for the IRWMP. The projects generally span the geographical extent of the Gateway Region and project types were generally well distributed, but water quality was the predominant project type.

Several program "Alternatives" resulted from bundling complementing projects, including Systems Interties, Well Rehabilitation, Recycling and Conservation, Outfall Monitoring, Improving Catch Basins, Infrastructure Replacement, Groundwater Treatment, and Treatment of Low Flow Drainage. These programs were further advanced as regional projects and analyzed for benefits and impacts. The IRWMP also looked at compatibility and impacts of projects to neighboring IRWMP regions on Gateway projects.

FISCAL IMPACT

The Gateway IRWMP is a regional planning document and does not obligate cities or districts to future expenditures. For a project to receive state grants or loans the project must be included in the IRWMP and the sponsoring city or water district must have formally adopted the IRWMP by resolution of its council or board. Agencies asking for funding from the Proposition 84 IRWM Implementation Grant Program, Round 2 must adopt the plan as soon as possible.

 For THADDEUS MCCORMACK

Thaddeus McCormack
Executive Director

Attachments:

1. Resolution 02-2013
2. IRWMP Executive Summary
3. Map of Signatories

RESOLUTION NO. 02-2013

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA- ADOPTION OF THE 2013
GATEWAY INTEGRATED REGIONAL WATER MANAGEMENT PLAN**

WHEREAS, the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) is comprised of cities and other government agencies interested in maximizing opportunities to integrate water management activities such as water supply reliability, water quality, environmental stewardship, and flood management; and

WHEREAS, Proposition 84 provided funding for the IRWM planning grant used to develop the Gateway Integrated Regional Water Management Plan pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) Section 75001 et seq.); and

WHEREAS, the GWMA is a Regional Water Management Group recognized by the State of California Department of Water Resources; and

WHEREAS, the GWMA has developed the Gateway Integrated Regional Water Management Plan through an open, participatory, collaborative, public process; and

WHEREAS, the City of Santa Fe Springs actively supports and is a member the GWMA; and

WHEREAS, the City of Santa Fe Springs has been an active Stakeholder, contributor, and participant in the development of the Gateway Integrated Regional Water Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Fe Springs that it does hereby adopt the Gateway Integrated Regional Water Management Plan dated June 2013.

PASSED, APPROVED, AND ADOPTED this 25th day of JULY, 2013.

Mayor

ATTEST:

City Clerk

FINAL

Gateway Integrated Regional Water Management Plan

Executive Summary

Gateway Water Management Authority Members

City of Artesia
City of Bell
City of Bell Gardens
City of Bellflower
Central Basin Municipal Water District
City of Cerritos
City of Commerce
City of Cudahy
City of Downey
City of Huntington Park
City of La Mirada
City of Lakewood
City of Long Beach
Long Beach Water Department
City of Lynwood
City of Montebello
City of Norwalk
City of Paramount
City of Pico Rivera
City of Santa Fe Springs
City of Signal Hill
City of South Gate
City of Vernon
City of Whittier
Ex-Officio Participant:
City of Hawaiian Gardens

The cities of the Los Angeles Gateway Region (Gateway Region), water agencies, and interested parties are developing an integrated regional water management plan (IRWMP). These cities share water resources, have common water quality, water supply, and storm runoff problems and issues, and are demographically similar. These common traits provide a unique opportunity to jointly find common, integrated, and coordinated solutions for the region's water-related issues through the IRWMP process. The Gateway Region formed an official joint powers authority (JPA) under California law to steer its planning efforts and provide solid governance for plan development and implementation.

There are currently 25 signatories to the JPA, and they are actively engaging in both stakeholder and public outreach programs and expanding JPA membership. The map on page 8 shows the boundary of the Region and the current cities that are participating in the JPA. The JPA is now officially known as the Gateway Water Management Authority (GWMA).

This Plan is being produced and sponsored by GWMA, funded in part through a Proposition 84 IRWMP Planning Grant from the California Department of Water Resources (DWR). The development program is being administered by GWMA Executive Officer, Grace Kast. The Plan Consultant Team is led by GEI Consultants, Inc.

Additional information and a full copy of the Public Review Draft Gateway IRWMP are available at www.gatewayIRWMP.org.

IRWMP Process

Integrated Regional Water Management (IRWM) is a collaborative effort to manage all aspects of water resources in a region. IRWM crosses jurisdictional, watershed, and political boundaries; involves multiple agencies, stakeholders, individuals, and groups; and attempts to address the issues and differing perspectives of all the entities involved through mutually beneficial solutions. The Gateway IRWMP development process began in Early 2012.



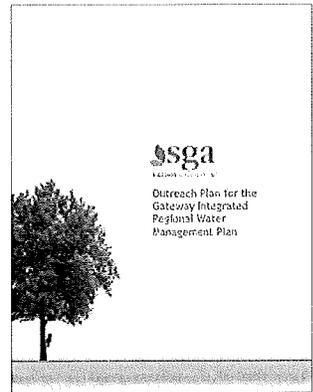
The Gateway IRWMP development process has the following major steps:

1. Gather information on the Region's water management
2. Define the Region's water problems
3. Suggest strategies that will help alleviate those issues
4. Brainstorm projects that will implement those strategies
5. Filter the projects to make sure the projects are feasible, integrated so that they are both compatible with and complementary of other suggested or existing projects, do not adversely affect certain populations, and meet other requirements
6. Prioritize filtered projects for implementation
7. Develop a procedure to implement projects collectively
8. Determine methods and tools to monitor implementation of the projects within the IRWMP as well as the overall plan
9. Complete a written Plan
10. Adoption of the Plan by GWMA and member agencies.

Stakeholders and Outreach

Decisions for the GWMA are made by the GWMA Board, made up of member agency representatives. Each member agency is allowed one representative on the governing board with one vote. A diverse Stakeholder Group has also been formed to provide recommendations to the GWMA on important decisions and to help guide the IRWMP process. GWMA members also participate directly in stakeholder meetings. Stakeholders include cities, water districts, water companies, water wholesalers and groundwater suppliers, wastewater agencies, watershed-based environmental advocates, watershed organizations, and State and federal agencies.

GWMA has continuously conducted outreach to Stakeholders since its formation so that they can be included in the IRWMP process. This includes individual invitations, public notices, public meetings, and open monthly and special GWMA meetings. An Outreach Plan for the Gateway IRWMP was developed and adopted by the GWMA Board in May 2012 which included finalizing IRWMP messaging, developing a basic flyer in English and Spanish, creating an editable design piece, and producing a newsletter, among other steps. Special emphasis and techniques were employed in the outreach plan to provide disadvantaged communities (DACs) with the opportunity to participate as stakeholders or individually as members of the public even though they may already be represented by a city representative to the GWMA. While the Region has no tribal reservations or facilities, tribal representatives were included in all meeting correspondence to stakeholders. Communication efforts were active, current, dependable, and provided an opportunity for a two-way dialog for all participants.



Goals and Objectives

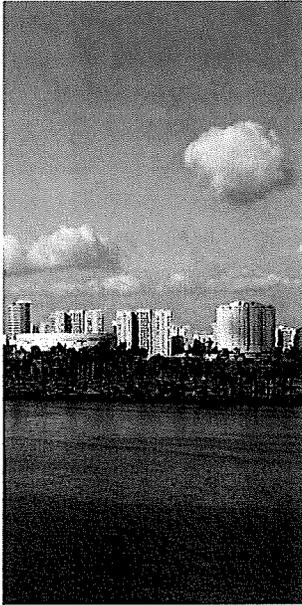
Stakeholders compiled and finalized the Goals and Objectives of the IRWMP by consensus and then advanced the list to GWMA for final review and unanimous adoption on April 12, 2012.

Gateway Region IRWM Plan Goals and Objectives

- Identify and address the water dependent natural resources needs of the Gateway Region Watersheds.
Objective: Attain required TMDL levels in accordance with their individual schedules.
Objective: Effectively reduce major sources of pollutants and environmental stressors in the region.
- Optimize and ensure water supply reliability.
Objective: Continue and enhance water use efficiency measures to meet 20 X 2020 per capita water use targets.
Objective: Expand regional water recycling facilities and recycled water distribution to help provide reliable water sources.
Objective: Systematically upgrade aging water infrastructure in the Region.
- Coordinate and integrate water resource management.
- Provide stewardship of the Region's water dependent natural resources through enhancement of amenities and infrastructure.
Objective: Create habitat, open space, and water-based recreational opportunities in the Region.
- Manage flood and storm waters to reduce flood risk and water quality impacts.
Objective: Install or optimize water monitoring to effectively manage storm water in the Region. Obtain, manage, and assess water resources data and information.

Goals

- ✓ Identify
- ✓ Protect
- ✓ Optimize
- ✓ Coordinate
- ✓ Steward
- ✓ Manage



Studies

To inform stakeholders of possible issues, the Consulting Team performed technical studies on groundwater and water quality, storm water and flooding, and water supply and demand for the Region. Those studies identified the location and extent of groundwater and flooding issues, suggested additional monitoring, recommended Best Management Practices for stormwater issues and confirmed the Region’s water supply was generally adequate through 2030.

The effect of climate change on the Region’s water resources was analyzed. Climate may alter the water demand in the region, raise sea levels, or effect the imported water supply. The analysis also looked at the vulnerability of water supply, ecology, and water-energy relationships and Greenhouse Gas (GHG) emission. Projects suggested for inclusion of the IRWMP were each reviewed for climate change issues and vulnerabilities.

Strategies and Projects

An important and necessary step in the IRWMP process is to formulate strategies that will be effective in addressing critical water needs and issues for the region. Stakeholders recommended twenty-three Water Management Strategies be considered, including flood management, conjunctive use, ecosystem restoration, groundwater management, storm water capture and management, water recycling, watershed planning and water conservation.

Stakeholders

recommended
twenty-three water
management strategies

Stakeholders were asked to suggest projects for the IRWMP that would apply the water management strategies and meet the IRWMP goals. Projects were solicited beginning in late June 2012 and continuing until September. The full list of projects is included in Appendix C of the IRWMP. Seventy-three (73) projects were collected, reviewed, and ranked by a Technical Review Team of eight individuals; each assigned various scores based on their expertise. The GWMA adopted the project review criteria used to evaluate and rank projects as required by the DWR IRWMP Guidelines. The ranking criteria included project feasibility, environmental justice, climate change, DAC effects, and integration. Reviews also evaluated how well the project addressed goals of the plan, state preferences and State priorities, cost effectiveness, timeliness, and regional benefits.

73 Water Management Projects

were suggested for
the Region



Fifteen of the 25 members of GWMA submitted project ideas for the IRWMP. The projects generally span the geographical extent of the Gateway Region. Project types were varied, but the predominate project type was water quality. The final project ranking can be found in Appendix C of the IRWMP.

Projects were also evaluated by the Technical Team in an “integration” step to make sure that:

1. Projects do not adversely impact one another, or current water management systems
2. Projects complement each other and improve the benefits beyond those developed from individual projects
3. Single benefit and similar projects are appropriately bundled into more comprehensive and collective regional program alternatives to save effort and cost in administration, permitting, planning, and design-construction and generally make them ready for funding opportunities
4. The plan considers merging or adding parts or components of projects that would further increase benefits

Several program “Alternatives” resulted from bundling complementing projects, including Systems Interties, Well Rehabilitation, Recycling and Conservation, Outfall Monitoring, Improving Catch Basins, Infrastructure Replacement, Groundwater Treatment, and Treatment of Low Flow Drainage. These programs were further advanced as regional projects and analyzed for benefits and impacts. The integration step also looked at compatibility and impacts of projects from neighboring IRWMP regions on Gateway projects.

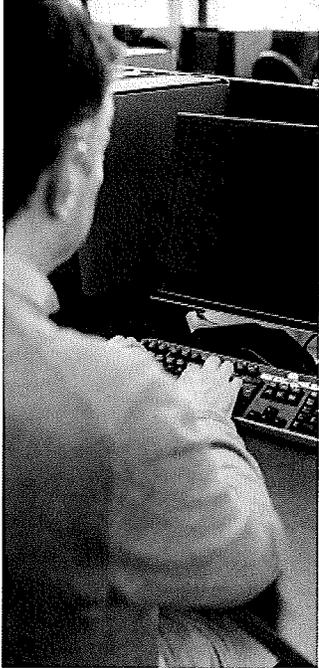
Coordination between other water planning and non-water related planning efforts is considered in the Plan. The IRWMP must align with land use and water planning within the Region, water planning in neighboring regions, and planning with various State, federal, and local agencies.

The IRWMP includes a discussion of potential impacts and benefits of IRWMP implementation, including both impacts and benefits within the IRWM Region, between regions, and those directly affecting DACs and Environmental Justice related concerns. It also includes discussion of how the effects of individual projects are to be addressed by project proponents and the compliance and approach to meeting California Environmental Quality Act requirements.

Implementation of the IRWMP will require money. Funding alternatives and opportunities are discussed in the Plan, both in the local government level and in the form of grants and loans from federal and State sources. A chart of past and current funding programs is provided.

Integration Step

- ✓ No Negative Impacts
- ✓ Complementary
- ✓ Bundled As Appropriate
- ✓ Added Benefits

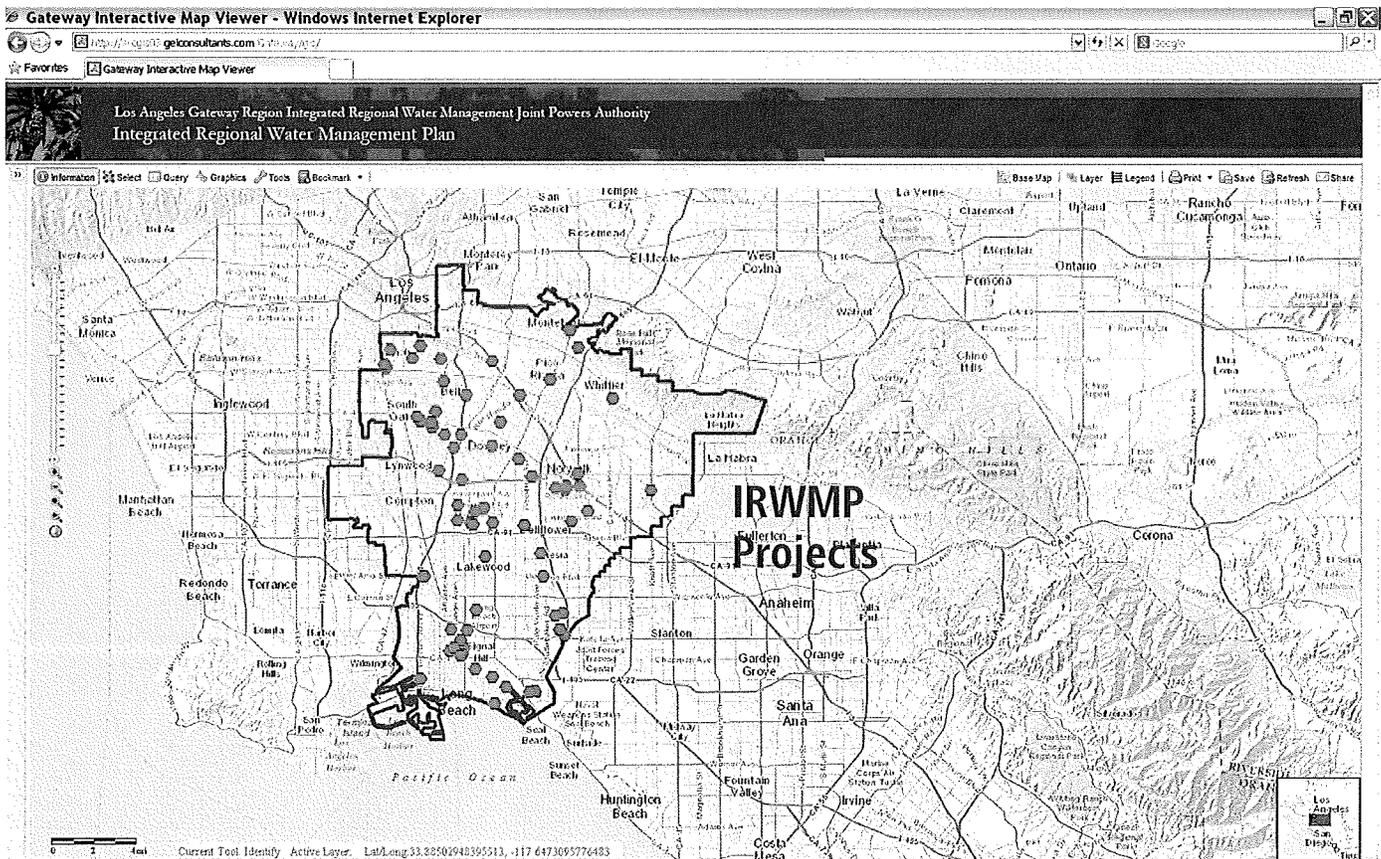


Data Management

Data for the IRWMP is managed with a web-enabled, Geographical Information System (GIS) database tool. The tool's map viewer is linked to a database that allows storage and display of layers of information, such as groundwater levels, project sites, demographic information, city/county/district boundaries as well as geo-referenced reports, texts, memoranda, and other documents. This information can be easily retrieved for use and analyzed to help identify project impact benefits to water resources. The Plan contains a user manual and examples of common data retrieval. The tool can be found at <http://arcgis02.geiconsultants.com/gateway2/gis/>.

The IRWMP standards require that Plans include performance measures and monitoring to document progress toward meeting plan objectives. The Gateway IRWMP includes a Plan Performance and Monitoring strategy to document how the IRWMP objectives are to be measured, how the program alternatives are being implemented to meet the objectives; and that the anticipated IRWMP benefits are being delivered. As a living document, the IRWMP also includes general procedures for major or minor updates to the plan.

IRWMP GIS Database



IRWMP Conclusions include:

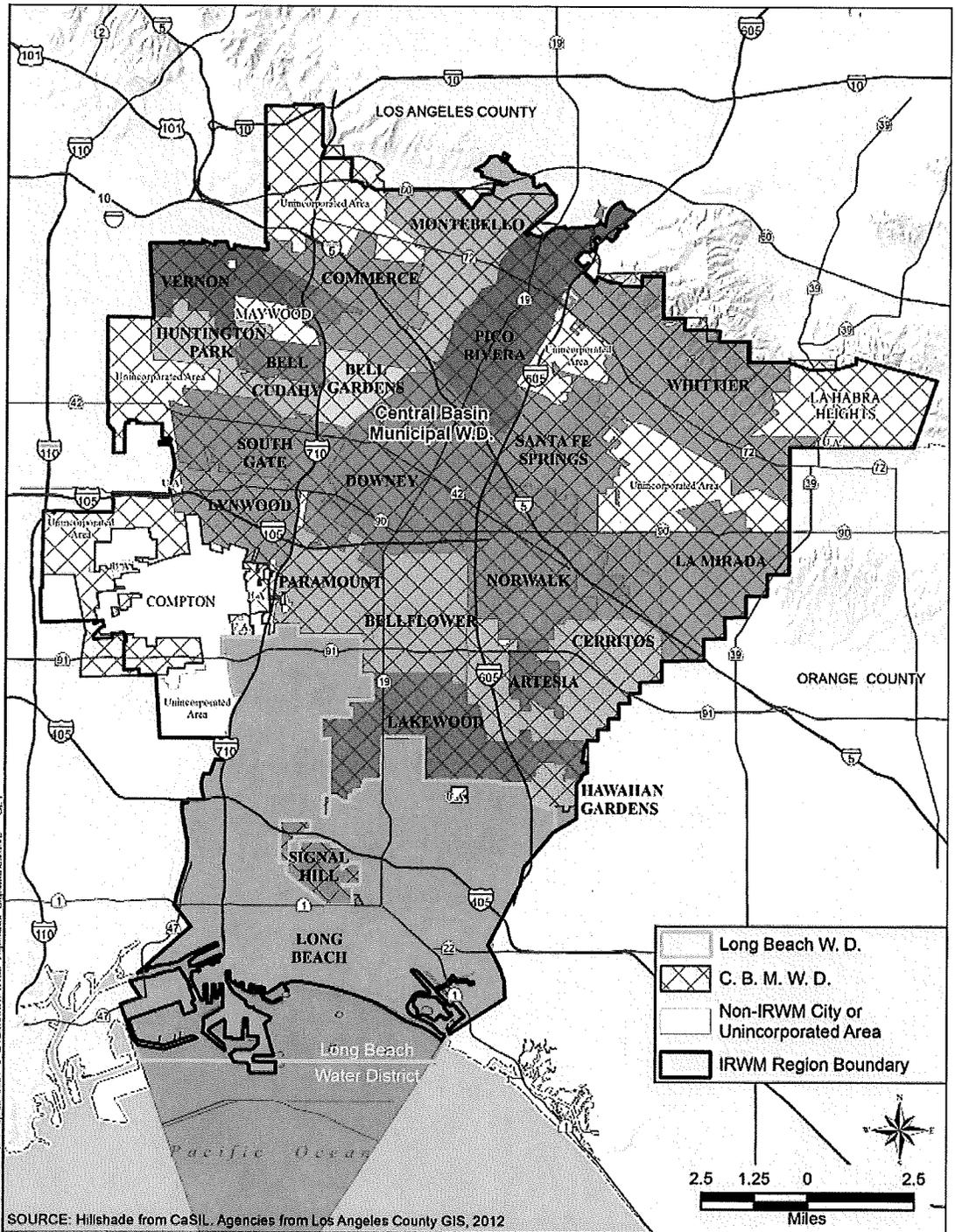
- GWMA has led an open, participatory, collaborative public process for the development of the Gateway IRWMP. A stakeholder group was formed to make recommendations to the GWMA and guide the process.
- Stakeholders formulated a list of Goals and Objectives that were adopted by the GWMA to address the major water management issues in the Region, including water quality protection and enhancement, water supply reliability, flooding, storm water management, and environmental stewardship.
- The IRWMP process included studies on groundwater supply, groundwater quality and monitoring, storm water and flooding, water supply and demand, and climate change.
- A wide range of projects were suggested and incorporated in the plan to carry out water management strategies addressing IRWMP Goals and Objectives. Project Alternatives provide regional solutions for regional problems.
- Coordination with other planning efforts, effective communications, and plan performance monitoring are important continuing steps for GWMA in the ongoing effective management of the Gateway Region's water resources.

IRWMP Recommendations include:

- GWMA should continue to coordinate regional water management efforts and be active in implementing solutions to water management issues.
- Update Projects list as necessary and as grant opportunities are identified.
- Address Municipal Separate Storm Sewer Systems (MS4) Permit/Order Watershed Monitoring and Reporting Program.
- Define Funding and a finance plan for taking actions to cost effectively implement actions and best management practices to comply with orders and requirements.
- The GWMA should continue to provide leadership to influence local water planning and develop unified positions to other regional water management entities to ensure economic justice and the fair distribution of grants, program funding and projects.



**Gateway
Integrated
Regional Water
Management
Plan Region**

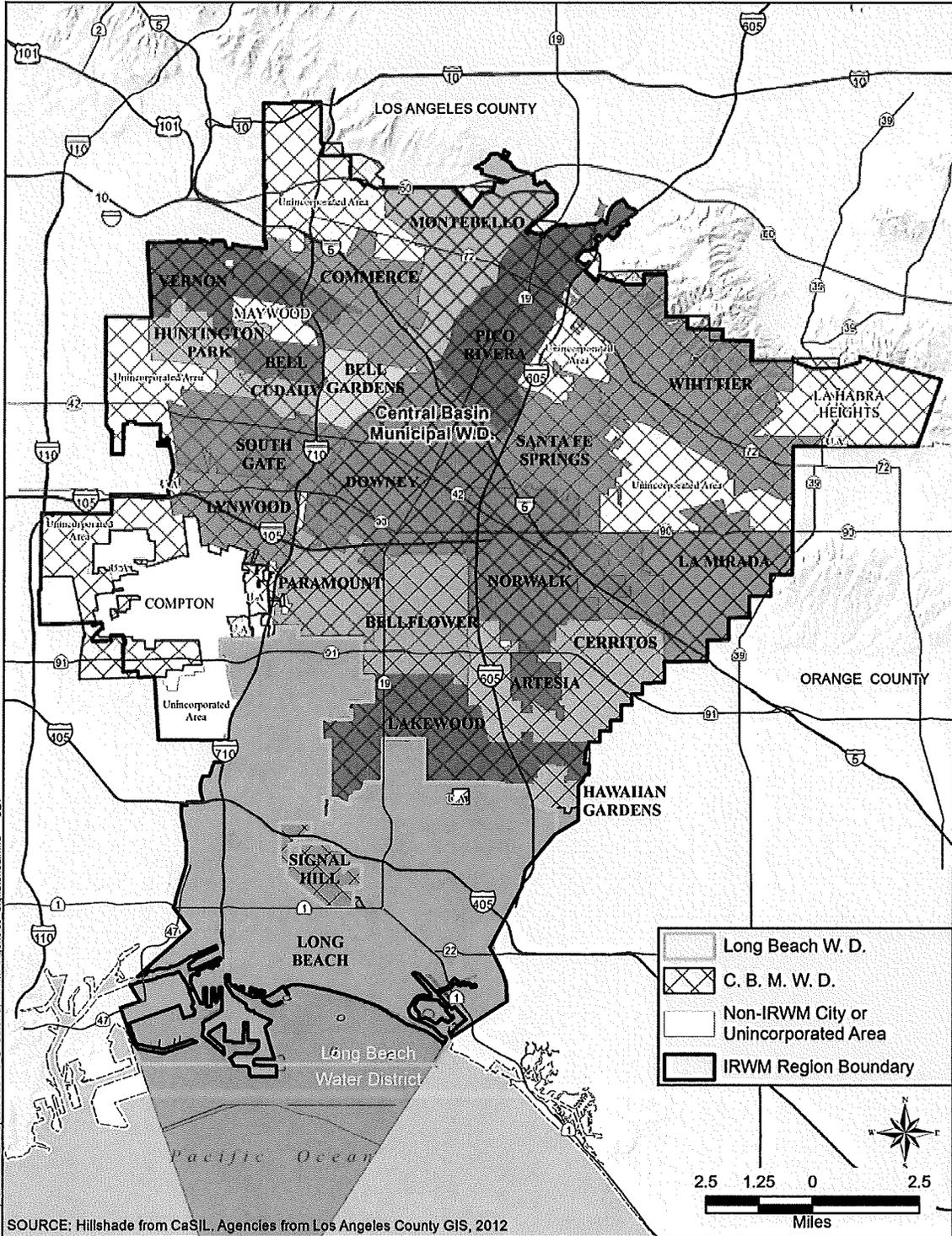


For More Information

For additional information, please contact
 Bill Bennett, Project Consultant, by calling (916) 631-4564 or
 sending an e-mail to bbennett@geiconsultants.com
 or Grace Kast, Executive Officer, by calling (562) 663-6850 or
 sending an e-mail to gracekast.gateway@gmail.com.

You may also refer to our website at www.gatewayirwmp.org

The Gateway IRWM Region and Signatories to the GWMA



PLEASE SEE ITEM 3A



City of Santa Fe Springs

City Council Meeting

July 25, 2013

PUBLIC HEARING

Confirmation of 2012/2013 Weed Abatement Charges

RECOMMENDATION

That the City Council confirm the charges listed in the Los Angeles County Agricultural Commissioners 2012/2013 Weed Abatement Assessment Roll and instruct the County Auditor to enter the amounts of these assessments against the respective parcels of land as they appear on the current assessment roll.

BACKGROUND

The City Council is being asked to confirm assessments against property for weed abatement charges. A copy of the Los Angeles County Agricultural Commissioner's 2011/2012 Weed Abatement Assessment Roll has been posted in City Hall since July 10, 2013.

The attached notice of charges was sent to all Santa Fe Springs property owners listed on the roll. This is a procedure required by the City that is normally not done by the County.

The Council should hear from anyone who wants to speak on this item. A representative of the County of Los Angeles Agricultural Commission will be in attendance to answer any questions you might have.


FOR THADDEUS MCCORMACK

Thaddeus McCormack
City Manager

Attachment:

Los Angeles County Weed Abatement Charge List

REPORT ON THE COST OF WEED ABATEMENT

TO THE CITY COUNCIL OF
THE CITY OF SANTA FE SPRINGS

Council Member:

Pursuant to an order heretofore made by your Honorable Body instructing this Department to abate noxious or dangerous weeds and rubbish under the provisions of the Government Code, we respectfully submit the following report on the cost of abating such noxious weeds on each separate lot or parcel of land, showing the cost of removing such weeds on each separate lot or parcel of land, or in front thereof, or both, to-wit:

(see attached)

July 11, 2013

CITY OF SANTA FE SPRINGS
WEED ABATEMENT CHARGES

| KEY | MAPBOOK | PAGE | PARCEL | ZONE | CITY CODE | TOTAL CHARGES |
|-----|---------|------|--------|------|-----------|---------------|
| 8 | 7005 | 014 | 047 | 04 | 623 | \$39.81 |
| 8 | 8002 | 019 | 042 | 04 | 623 | \$39.81 |
| 8 | 8005 | 012 | 047 | 04 | 623 | \$39.81 |
| 8 | 8005 | 015 | 011 | 04 | 623 | \$39.81 |
| 8 | 8005 | 015 | 024 | 04 | 623 | \$39.81 |
| 8 | 8005 | 015 | 027 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 089 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 093 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 095 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 096 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 097 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 098 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 099 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 101 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 108 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 109 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 110 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 111 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 112 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 113 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 114 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 115 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 116 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 117 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 133 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 134 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 135 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 136 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 137 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 138 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 139 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 140 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 141 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 163 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 164 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 165 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 166 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 167 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 168 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 169 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 170 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 171 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 184 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 185 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 186 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 187 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 188 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 189 | 04 | 623 | \$39.81 |

July 11, 2013

CITY OF SANTA FE SPRINGS
WEED ABATEMENT CHARGES

| KEY | MAPBOOK | PAGE | PARCEL | ZONE | CITY CODE | TOTAL CHARGES |
|-----|---------|------|--------|------|-----------|---------------|
| 8 | 8009 | 001 | 190 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 191 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 192 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 193 | 04 | 623 | \$39.81 |
| 8 | 8009 | 001 | 194 | 04 | 623 | \$39.81 |
| 8 | 8009 | 002 | 074 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 141 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 142 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 143 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 144 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 145 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 146 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 147 | 04 | 623 | \$39.81 |
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| 8 | 8009 | 003 | 149 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 150 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 172 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 173 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 174 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 175 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 176 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 177 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 178 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 179 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 180 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 181 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 182 | 04 | 623 | \$39.81 |
| 8 | 8009 | 003 | 183 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 078 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 079 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 080 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 081 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 082 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 083 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 084 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 103 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 104 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 105 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 106 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 107 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 116 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 117 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 118 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 119 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 121 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 122 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 123 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 124 | 04 | 623 | \$39.81 |

July 11, 2013

CITY OF SANTA FE SPRINGS
WEED ABATEMENT CHARGES

| KEY | MAPBOOK | PAGE | PARCEL | ZONE | CITY CODE | TOTAL CHARGES |
|----------------------------------|---------|------|--------|---------------|-----------|---------------|
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| 8 | 8009 | 004 | 128 | 04 | 623 | \$39.81 |
| 8 | 8009 | 004 | 129 | 04 | 623 | \$39.81 |
| 8 | 8011 | 004 | 031 | 04 | 623 | \$39.81 |
| 8 | 8011 | 004 | 058 | 04 | 623 | \$39.81 |
| 8 | 8011 | 004 | 064 | 04 | 623 | \$39.81 |
| 8 | 8011 | 005 | 013 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 026 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 027 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 028 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 029 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 038 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 040 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 041 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 043 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 046 | 04 | 623 | \$39.81 |
| 8 | 8011 | 007 | 047 | 04 | 623 | \$39.81 |
| 8 | 8011 | 013 | 017 | 04 | 623 | \$39.81 |
| 8 | 8011 | 015 | 041 | 04 | 623 | \$39.81 |
| 8 | 8011 | 017 | 015 | 04 | 623 | \$39.81 |
| 8 | 8011 | 017 | 035 | 04 | 623 | \$39.81 |
| 8 | 8011 | 017 | 036 | 04 | 623 | \$39.81 |
| 8 | 8011 | 017 | 037 | 04 | 623 | \$39.81 |
| 8 | 8011 | 017 | 064 | 04 | 623 | \$39.81 |
| 8 | 8059 | 001 | 017 | 04 | 623 | \$1,055.72 |
| 8 | 8069 | 006 | 044 | 04 | 623 | \$39.81 |
| 8 | 8069 | 016 | 010 | 04 | 623 | \$39.81 |
| 8 | 8069 | 016 | 016 | 04 | 623 | \$39.81 |
| 8 | 8069 | 016 | 019 | 04 | 623 | \$39.81 |
| 8 | 8167 | 002 | 025 | 04 | 623 | \$39.81 |
| 8 | 8167 | 002 | 026 | 04 | 623 | \$39.81 |
| 8 | 8167 | 002 | 049 | 04 | 623 | \$39.81 |
| 8 | 8167 | 002 | 051 | 04 | 623 | \$39.81 |
| 8 | 8167 | 014 | 031 | 04 | 623 | \$39.81 |
| 8 | 8168 | 001 | 010 | 04 | 623 | \$39.81 |
| 8 | 8168 | 023 | 048 | 04 | 623 | \$39.81 |
| 8 | 8169 | 002 | 003 | 04 | 623 | \$39.81 |
| 8 | 8169 | 002 | 004 | 04 | 623 | \$39.81 |
| 8 | 8169 | 002 | 006 | 04 | 623 | \$39.81 |
| 8 | 8169 | 002 | 024 | 04 | 623 | \$39.81 |
| 8 | 8178 | 004 | 065 | 04 | 623 | \$39.81 |
| TOTAL IMPROVED PARCELS = | | | 0 | TOTAL CHARGES | | \$0.00 |
| TOTAL UNIMPROVED PARCELS = | | | 1 | TOTAL CHARGES | | \$1,055.72 |
| TOTAL INSPECTION FEE ONLY PCLS = | | | 136 | TOTAL CHARGES | | \$5,414.16 |
| TOTAL PARCELS | | | 137 | TOTAL CHARGES | | \$6,469.88 |

July 25, 2013

The foregoing report was submitted to the City Council of the City of Santa Fe Springs on the 25th day of July, 2013, for confirmation and was with all objections thereto duly received and considered, and was by said City Council confirmed, and the County Auditor is hereby ordered and instructed to enter the amounts of the respective assessment against the respective parcels of land as they appear on the current assessment roll.

CITY COUNCIL OF THE
CITY OF SANTA FE SPRINGS

By _____
Mayor

ATTEST:

By _____
City Clerk



City of Santa Fe Springs

City Council Meeting

July 25, 2013

PUBLIC HEARING

Resolution No. 9423 - Self Certification of Conformance to Congestion Management Program

RECOMMENDATION

That the City Council conduct a public hearing and adopt Resolution No. 9423 certifying that the City is in conformance with the Congestion Management Program.

BACKGROUND

The Congestion Management Program (CMP) is a county-wide program enacted by the State of California to reduce traffic congestion in the State's urbanized areas. The CMP originated in the State Legislature with the passage of Assembly Bill 471 in 1989 and Assembly Bill 1791 in 1990. The CMP became effective when Proposition 111, which increased the State Gas Tax by nine (9) cents over a five-year period, was approved by the voters in June 1990. The Los Angeles County Metropolitan Transportation Authority (MTA) has taken the leadership role to be the Congestion Management Agency for the County of Los Angeles. MTA was responsible for the development, implementation and subsequent annual update of the CMP for the entire county. The CMP was adopted by MTA on November 18, 1992.

In conjunction with requirements of the CMP, the City of Santa Fe Springs on March 25, 1993 adopted a Transportation Demand Management (TDM) Ordinance designed to reduce vehicle trips and promote alternatives to driving alone.

The self-certification process is an annual requirement to maintain conformance with the CMP and ensure continued flow of gas tax funds to the City. This process is accomplished by adoption of a resolution at a noticed public hearing.

Notice of the public hearing has been done by publication and posting.

A handwritten signature in black ink that reads "for City Manager Thaddeus McCormack".

Thaddeus McCormack
City Manager

Attachments:

1. Resolution No. 9423
2. 2013 CMP Report

Report Submitted By:

Noe Negrete, Director
Public Works

Date of Report: July 17, 2013

RESOLUTION NO. 9423

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA FINDING THE CITY OF SANTA FE SPRINGS TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH GOVERNMENT CODE SECTION 65089

WHEREAS, CMP statute requires the Los Angeles County Metropolitan Transportation Authority ("LACMTA"), acting as the Congestion Management Agency for Los Angeles County, to annually determine that the County and cities within the County are conforming to all CMP requirements; and

WHEREAS, LACMTA requires submittal of the CMP Local Development Report by September 1 of each year; and

WHEREAS, the City Council of the City of Santa Fe Springs held a noticed public hearing on Thursday, June 27, 2013.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City of Santa Fe Springs has taken all of the following actions, and that the City of Santa Fe Springs is in conformance with all applicable requirements of the 2010 CMP adopted by the LACMTA Board on October 28, 2010.

The City of Santa Fe Springs has locally adopted and continues to implement a transportation demand management ordinance, consistent with the minimum requirements identified in the CMP Transportation Demand Management chapter.

The City of Santa Fe Springs has locally adopted and continues to implement a land use analysis program, consistent with the minimum requirements identified in the CMP Land Use Analysis Program chapter.

The City of Santa Fe Springs has adopted a Local Development Report, attached hereto and made a part hereof, consistent with the requirements identified in the 2010 CMP. This report balances traffic congestion impacts due to growth within the City of Santa Fe Springs with transportation improvements, and demonstrates that the City of Santa Fe Springs is meeting its responsibilities under the Countywide Deficiency Plan consistent with the LACMTA Board adopted 2003 Short Range Transportation Plan.

Section 2. That the City Clerk shall certify to the adoption of this Resolution and shall forward a copy of this Resolution to the Los Angeles County Metropolitan Transportation Authority.

APPROVED and ADOPTED on this 25th day of July, 2013.

MAYOR

ATTEST:

CITY CLERK

City of Santa Fe Springs
2013 CMP Local Development Report
Reporting Period: JUNE 1, 2012 - MAY 31, 2013

Date Prepared: June 17, 2013

Contact: David Smith
 Phone Number: 626-458-6371

**CONGESTION MANAGEMENT PROGRAM
 FOR LOS ANGELES COUNTY**

2012 DEFICIENCY PLAN SUMMARY

*** IMPORTANT: All "#value!" cells on this page are automatically calculated.
 Please do not enter data in these cells.**

DEVELOPMENT TOTALS

RESIDENTIAL DEVELOPMENT ACTIVITY

Dwelling Units

| | |
|---------------------------|-------|
| Single Family Residential | 64.00 |
| Multi-Family Residential | 57.00 |
| Group Quarters | 0.00 |

COMMERCIAL DEVELOPMENT ACTIVITY

1,000 Net Sq.Ft.²

| | |
|---------------------------------------|---------|
| Commercial (less than 300,000 sq.ft.) | (28.99) |
| Commercial (300,000 sq.ft. or more) | 0.00 |
| Freestanding Eating & Drinking | 0.00 |

NON-RETAIL DEVELOPMENT ACTIVITY

1,000 Net Sq.Ft.²

| | |
|----------------------------------|--------|
| Lodging | 0.00 |
| Industrial | 741.99 |
| Office (less than 50,000 sq.ft.) | 40.12 |
| Office (50,000-299,999 sq.ft.) | 0.00 |
| Office (300,000 sq.ft. or more) | 0.00 |
| Medical | 0.00 |
| Government | 0.00 |
| Institutional/Educational | 0.00 |
| University (# of students) | 0.00 |

OTHER DEVELOPMENT ACTIVITY

Daily Trips

| | |
|---------------------|------|
| ENTER IF APPLICABLE | 0.00 |
| ENTER IF APPLICABLE | 0.00 |

EXEMPTED DEVELOPMENT TOTALS

| | |
|--|---|
| Exempted Dwelling Units | 0 |
| Exempted Non-residential sq. ft. (in 1,000s) | 0 |

2. Net square feet is the difference between new development and adjustments entered on pages 2 and 3.

City of Santa Fe Springs
2013 CMP Local Development Report
Reporting Period: JUNE 1, 2012 - MAY 31, 2013

Date Prepared: June 17, 2013

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 1: NEW DEVELOPMENT ACTIVITY

RESIDENTIAL DEVELOPMENT ACTIVITY

| Category | Dwelling Units |
|---------------------------|----------------|
| Single Family Residential | 68.00 |
| Multi-Family Residential | 57.00 |
| Group Quarters | 0.00 |

COMMERCIAL DEVELOPMENT ACTIVITY

| Category | 1,000 Gross Square Feet |
|---------------------------------------|-------------------------|
| Commercial (less than 300,000 sq.ft.) | 2.40 |
| Commercial (300,000 sq.ft. or more) | 0.00 |
| Freestanding Eating & Drinking | 0.00 |

NON-RETAIL DEVELOPMENT ACTIVITY

| Category | 1,000 Gross Square Feet |
|----------------------------------|-------------------------|
| Lodging | 0.00 |
| Industrial | 1,260.72 |
| Office (less than 50,000 sq.ft.) | 40.12 |
| Office (50,000-299,999 sq.ft.) | 0.00 |
| Office (300,000 sq.ft. or more) | 0.00 |
| Medical | 0.00 |
| Government | 0.00 |
| Institutional/Educational | 0.00 |
| University (# of students) | 0.00 |

OTHER DEVELOPMENT ACTIVITY

| Description (Attach additional sheets if necessary) | Daily Trips (Enter "0" if none) |
|--|------------------------------------|
| ENTER IF APPLICABLE | 0.00 |
| ENTER IF APPLICABLE | 0.00 |

City of Santa Fe Springs
2013 CMP Local Development Report
Reporting Period: JUNE 1, 2012 - MAY 31, 2013

Date Prepared: June 17, 2013

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 2: NEW DEVELOPMENT ADJUSTMENTS

IMPORTANT: Adjustments may be claimed only for 1) development permits that were both issued and revoked, expired or withdrawn during the reporting period, and 2) demolition of any structure with the reporting period.

RESIDENTIAL DEVELOPMENT ADJUSTMENTS

| Category | Dwelling Units |
|---------------------------|----------------|
| Single Family Residential | 4.00 |
| Multi-Family Residential | 0.00 |
| Group Quarters | 0.00 |

COMMERCIAL DEVELOPMENT ACTIVITY

| Category | 1,000 Gross Square Feet |
|---------------------------------------|-------------------------|
| Commercial (less than 300,000 sq.ft.) | 31.39 |
| Commercial (300,000 sq.ft. or more) | 0.00 |
| Freestanding Eating & Drinking | 0.00 |

NON-RETAIL DEVELOPMENT ACTIVITY

| Category | 1,000 Gross Square Feet |
|----------------------------------|-------------------------|
| Lodging | 0.00 |
| Industrial | 518.73 |
| Office (less than 50,000 sq.ft.) | 0.00 |
| Office (50,000-299,999 sq.ft.) | 0.00 |
| Office (300,000 sq.ft. or more) | 0.00 |
| Medical | 0.00 |
| Government | 0.00 |
| Institutional/Educational | 0.00 |
| University (# of students) | 0.00 |

OTHER DEVELOPMENT ACTIVITY

| Description (Attach additional sheets if necessary) | Daily Trips (Enter "0" if none) |
|--|------------------------------------|
| ENTER IF APPLICABLE | 0.00 |
| ENTER IF APPLICABLE | 0.00 |

City of Santa Fe Springs
2013 CMP Local Development Report
Reporting Period: JUNE 1, 2012 - MAY 31, 2013

Date Prepared: June 17, 2013

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 3: EXEMPTED DEVELOPMENT ACTIVITY
(NOT INCLUDED IN NEW DEVELOPMENT ACTIVITY TOTALS)

| | | |
|--|---|-------------------------|
| Low/Very Low Income Housing | 0 | Dwelling Units |
| High Density Residential Near Rail Stations | 0 | Dwelling Units |
| Mixed Use Developments Near Rail Stations | 0 | 1,000 Gross Square Feet |
| | 0 | Dwelling Units |
| Development Agreements Entered into Prior to July 10, 1989 | 0 | 1,000 Gross Square Feet |
| | 0 | Dwelling Units |
| Reconstruction of Buildings Damaged due to "calamity" | 0 | 1,000 Gross Square Feet |
| | 0 | Dwelling Units |
| Reconstruction of Buildings Damaged in Jan. 1994 Earthquake | 0 | 1,000 Gross Square Feet |
| | 0 | Dwelling Units |
| Total Dwelling Units | 0 | |
| Total Non-residential sq. ft. (in 1,000s) | 0 | |

Page 4

Exempted Development Definitions:

1. Low/Very Low Income Housing: As defined by the California Department of Housing and Community Development as follows:
 - Low-Income: equal to or less than 80% of the County median income, with adjustments for family size.
 - Very Low-Income: equal to or less than 50% of the County median income, with adjustments for family size.
2. High Density Residential Near Rail Stations: Development located within 1/4 mile of a fixed rail passenger station and that is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre is automatically considered high density.
3. Mixed Uses Near Rail Stations: Mixed-use development located within 1/4 mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed use development is used for high density residential housing.
4. Development Agreements: Projects that entered into a development agreement (as specified under Section 65864 of the California Government Code) with a local jurisdiction prior to July 10, 1989.
5. Reconstruction or replacement of any residential or non-residential structure which is damaged or destroyed, to the extent of > or = to 50% of its reasonable value, by fire, flood, earthquake or other similar calamity.
6. Any project of a federal, state or county agency that is exempt from local jurisdiction zoning regulations and where the local jurisdiction is precluded from exercising any approval/disapproval authority. These locally precluded projects do not have to be reported in the LDR.



City of Santa Fe Springs

City Council Meeting

July 25, 2013

PUBLIC HEARING

Resolution No. 9424 – Levy Annual Assessments for City of Santa Fe Springs
Lighting District No. 1 (FY 2013/14)

RECOMMENDATION

That the City Council take the following actions:

1. Conduct a Public Hearing and adopt Resolution No. 9424 confirming the diagram and assessment, and providing for annual assessment levy; and
2. Authorize the Director of Finance to execute all documents necessary with the County of Los Angeles in order to process the collection of assessments related to Lighting District No. 1 for FY 2013/14.

BACKGROUND

At the Council meeting of June 27, 2013, the City Council adopted Resolution No. 9419 declaring its intention to provide an annual levy and collection of assessments for certain maintenance in an existing district. Resolution No. 9419 also set the Public Hearing for 6:00 p.m. on July 25, 2013, and a notice was published in the Whittier Daily News on July 14, 2013.

The net assessment to be distributed over the Lighting District for fiscal year 2013/14 is \$182,551.19. This sum shall be assessed according to the benefits received by properties located within Lighting District No. 1. The methodology for distribution of assessments and the assessment rates over the Lighting District comply with the requirements of State Proposition 218.

FISCAL IMPACT

By special benefit assessments, the Lighting District provides a portion of the funding for the installation, maintenance and operation of the street lighting system in the City of Santa Fe Springs.

INFRASTRUCTURE IMPACT

The Lighting District provides for increased safety on the roadway, greater visibility for pedestrians and motorists at night and enhanced security, to name a few benefits.


For THADDEUS MCCORMACK
Thaddeus McCormack
City Manager

Attachments:

1. Resolution No. 9424
2. Location Map: Exhibit A

Report Submitted By:

Noe Negrete, Director
Public Works


Date of Report: July 17, 2013

RESOLUTION NO. 9424

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
CONFIRMING A DIAGRAM AND ASSESSMENT
AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, the City Council has initiated for the annual levy of the assessments for a lighting district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972" being Part 2 of Division 15 of the Streets and Highways Code of the State of California, in a district known and designated as:

**CITY OF SANTA FE SPRINGS
LIGHTING DISTRICT No. 1**

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto, this City Council did adopt its Resolution of Intention to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating to said annual levy of the proposed assessment; and

WHEREAS, at this time, this City Council has heard all testimony and evidence and is desirous of proceeding with said annual levy of assessments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: That the above recitals are true and correct.

Section 2: That upon the conclusion of the Public Hearing, written protests filed, and not withdrawn, did not represent property owners owning more than fifty percent (50%) of the area of assessable lands within the District, and all protests are overruled and denied.

Section 3: That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intention as previously adopted relating to said annual assessment levy.

Section 4: That the diagram and assessment as set forth and contained in said Engineer's Report are hereby confirmed and adopted by this City Council.

Section 5: That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

Section 6: That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in the Engineer's Report," pursuant to said "Landscaping and Lighting Act of 1972," as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

Section 7: That the maintenance works of improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the Assessment, and said assessment shall then be collected at the same time and in the same manner as the County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

Section 8: That the City Treasurer has previously established a special fund known as the

CITY OF SANTA FE SPRINGS
LIGHTING DISTRICT No. 1

into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law, and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.

Section 9: That the Deputy City Clerk is hereby ordered and directed to file a certified copy of this Resolution upon its adoption.

Section 10: That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the office of the Deputy City Clerk and open for public inspection.

PASSED and ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting thereof this 25th day of July 2013, by the following vote:

AYES:

NOES:

ABSENT:

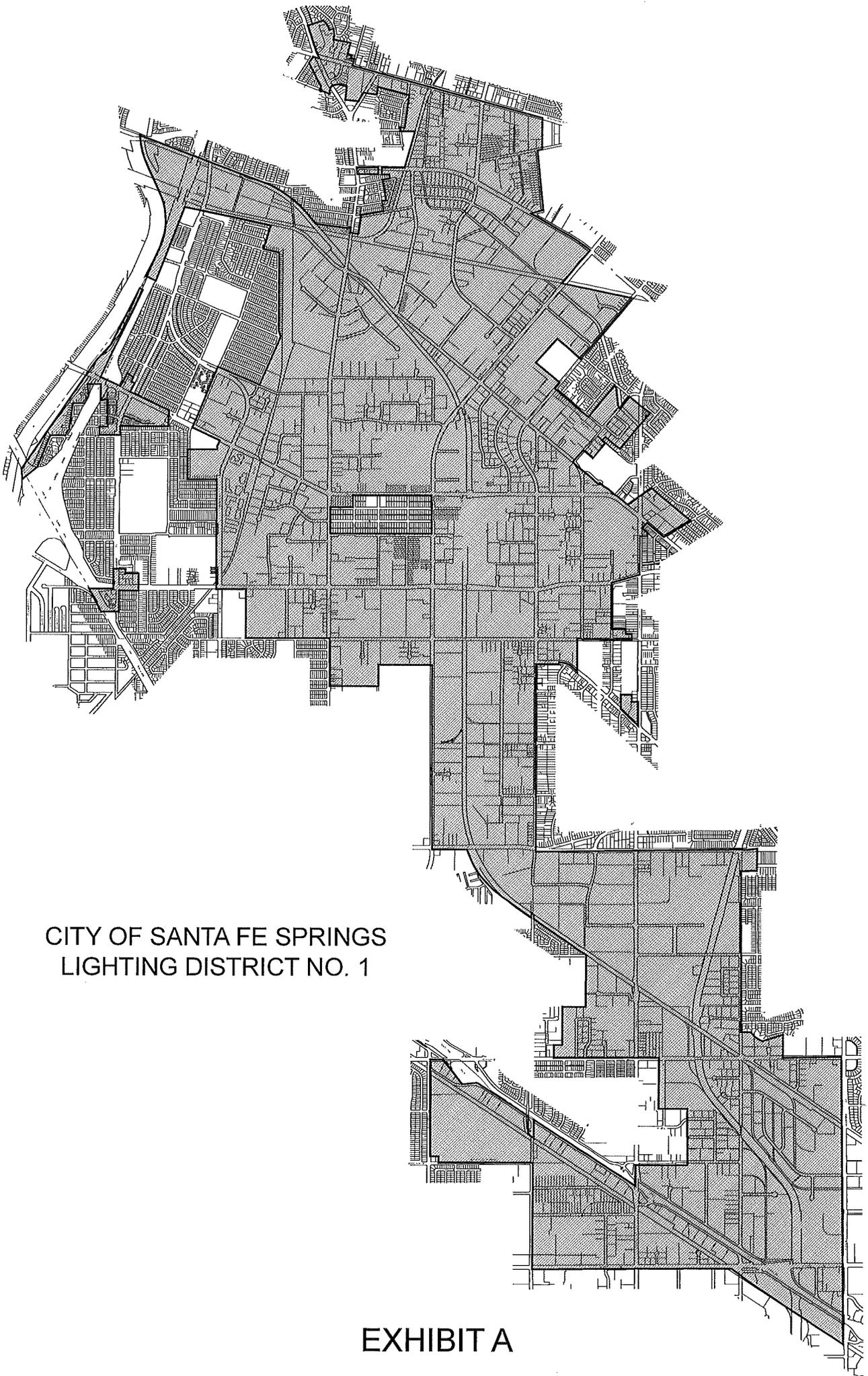
ABSTAIN:

CITY OF SANTA FE SPRINGS

By: _____
MAYOR

ATTEST:

DEPUTY CITY CLERK



CITY OF SANTA FE SPRINGS
LIGHTING DISTRICT NO. 1

EXHIBIT A



City of Santa Fe Springs

City Council Meeting

July 25, 2013

PUBLIC HEARING

Resolution No. 9425 – Levy Annual Assessments for Heritage Springs Assessment District No. 2001-1 (Hawkins Street and Palm Drive) FY 2013/14

RECOMMENDATION

That the City Council take the following actions:

1. Conduct a Public Hearing and adopt Resolution No. 9425 confirming the diagram and assessment, and providing for annual assessment levy; and
2. Authorize the Director of Finance to execute all documents necessary with the County of Los Angeles in order to process the collection of assessments related to Heritage Springs Assessment District No. 2001-1 (Hawkins Street and Palm Drive) for FY 2013/2014.

BACKGROUND

On June 27, 2013, the City Council adopted Resolution No. 9421 declaring its intention to levy an assessment for street maintenance and repair of the streets located within the Heritage Springs Assessment District No. 2001-1. Resolution No. 9421 also set the Public Hearing for 6:00 p.m. on July 25, 2013, and a notice was published in the Whittier Daily News on July 14, 2013.

The net assessment to be distributed over the district for Fiscal Year 2013/14 is \$35,247.70. This sum shall be assessed according to the benefits received by properties located within the Heritage Springs Assessment District No. 2001-1. The methodology for distributing the assessments over the district complies with the requirements of State Proposition 218.

FISCAL IMPACT

The District has a positive financial impact on the City because a benefit assessment district is utilized to fund street maintenance costs that are attributable to the particular development, Heritage Springs.

INFRASTRUCTURE IMPACT

The infrastructure for this development has been constructed and maintained on a regular schedule.

A handwritten signature in black ink that reads "Thaddeus McCormack".

Thaddeus McCormack
City Manager

Attachments:

1. Resolution No. 9425
2. Boundary Map

Report Submitted By:

Noe Negrete, Director
Public Works

Handwritten initials in black ink, possibly "NN".

Date of Report: July 17, 2013

RESOLUTION NO. 9425

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
DIRECTING THE LEVY OF ANNUAL ASSESSMENTS
IN THE CITY OF SANTA FE SPRINGS
HERITAGE SPRINGS ASSESSMENT DISTRICT 2001-1
FOR FISCAL YEAR 2013/2014**

**CITY OF SANTA FE SPRINGS
Heritage Springs Assessment District 2001-1
(Hawkins Street and Palm Drive)**

RESOLVED, by the City Council (the "Council") of the City of Santa Fe Springs, County of Los Angeles, State of California, that:

WHEREAS, this Council has conducted proceedings under and pursuant to the Municipal Improvement Act of 1913, Division 12, California Streets and Highways Code (the "Act") and Resolution Ordering the Assessment District Formation No. 6642, adopted June 28, 2001 (the "Resolution of Formation"), to form the Heritage Springs Assessment District 2001-1 (the "Assessment District"), to authorize the levy of special assessment upon the lands within the Assessment District, to acquire and construct public streets and other improvements, all as described therein; and

WHEREAS, pursuant to Section 10100.8 of the Act and the Resolution of Intention, this Council is authorized to levy annual assessments (the "Assessments") for maintenance, repair or improvement, including all expenses required for resurfacing and repair to public streets (the "Maintenance") in and adjacent to the Assessment District to keep such acquisitions and improvements in fit operating condition which are ordinarily incurred no more frequently than every five years, of the acquisitions and improvements for the Assessment District; and

WHEREAS, under the Act, this Council and for the annual levy of the Assessments, on June 27, 2013, has adopted Resolution No. 9421, a Resolution of the City Council of the City of Santa Fe Springs of Intention to Levy Annual Assessments for the City of Santa Fe Springs Heritage Springs Assessment District 2001-1 for Fiscal Year 2013/2014 (the "Intention Resolution") and approved the Engineer's Report (the "Engineer's Report") prepared pursuant to the Act for purposes of the levy of assessments for Fiscal Year 2013/2014; and

WHEREAS, as specified in the Intention Resolution, and upon notice as required by the Act, this Council held a public hearing on the issue of the levy of the assessments for the Next Fiscal Year, and all persons desiring to be heard were given

an opportunity to be heard, and all objections to the assessment were considered by this Council.

NOW, THEREFORE, IT IS ORDERED as follows:

1. Objections Overruled. The objections and protests against the annual levy of assessments for the Assessment District, as a whole or as to any part thereof, or against the estimate of costs and the assessments, in whole or in part, written and oral, are hereby overruled.

2. Public Interest. The public interest, convenience and necessity require the levy of annual assessments for the Assessment District.

3. District Described. The District specially benefited and to be assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by the assessment diagram thereof filed in the offices of the Deputy City Clerk, which map is made a part hereof by reference thereto.

4. Engineer's Report Approved. The Engineer's Report, in the form on file with the Deputy City Clerk and to which reference is hereby made for further particulars, including the estimates of costs and expenses, the apportionment of assessments and the assessment diagram contained in the Engineer's Report, was adopted on June 27, 2013 by Resolution No. 9420 shall stand as the Engineer's Report for FY 2013/2014.

5. Benefits Determined. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the public hearing, this Board expressly finds and determines that each of the several subdivisions of land in the Assessment District will be specially benefited.

6. Collection of Assessments. The assessments herein confirmed shall be collected in the same manner and upon the same roll as general taxes of the County of Los Angeles are collected. The Director of Finance and Administrative Services or other authorized official of the City is hereby authorized and directed to cause such collections to be made for the Next Fiscal Year.

7. Effective. This resolution shall take effect from and after its adoption.

PASSED and ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting thereof this 25th day of July 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

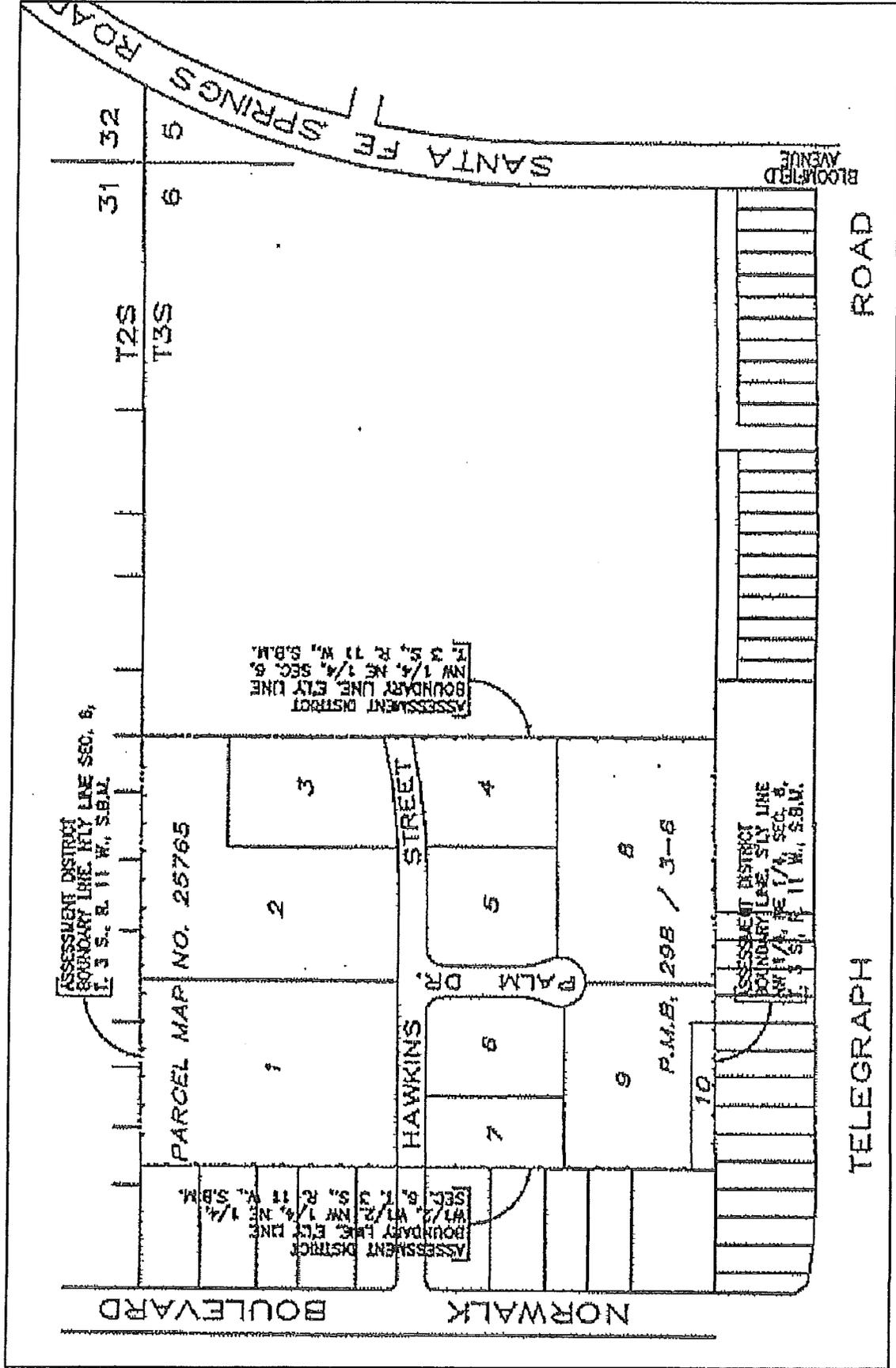
CITY OF SANTA FE SPRINGS

By: _____
MAYOR

ATTEST:

DEPUTY CITY CLERK

BOUNDARY MAP HERITAGE SPRINGS ASSESSMENT DISTRICT 2001-1





NEW BUSINESS

Adoption of Resolution No. 9422 and Approval of Contract with the State Department of Education

RECOMMENDATION

That the City Council approve Resolution No. 9422 authorizing the renewal of Contract No. CSPP-3160 with the State Department of Education for Fiscal Year 2013/2014 for the purpose of providing child care and development services for preschool age children.

BACKGROUND

Submitted for your approval is the 2013/2014 contract renewal with the California Department of Education to provide child care and development services. This contract in the amount of \$621,530.00 allows the City to provide child care and development services to eligible preschool age children. This contract amount serves approximately 48 part-day preschool age children at the Los Nietos Child Care Center and 48 full-day preschool age children at the Gus Velasco Neighborhood Center temporary buildings.

The contract MRA (Maximum Reimbursement Amount of \$621,530.00) is subject to further adjustment contingent upon final legislation enacted in the State FY 2013/14 budget.

A handwritten signature in black ink that reads 'For Thaddeus McCormack'.

Thaddeus McCormack
City Manager

Attachments:
Resolution 9422
Contract No. CSPP-3160

RESOLUTION NO. 9422

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
AUTHORIZING APPROVAL OF LOCAL AGREEMENT
WITH THE CALIFORNIA STATE DEPARTMENT OF EDUCATION
FOR THE PURPOSE OF PROVIDING CHILD CARE AND
DEVELOPMENTAL SERVICES
TO PRE-SCHOOL AGE CHILDREN IN FISCAL YEAR 2013-2014**

BE IT RESOLVED that the City Council of the City of Santa Fe Springs certify as to the approval of local agreement with the California State of Department of Education for the purpose of providing child care and development services to State Pre-School age children in Fiscal Year 2013-2014.

BE IT FURTHER RESOLVED that the City Council of the City of Santa Fe Springs Authorize approval of local Agreement No. CSPP-3160 and authorize the Director of the Family & Human Services, Maricela Balderas, to sign the agreement.

PASSED AND ADOPTED THIS 25TH day of July 2013.

MAYOR

ATTEST:

DEPUTY CITY CLERK



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 13 - 14

DATE: July 01, 2013

CONTRACT NUMBER: CSPP-3160

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 19-2194-00-3

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: CITY OF SANTA FE SPRINGS

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the FUNDING TERMS AND CONDITIONS (FT&C - available online at <http://www.cde.ca.gov/fg/aa/cd/>), the CURRENT APPLICATION, and an AGENCY SITE LISTING (ATTACHMENT A) which by this reference are incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor. The contractor's signature also certifies compliance with "General Terms and Conditions," (GTC 610/Exhibit A) which by this reference is incorporated herein.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2013 through June 30, 2014. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$34.14 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$621,530.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 18,205.0

Minimum Days of Operation (MDO) Requirement 244

Any provision of this contract found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this contract.

Exhibit A, General Terms and Conditions attached.

| | | | | | |
|--|---|---|------------|-------------|--|
| STATE OF CALIFORNIA | | CONTRACTOR | | | |
| BY (AUTHORIZED SIGNATURE) | | BY (AUTHORIZED SIGNATURE) <i>Margarita Calderas</i> | | | |
| PRINTED NAME OF PERSON SIGNING Margie Burke, Manager | | PRINTED NAME AND TITLE OF PERSON SIGNING MARGIELA CALDERAS/DIRECTOR OF COMMUNITY | | | |
| TITLE Contracts, Purchasing & Conference Services | | ADDRESS 9255 Pioneer Blvd., Santa Fe Springs, CA 90606 | | | |
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 621,530 PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0 TOTAL AMOUNT ENCUMBERED TO DATE \$ 621,530 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | | FUND TITLE | | Department of General Services use only |
| | (OPTIONAL USE) See Attached | | | | |
| | ITEM See Attached | CHAPTER | STATUTE | FISCAL YEAR | |
| | OBJECT OF EXPENDITURE (CODE AND TITLE) 702 | | | | |
| I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. | | T.B.A. NO. | B.R. NO. | | |
| SIGNATURE OF ACCOUNTING OFFICER See Attached | | DATE | | | |

CONTRACTOR'S NAME: CITY OF SANTA FE SPRINGS

CONTRACT NUMBER: CSPP-3160

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 64,013 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE Federal | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 13609-2194 | FC# 93.596 | PC# 000321 | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 64,013 | ITEM 30.10.020.001 6110-194-0890 | CHAPTER B/A | STATUTE 2013 | FISCAL YEAR 2013-2014 |
| | OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290 | | | |

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 35,251 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE Federal | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 15136-2194 | FC# 93.575 | PC# 000324 | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 35,251 | ITEM 30.10.020.001 6110-194-0890 | CHAPTER B/A | STATUTE 2013 | FISCAL YEAR 2013-2014 |
| | OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290 | | | |

| | | | | |
|--|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 426,873 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE General | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 23038-2194 | | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 426,873 | ITEM 30.10.010. 6110-196-0001 | CHAPTER B/A | STATUTE 2013 | FISCAL YEAR 2013-2014 |
| | OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590 | | | |

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 95,393 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE General | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 23254-2194 | | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 95,393 | ITEM 30.10.020.001 6110-194-0001 | CHAPTER B/A | STATUTE 2013 | FISCAL YEAR 2013-2014 |
| | OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590 | | | |

| | | |
|---|---------------------------------|----------|
| I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. | T.B.A. NO. | B.R. NO. |
| | SIGNATURE OF ACCOUNTING OFFICER | |

Attachment A
California Department of Education
Child Development Division
Agency Site List
Fiscal Year 2013-2014

City of Santa Fe Springs

Los Angeles County

2194

Family Center

9255 Pioneer Blvd.

Santa Fe Springs 90670

EXHIBIT AGENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)



NEW BUSINESS

Purchase and Installation of New Video Conferencing Equipment from CDW-G, Inc., in an Amount Not to Exceed \$100,000 in Support of the Regional Fire Smart Classroom Project

RECOMMENDATION

That the City Council approve the purchase and installation of new video conferencing equipment from CDW-G, Inc. utilizing Homeland Security grant funds in an amount not to exceed \$100,000.

BACKGROUND

The City's Fire-Rescue Department has been approved for the purchase and installation of new video conferencing equipment through the California State Homeland Security Grant Program (SHSGP) in an amount not to exceed \$100,000. While the specific cost of this project is not yet available, it will be within the grant amount being provided.

The proposed video conferencing equipment is in support of the Los Angeles Area Fire Chief's Association (LAAFCA) project to establish regional Smart Classrooms in all 31 Fire Departments within Los Angeles County. The equipment would be used for local and regional training efforts for all of the City's Fire-Rescue personnel and provide a means to receive State-mandated training for technical rescue, hazardous materials, emergency medical services, and other essential training. The Smart Classroom would greatly reduce the need to outsource training while continuing to support advanced instruction and education for all Fire Department personnel. If approved, the department will be connected through the Smart Classroom with 30 other fire agencies in the region for meeting needs and educational opportunities, thereby improving interoperability. The designated Smart Classroom would be located within Classroom #2 at the Homeland Regional Training Center (Rio Hondo Fire Academy) adjacent to Headquarters' Fire Station.

PROCUREMENT PROCESS AND SELECTION – OTHER AGENCIES

In July 2012, the City of Beverly Hills' Fire Department conducted a comprehensive Request for Proposals (RFP) process on behalf of 16 fire agencies (including themselves) for this same grant-funded project. They sought proposals from nine (9) qualified vendors. In the end, they only received one responsive bid and awarded the contract to CDW Government (CDW-G).

Following the award of contract by the City of Beverly Hills, three (3) additional fire agencies have "piggybacked" on the existing contract and selected CDW-G for their own Smart Classroom project. They are currently in the implementation stage.



City of Santa Fe Springs

City Council Meeting

July 25, 2013

Below is the listing of the 19 fire agencies that have completed or are in the process of completing the Smart Classroom project using CDW-G based on the award of contract from the City of Beverly Hills:

1. Alhambra
2. Beverly Hills
3. Burbank
4. Compton
5. Culver City
6. Del Valle Fire Training Center
7. Downey
8. Hermosa Beach (in progress)
9. Hotchkins Training Center
10. Glendale
11. Lancaster Training Center
12. Long Beach
13. Los Angeles City (Station #89)
14. Monrovia (in progress)
15. Santa Monica
16. South Pasadena
17. Torrance
18. Vernon
19. West Covina (in progress)

Given the technical nature of the project and dozens of classroom sites, LAAFCA administrators, have highly recommended to Staff that the City of Santa Fe Springs also select CDW-G for this grant-funded project. The uniformity of the equipment and installation protocol under the same vendor is critical in their regional implementation and ongoing coordination.

PROCUREMENT PROCESS – CITY OF SANTA FE SPRINGS

As a result of the project circumstances being rather unique, there is merit for the City not to proceed with a conventional RFP and standard procurement process.

The City's Purchasing Policy and Practices (Section 34.19B) provides for situations where bidding is not required if it meets two criteria:

- 1) The best interests of the City require a negotiated purchase and
- 2) The proposed negotiated purchase will result in a cost to the City not greater than the projected costs of a purchase after bidding.

As a result of the LAAFCA administrators' feedback, the competitive procurement process undertaken by the City of Beverly Hills and the 19 fire agencies that have already chosen CDW-G, it is recommended that the City also select CDW-G.

The best interest of the City would be met by purchasing and installing equipment that is consistent with the numerous other fire agencies participating in the Smart Classroom project. Additionally, the specific pricing made available to the City is essentially "negotiated" to match the bid pricing received by the City of Beverly Hills' and included in their award of contract.



City of Santa Fe Springs

City Council Meeting

July 25, 2013

FISCAL IMPACT

The entire purchase is funded with California SHSGP Grant monies on a reimbursement basis. There is no impact to the City's General Fund.


For THADDEUS MCCORMACK
Thaddeus McCormack
City Manager

Attachments:

City of Beverly Hills Agenda Report
Phase 3 – SFSFR Project Overview



AGENDA REPORT

Meeting Date: October 2, 2012
Item Number:
To: Honorable Mayor & City Council
From: Mark Embrey, Deputy Fire Chief
Subject: AWARD OF A CONTRACT TO CDW GOVERNMENT, LLC ASSOCIATED WITH REGIONAL FIRE DEPARTMENTS SMART CLASSROOM PROJECT, BID NO. 13-03;

AUTHORIZING THE CITY MANAGER, CITY ATTORNEY AND FIRE CHIEF TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH CDW GOVERNMENT, LLC, FOR ALL HARDWARE, SOFTWARE, EQUIPMENT, AND SERVICES RELATED TO THE BID; AND

AUTHORIZING APPROVAL OF A PURCHASE ORDER IN AN AMOUNT NOT-TO-EXCEED THE PREVIOUSLY AUTHORIZED URBAN AREA SECURITY INITIATIVE (UASI) FEDERAL GRANT FUNDING OF \$1,537,830 FOR THESE GOODS AND SERVICES

Attachments: 1. Bid Proposal

RECOMMENDATION

Staff recommends that the City Council award a contract to CDW Government, associated with Bid No. 13-03 for the Regional Fire Departments Smart Classroom Project; authorize the City Manager, City Attorney and Fire Chief to negotiate and execute an Agreement between the City of Beverly Hills and CDW Government for all hardware, software, equipment and services related to the bid; and approve a purchase order to CDW Government in an amount not-to-exceed the authorized UASI grant funding of \$1,537,830 for these goods and services.

INTRODUCTION

On July 24, 2012, the City Council approved a resolution authorizing the application for and acceptance of UASI 10 and UASI 11 funding, and appropriation of said funds for the implementation of Phase 3 of 3 of the Regional Fire Departments Smart Classroom Build-Out. As a result of this action, staff proceeded with issuance of a formal bid for the anticipated goods and services.

The City released formal Bid No. 13-03 for the Regional Fire Departments Smart Classroom Project on July 31, 2012, which was emailed to nine qualified vendors certified with the City's preferred manufacturer, as well as posted on the City's website and forwarded to an additional list of bid posting sites and interested vendors upon request. From August 13th – August 24th, the City encouraged interested vendors to attend scheduled site visits / walk-throughs at 17 locations within the region. Due to the distances between the various sites, staff determined that attendance should only be encouraged as opposed to mandatory to ensure that any vendor that wanted to submit a proposal would not be automatically barred due to missing one or more site visits.

The City then held a mandatory Bidders Conference on August 28th which was only attended by CDW Government (CDWG) and its subcontractors. On September 13th, the City opened the only bid received, from CDWG, and began review of the proposal, in conjunction with the Los Angeles Area Fire Chiefs Association (LAAFCA), which has served as a highly valued advisory group with respect to the project.

DISCUSSION

City staff worked very closely with both LAAFCA and the preferred manufacturer, Cisco Systems, to ensure that the bid documentation contained detailed specifications for each proposed site build-out, parts lists for each location, and instructions related to the required implementation schedule as dictated by the UASI grants previously approved by the City Council, and the required project management and documentation to ensure federal grant compliance.

While some site visits were attended by multiple vendors, the City received several notifications that bidders would be unable to submit bid proposals either due to the required implementation timeline, a lack of certain certifications or licenses required by the bid, or because they were unable to attend the site visits. Whenever possible, staff worked with potential bidders to provide as many potential exemptions as possible to encourage bid proposal submission, including an open Q & A dialogue, provision of detailed schematics and parts lists as part of the bid documentation, and notice of potential waiver of certain certification requirements based on the competitiveness of the proposal to be submitted. However, in the end, the City only received one primary bidder at the Mandatory Bidders Conference.

City staff met with LAAFCA representatives and the City's Cisco representative after the Mandatory Bidders Conference to determine how best to proceed with the knowledge that the City would only receive one bid proposal in response to the bid. Based on budgetary estimates provided by the manufacturer prior to commencement of the bid process, as well as independent review of similar projects and parts listed online, staff and the LAAFCA representatives are confident that the pricing proposed by CDWG is competitive, and that based on CDWG's prior implementation experience, the company is able to facilitate meeting the stringent deadlines of the UASI 10 and UASI 11 federal grants received by the City of Beverly Hills.

CDWG's bid proposal identifies a total cost of \$1,501,189.64 for all required goods and services detailed in the City's Bid documents, including one year's hardware, software, and system warranty, recommended audio-visual equipment for each location. The bid proposal also quotes various optional goods, services and extended warranty options currently under review by staff in association with LAAFCA.

This project is part of a long-term plan that LAAFCA has proposed to ensure that all regional systems are maintained and remain interoperable, and that replacements are appropriately funded. LAAFCA anticipates entering into a Joint Powers Agreement with the participating jurisdictions whereby centralized maintenance and support is handled through LAAFCA. Consequently, the City will not need to plan for repair or replacement of any of the Smart Classroom system components.

Staff recommends awarding the contract related to Bid No. 13-03 to CDWG for the Regional Fire Departments Smart Classroom Project; authorize the City Manager, City Attorney and Fire Chief to negotiate and execute the Agreement between the City of Beverly Hills and CDWG for all hardware, software, equipment and services related to the bid; and approval of a purchase order to CDW Government in an amount not-to-exceed the authorized UASI grant funding of \$1,537,830 for these goods and services.

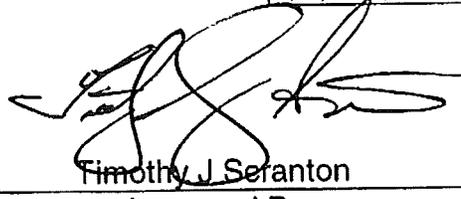
FISCAL IMPACT

The total cost for hardware, software, equipment and services related to the Regional Smart Classroom Project, Bid No. 13-03 will not exceed the previously authorized UASI grant funding totaling \$1,537,830.00, which has been budgeted, and is available in the Fire Department's 2010 UASI and 2011 UASI Fire Grant accounts. Funds for this project are provided as follows:

| Budget Unit | Account # | Description of Source/Account # | Fund | Amount |
|-------------|-----------|---------------------------------|------|----------------|
| 0103101F028 | 74160 | Computer Equipment | | \$552,830.00 |
| 0103101F030 | 74160 | Computer Equipment | | \$985,000.00 |
| | | | | \$1,537,830.00 |



Noel Marquis
Finance Approval



Timothy J. Seranton
Approved By



BID PACKAGE

BEVERLY HILLS FIRE DEPARTMENT
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210
(310-281-2700)

LEGAL NOTICE - BIDS WANTED

The City of Beverly Hills ("City") hereby requests sealed bids for the materials, supplies, equipment or services set forth herein, subject to all conditions outlined in this Bid Package, including:

- SECTION 1: NOTICE INVITING BIDS
- SECTION 2: INSTRUCTIONS TO BIDDERS
- SECTION 3: SPECIAL CITY REQUIREMENTS
- SECTION 4: GENERAL SPECIFICATIONS
- SECTION 5: DETAILED SPECIFICATIONS
- SECTION 6: BIDDER'S BID / BID FORM
- SECTION 7: SIGNATURE PAGE AND LEGAL STATUS
- SECTION 8: ADDITIONAL FORMS

SECTION 1: NOTICE INVITING BIDS

1.0 Notice Inviting Bids

- a. **Date of Request: JULY 31, 2012**
- b. **Bid Number: 13-03**
- c. **Item Description: REGIONAL FIRE DEPARTMENTS - SMART CLASSROOM PROJECT**
- d. **Bid Opening Date: SEPTEMBER 13, 2012**
- e. **Obtaining Bid Documents:** A copy of the Bid Package may be downloaded from the City's website at www.beverlyhills.org or may be requested from the issuing department, Fire Department, telephone number 310-281-2700.
- f. **Due Date and Location for Submittals:** Sealed bids will be received at all times during normal business hours prior to the Bid Opening, at the:

ATTN: Nicole McClinton
c/o Office of the City Clerk
City of Beverly Hills
455 North Rexford Drive, Room 290
Beverly Hills, CA 90210
Re: Bid #13-03, Regional Fire Departments - Smart Classroom Project

Bids will be opened at the Bid Opening time stated, in the Office of the City Clerk. Bids which arrive after the specified Bid Opening time, including mailed bids delivered after the specified Bid Opening time, will not be accepted, regardless of the time postmarked or otherwise indicated on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, FAX, etc.) are **NOT** acceptable. All bids shall clearly contain on the outside of the sealed envelope in which they are submitted: **BID NO. 13-03, REGIONAL FIRE DEPARTMENTS - SMART CLASSROOM PROJECT.**

g. **Contractor's License:** In accordance with provisions of Section 3300 of the California Public Contract Code, the City has determined that the Contractor shall possess a valid California Contractor's License Class C7 or other appropriate license classification under the State Contracting Code at the time the contract is bid. Failure to possess such license may render the bid nonresponsive and bar the award of the contract to that nonresponsive Bidder.

h. **Liquidated Damages:** There shall be a \$500.00 assessment for each and every calendar day work remains undone after date fixed for completion.

i. **Prevailing Wages:** In accordance with the provisions of Sections 1770 *et seq.*, of the Labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The Contractor will be required to pay to all persons employed on the project by the Contractor sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State.

j. **Payment Bond and Completion Bond:** A Payment Bond and a Completion Bond, each in the amount of 100% of the contract amount, will be required of the Contractor.

k. **Insurance:** Upon award of contract, contractor will be obligated to file certificates of insurance evidencing coverage as specified in the bid documents and in a form acceptable to the City. The certificates shall be on the City's standard proof of insurance form or on another form acceptable to the City.

l. **Time of Completion:** The contractual completion time shall be not more than 210 days from the date of Notice To Proceed.

m. **Retention:** In accordance with the contract, ten percent (10%) of any progress payment will be withheld as retention. Pursuant to Section 22300 of the Public Contract Code, at the request and expense of the Contractor, securities equivalent to the amount withheld may be deposited with the City or with a state or federally chartered bank as the escrow agent, and City shall then pay such moneys to the Contractor. Refer to the contract for further clarification.

n. **Contact Person:** A bidder or potential bidder who has a procedural question may call Nicole McClinton at telephone number 310-285-2597. All substantive questions must be submitted in writing, via email to nmcclinton@beverlyhills.org, copy to mliangson@beverlyhills.org on or before Friday,

August 24, 2012 by 5:00 p.m. (Pacific), or provided in person at the mandatory bidders conference scheduled for Tuesday, August 28, 2012. Confirmation of receipt of substantive questions will be emailed within 3 business days. Responses to substantive questions will be, aggregated and delivered at the mandatory bidders conference, as well as published as a Bid Addendum on or before Friday, August 31, 2012 by 5:00 p.m. (Pacific), and posted on the City's website.

o. **Timeline:**

| | |
|------------------------------|---|
| Bid Release Date | July 31, 2012 |
| Site Visits | August 13, 2012 - August 24, 2012 |
| Questions Accepted | August 1, 2012 - August 24, 2012 |
| Mandatory Bidders Conference | August 28, 2012 |
| Bid Proposals Opened | September 13, 2012 |
| Evaluation Period | September 13, 2012 - September 28, 2012 |
| Contract Award | October 9, 2012 |
| Phase 1 Completion | January 31, 2013 |
| Phase 2 Completion | May 31, 2013 |

1. **Site Visits:** Site visits will be conducted at each classroom location, to be scheduled during the time period identified above. Attendance at these walk-throughs is **not** mandatory, but is encouraged. Potential bidders will be responsible for registering to receive the specific site visit schedule, and to RSVP for attendance. Requests to register must be sent via email to nmccinton@beverlyhills.org, copying mliangson@beverlyhills.org, and will be accepted up to 24 hours prior to any given site visit.

2. **Bidders Conference:** Attendance at the Bidders Conference is mandatory. All information gathered during the site walk-throughs will be aggregated and provided to attendees. Registration for the site visits will also constitute as registration for the Bidders Conference. However, if a potential bidder has not attended any of the site visits and still wishes to submit a bid proposal, the potential bidder must register to receive the time and location of the Bidders Conference. Requests to register must be sent via email to nmccinton@beverlyhills.org, copying mliangson@beverlyhills.org, and will be accepted until Monday, August 27, 2012 at 5:00 pm (Pacific).

p. **Deliveries and Invoicing:** All hardware, software, and equipment must be delivered to a central location to be determined by the City, and must be clearly marked "Phase 1" or "Phase 2". All invoices for "Phase 1" and "Phase 2" deliveries must be separate, detailing with specificity the items being invoiced, and must be invoiced by no later than the Phase 1 or Phase 2 completion dates identified above.

q. **Copies:** Bidder's bid proposal must be submitted in one (1) original, four (4) duplicates, and one (1) electronic copy (CD, DVD, or flash drive).

THE CITY OF BEVERLY HILLS RESERVES THE RIGHT TO REJECT ANY BID OR ALL BIDS AND TO WAIVE ANY INFORMALITY OR IRREGULARITY IN ANY BID. ANY CONTRACT AWARDED WILL BE LET TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.

SECTION 2: INSTRUCTIONS TO BIDDERS

2.0 Instructions to Bidders

a. **General Bid Requirements.** To be considered, a bidder must follow the format for bids presented in this document. Bids must be binding and firm. Any bid may be withdrawn before Bid Opening but no proposal may be withdrawn after Bid Opening.

b. **Bidder Must Make Thorough Investigation.** It is the bidder's responsibility to examine the location of the proposed work, to fully acquaint itself with any plans and/or specifications and the nature of the work to be done. Bidders shall have no claim against the City based upon ignorance of the nature or requirements of the project, misapprehension of site conditions or misunderstanding of the specifications or other Contract provisions. Once the award has been made, failure to have read all of the conditions, instructions and Contract Documents shall not be cause to alter any term of the Contract or provide valid grounds for the Contractor to seek additional compensation.

c. **Acceptance of Conditions.** By submitting a bid, each bidder expressly agrees to and accepts the following conditions:

(1) All parts of the Instructions to Bidders and Specifications will be part of the Contract between the selected bidder and the City;

(2) Either before or after Bid Opening, the City may require whatever evidence it deems necessary relative to the bidder's financial stability and ability to complete this project;

(3) The City reserves the right to request further information from a bidder, either in writing or orally, to establish any stated qualifications.

(4) The City reserves the right, in its sole discretion, to judge a bidder's representations and to determine whether the bidder is qualified to undertake the project pursuant to the criteria set forth herein. A bidder, by submitting a bid, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder is qualified to perform the project shall be final, binding and conclusive.

(5) The City reserves the right to reject all bids, waive any irregularity in any of the bids, cancel or delay the bid opening at any time.

(6) This bidding process does not commit the City to award any contract, and the City is not liable for any costs incurred by the bidder in the preparation and submission of a bid.

d. **Registration and Qualifications of Contractors.** Before submitting bids, contractors shall be licensed in accordance with Business and Professions Code Section 7000 et. seq., and each contractor shall insert its license number on its bid.

(1) In submitting its bid, contractor warrants that it has work experience comparable to that which is to be performed. Prior to award of a Contract, City may request of any bidder, a statement setting forth its work experience of a nature comparable to that which is to be

performed. That statement shall describe the work performed during the period three (3) years immediately preceding the date of the statement, and shall give the owner, location, and contract price of all such work, together with the dates of beginning and completing that work. This statement of experience shall be submitted within seven (7) calendar days after the City's notification to so submit. Failure to submit an adequate statement may result in rejection of the bid as nonresponsive.

(2) Any bidder not licensed at the time of award of the contract shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractor's State License Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.

(3) **Suspension / Debarment:** Any bidder that is on the suspension or debarment list that excludes or disqualifies bidders from bidding on, receiving, or participating in Federally funded contracts or grants at the time the bid proposal is submitted or evaluated shall result in rejection of the bid.

(4) **Cisco Partner Certification Requirements:** The City of Beverly Hills, in association with the Los Angeles Area Fire Chiefs Association (LAAFCA), has done extensive research and has selected a Cisco platform for the Regional Smart Classroom project. To ensure that the components are installed correctly and according to manufacturer's specifications, an additional requirement is that all bidders must have, at the time the bid proposal is due, the following valid certifications:

- Cisco GOLD Partner
- Cisco ATP Cisco TelePresence Video Master
- Cisco Authorized DMS Partner

e. **Truth and Accuracy of Representation.** False, incomplete or unresponsive statements in connection with a bid may be sufficient cause for rejection of a bid or a bidder.

f. **Withdrawal of Proposals.** A bidder may withdraw a proposal at any time prior to bid opening; no bid may be withdrawn after bid opening.

g. **City Changes to the Bid Documents.** The City reserves the right to change any part of the Bid Package any time prior to the bid opening. Any changes shall be in the form of addenda which shall become a part of the bid documents and the Contract. Addenda shall be made available to each bidder. A bidder's failure to address the requirements of any addendum may result in that bid being rejected as non-responsive. If the City determines that a time extension is required for the submission of the bid, an addendum will give the new bid opening date.

h. **Notice Regarding Disclosure of Contents of Bids.** All bids accepted by the City shall become the exclusive property of the City. Upon opening, all bids submitted to the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each bid which are identified by the bidder as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary." Each element of a bid which a bidder desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e.,

regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is nonetheless required under the California Public Records Act or otherwise by law (despite the bidder's request for confidentiality), the City shall not in any way be liable or responsible for disclosure of any such records or part thereof.

i. **Warranties, Guarantees and Manufacturer's Specifications.** Bidder shall state the nature and period of any warranty or guarantee. This bid document requests quotes for total system maintenance of 3 and 5 years to be detailed as separate line items in the Bid Form. If applicable, manufacturer's specifications shall be submitted with the bid and shall be considered a part of the Contract for the bidder who is awarded the Contract and where the specifications meet the minimum requirements of the Contract. All warranties shall become effective upon completion of Phase 2 and upon final payment by the City.

j. **Award of Bid and Determination of Responsiveness.** The City shall determine the bidder to whom the Contract shall be awarded. In making this determination, the City shall consider (in no particular order):

- (1) The cost to the City;
- (2) The quality of the material offered;
- (3) The ability, capacity and skill of the bidder to perform the Contract or provide the material or services;
- (4) Whether the bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- (5) The sufficiency of the bidder's financial resources and the effect thereof on its ability to perform the Contract or provide the material or services;
- (6) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (7) The quality and timeliness of the bidder's performance on previous purchase orders or contracts with the City;
- (8) Litigation by the bidder on previous purchase orders or contracts with the City;
- (9) The ability of the bidder to provide future maintenance and service where such maintenance and service are essential;

The City reserves the right to be the sole and exclusive judge of quality, compliance with bid requirements, and all other matters pertaining to this bid.

k. **Prompt Payment Discounts.** Prompt payment discounts shall be considered in evaluating bids, except that payment periods shorter than thirty (30) days will not be considered. Where

discounts are offered, the period for calculation of the discount shall begin with the invoice date or its date of delivery to the City, whichever is later.

l. **Bids Other than "Lump Sum" Bids.** Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in its best interests.

m. **Prices in Bid.** Prices quoted in the bid must be firm for a period of not less than ninety (90) days after the Bid Opening.

n. **Assignment and Subcontracting.** The Contractor shall not assign the Contract in whole or in part without express prior written consent of the City. Any such consent given by the City shall neither relieve the Contractor from its obligations nor change any term of the Contract.

o. **Errors and Omissions.** Bidders shall not be allowed to take advantage of any errors or omissions in these Bid Documents. Full instructions will be given if any error or omission is discovered and timely called to the attention of the City.

p. **Patent Fees; Patent, Copyright, Trade Secret and Trademark Fees.** Each bidder shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

q. **Taxes.** The price bid shall include all federal, state, local and other taxes.

SECTION 3: SPECIAL CITY REQUIREMENTS

3.0 **Special City Requirements.** All forms (and their instructions) which a bidder must complete to establish compliance with City requirements should be considered an integral part of the Specifications, and failure to complete any of them shall be grounds, in the sole discretion of the City, for rejection of that bid or that bidder.

a. **Affirmative Action in Contracting.**

(1) **Policy.** The City of Beverly Hills is an equal opportunity employer. Qualified firms owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the City's ordinances and regulations concerning Equal Opportunity Employment and Affirmative Action principles. Contractor and every supplier of materials and services shall be an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21 of Title 42 of the United States Code and Federal Executive Order #11375, and as such shall not discriminate against any person by reason of race, creed, color, religion, age, sex or physical handicap with respect to the application for employment, hiring, tenure, or terms or conditions of employment of any person.

b. **Affidavit of Non-Collusion by Contractor.** The City requires that each bidder complete, execute and submit to the City with its bid the Affidavit of Non-Collusion included in the Bid Package.

c. **Requirement for Acceptance of Sureties.**

(1) The surety on any bond or undertaking must be a corporation authorized by the Insurance Commissioner of the Department of Insurance of the state to transact surety business in the state; and

(2) There must be on file with the City Clerk of the City of Beverly Hills or submitted with the bond, a copy, duly certified by the proper authority and attested by the seal of the corporation, of the transcript or record of appointment entitling or authorizing the person or persons purporting to execute an undertaking or bond for and on behalf of such corporation to act in the premises.

SECTION 4: GENERAL SPECIFICATIONS**4.0 General Specifications**

a. **Sample Contract.** A sample of the Form of Contract the successful bidder will be required to enter into with the City is attached hereto as Appendix A and by this reference incorporated herein and made a part of these General Specifications.

b. **Scope of Work.** The Scope of Work is provided in Appendix B hereto, and by this reference is incorporated herein.

c. **Bid Proposal Quantities.** The quantities contained in the Bid Package are approximate only, and are for the sole purpose of comparing bids. The City may order more or less Work or material, as necessary, in the City's sole discretion. Additional ancillary supplies and services required for successful completion of the Work under the Agreement are included within the anticipated Scope, even though these supplies and services are not itemized. Payment will be made for the amount of Work or material actually provided, as determined by the City and accepted at the unit or lump sum prices noted in the bid, where applicable, and those prices shall govern.

d. **Standard Specifications.** In connection with contracts to which it may apply, and except as otherwise provided below, all public works construction Work shall be done in accordance with the provisions of the most current edition of "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" (commonly known as "the GREEN BOOK") including Supplements, prepared and promulgated by the Southern California Chapter of the American Public Works Association and the Associated General Contractors of California, which specifications are hereinafter referred to as the "Standard Specifications." The provisions of these General Specifications shall apply and/or shall supersede, as the case may be, provisions of the above referenced Standard Specifications.

e. **Subcontracts.** In addition to the information to be listed by the bidder with its bid pursuant to Section 2-3 of the Standard Specifications, entitled "Subcontracts," the bidder shall provide for each subcontractor listed a brief description of the Work and the dollar value of the Work to be subcontracted. After bids have been received, the written consent of the City is required to make any change in subcontractors.

f. **Meaning of Amount of Bid.** Except where otherwise provided, all costs to perform the entirety of the Work, including all costs required for repair or replacement of existing improvements damaged, injured or removed as a result of the Work, shall be reflected in the unit or lump sum prices stated in the bidder's bid. If no specific unit or lump sum line item is required to be bid for a specific item of Work, then all costs related to that item shall be incorporated into the unit or lump sum prices provided for all other items. The total price of the bid is to be interpreted as the total price of all Work required under the Contract, whether or not there is a specific line item identifying a particular item of Work.

g. **Compliance with Labor Laws.** Contractor shall comply with and adhere to all applicable labor laws, such as, but not limited to, alien labor, prevailing wages, etc. Contractor shall comply with the provisions of Sections 1770-1777.5 of the California Labor Code, and Section 7-2 of the Standard Specifications, entitled "Labor." The California Department of Industrial Relations has ascertained the general prevailing rate of wages in the county in which the Work is to be done. A copy of the general prevailing rate of wages is on file with the City Clerk of the City of Beverly Hills and is available for inspection and reference during regular business hours. Contractor shall submit with bid, on a form provided in Section 7, a statement acknowledging obligation to comply with California Labor Law requirements.

h. **Contract Bonds.** The bidder to whom a Contract is awarded shall file with the City a Payment (Labor and Materials) Bond in a form acceptable to the City in the amount of 100% of the Contract Price before execution of the Contract. The bidder to whom a Contract is awarded shall file with the City a Performance (Completion) Bond in a form acceptable to the City in the amount of 100% of the Contract Price before execution of the Contract. The term "Contract Price" shall be deemed to mean the total Contract "not to exceed" amount consisting of the base bid stated in the Bidder's Bid plus all additional amounts provided for adjustments to the estimated quantities contained in the Bidder's Bid and for extra Work covered by approved Change Orders, if any.

i. **Liability Insurance.** Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, employees or subcontractors, pursuant to contractor's bid or any subsequent contract. Insurance shall be of the type, in the amounts and subject to the provisions described below.

(1) **Commercial general liability coverage** at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.

(2) **Business automobile liability insurance** at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.

(3) **Workers Compensation Insurance** as required by the State of California and **employers liability insurance** with a limit not less than \$1,000,000 (One Million Dollars) per accident.

(4) Evidence of Coverage:

(a) Prior to commencement of work under this contract, or within 14 days of notification of award of contract, whichever is shorter, Contractor shall file certificates of insurance with original endorsements evidencing coverage in compliance with this contract and in a form acceptable to City. The certificate shall be on the City's standard proof of insurance form or on another form acceptable to the City.

(b) Contractor shall provide to City, on request, a complete copy, including all endorsements and riders, of any insurance policy.

(c) During the term of this agreement, Contractor shall maintain current valid proof of insurance coverage, with City at all times. Proof of renewals shall be filed prior to expiration of any required coverage and shall be provided on the City's standard proof of insurance form or on another form acceptable to the City.

(d) Failure to submit any required evidences of insurance within the required time period shall be cause for termination for default, and shall be cause for forfeiture of this bidder's bid security, if applicable.

(e) In the event Contractor does not maintain current, valid evidence of insurance on file with City, City may, at its option, withhold payment of any moneys owed to Contractor, or which it subsequently owes to Contractor, until proper proof is filed.

(5) All insurance coverages shall be provided by insurers with a rating of B+ or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

(6) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided or canceled and shall not be reduced in coverage or limits except after 30 days prior written notice provided to the City. Upon prior request of the carrier, the notice period may be reduced to 10 days in the event of non-payment of premium.

(7) All liability coverages shall name the City, and its elected officials, officers, agents and employees, the Los Angeles Area Fire Chiefs Association (LAAFCA), its officers, agents and employees, and the cities of Alhambra, Burbank, Compton, Culver City, the unincorporated area of De Valle within Los Angeles County, the cities of Downey, Glendale, Lancaster, Long Beach, Los Angeles, Santa Monica, South Pasadena, Torrance, and Vernon, their elected officials, officers, agents and employees, as additional insureds with respect to work under this bid or any subsequent contract.

(8) Contractor's insurance and any insurance provided in compliance with these specifications, shall be primary with respect to any insurance or self-insurance programs with respect to work under this bid or any subsequent contract.

(9) Where available, the insurer shall agree to waive all rights of subrogation with respect to work under this bid or any subsequent contract.

(10) Any deductibles or self-insured retentions shall be declared to and must be approved by City. At the option of the City, either the insurer shall reduce or eliminate the deductibles or self-insured retentions as respects the City, or the Contractor shall procure a bond guaranteeing payment of losses and expenses.

(11) In the event that Contractor does not provide continuous insurance coverage, the City shall have the right, but not the obligation, to obtain the required insurance coverage at Contractor's cost, and the City may deduct all such costs from moneys the City owes to the Contractor or from moneys which it subsequently owes to the Contractor.

j. **Indemnification.** The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any claim, liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this bid.

k. **Materials and Workmanship.**

(1) The City shall have the right to inspect any material used. Materials furnished shall be new, complete, ready-for-use and of the latest model, shall not have been used in demonstration or other services and shall have all the usual equipment as shown by its manufacturer's current specifications and catalogs, unless otherwise specified. Equipment, supplies or services that fail to comply with the Contract requirements regarding design, material or workmanship may be rejected at the option of the City. Any materials rejected shall be removed from City premises at the Contractor's sole expense.

(2) All Work must be approved by the City. For unsatisfactory Work not corrected, the City may, at its option, withhold payment for the unsatisfactory Work, deduct the amount from the invoiced amount, have the Work corrected by another contractor at Contractor's cost and expense or perform the corrective Work with City personnel and deduct all costs so incurred by the City from moneys owed to the Contractor.

l. **License and Permits.** Except as provided herein below, the Contractor shall obtain and pay for all permits and licenses required by federal, state or local law, rule or regulation. Costs for obtaining City permits required under this Contract will be waived. [NOTE: All requirements for obtaining permits (including City permits) remain in effect and are not waived; only the costs of City permits are waived.] For information concerning business licenses required under the Beverly Hills Municipal Code, contact the Beverly Hills Finance Department at (310) 285-2427.

m. **Payment.** The Payment Provisions are provided in Appendix C hereto, and by this reference they are incorporated herein.

n. **Changes to the Work.** City may by written notice initiate any change within the scope of the Contract. If Contractor desires to make any change, Contractor must submit a written request for that change to the City, but Contractor may make that change only upon written order of the City.

A corresponding equitable change in the Contract Price of this Contract will be made for each change ordered.

o. Termination of Work.

(1) **For Cause.** Upon notice to Contractor, City may terminate the Work or any part thereof immediately for cause, without any prior notification to Contractor.

(2) **Without Cause.** City may terminate the Work or any part thereof upon five (5) days prior notice to Contractor.

(3) **Payment.** Upon termination of the Contract in whole or in part, City shall pay Contractor, subject to all provisions of the Contract for retention of funds, for all Work completed prior to the date of termination.

p. Resolution of Claims and Disputes. Public Contract Code Sections 20104 et seq. apply to this contract. Those Public Contract Code Sections are attached hereto as Exhibit I. In any arbitration to resolve a dispute relating to or arising out of this contract, the arbitrator's award shall be supported by law and substantial evidence. The arbitrator shall file a written decision with the court and serve a copy of it on each of the parties. The written decision shall contain a summary of the evidence, reasons underlying the decision, and unless the parties otherwise agree, findings of fact and conclusions of law.

q. Assignment of Unfair Business Practices. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or a subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arises from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties.

r. Safety and Protection of Workers. Pursuant to Public Contract Code Section 7104, if any work under this Contract involves digging trenches or other excavations that extend deeper than four feet below the surface:

(1) The Contractor shall promptly, and before the following conditions are disturbed, notify City, in writing, of any:

(a) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(b) Subsurface or latent physical conditions at the site differing from those indicated.

(c) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in the Contract.

(2) The City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work shall issue a change order under the procedures described in the Contract.

(3) In the event that a dispute arises between the City and the Contractor, whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by Contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

SECTION 5: DETAILED SPECIFICATIONS

5.0 GENERAL REQUIREMENTS

The scope of work for this bid package is described below. The City has relied on the recommendation of Los Angeles Area Fire Chiefs Association Regional Training Group (LAAFCA RTG) based on previous studies related to the appropriate technology solutions for the LAAFCA RTG plans for interactive regional training facilities. All Smart Classroom designs are based on the Cisco C90 TelePresence System.

A. PROJECT DESCRIPTION

The Regional Smart Classroom Project consists of two types of classrooms, and two infrastructure build-outs.

(1) Instruction & Learning (Send & Receive) Smart Classrooms:

a. These rooms will be utilized to provide instruction (the trainer is providing interactive instruction from this room to students located in this classroom and to students at remote locations via TelePresence).

b. These rooms will be utilized to receive instruction (students are located in this classroom and the trainer is providing interactive instruction from a remote facility and connected via TelePresence).

c. These smart classrooms will also be utilized for the following scenarios:

- i. Meetings and whiteboard sessions (where no technology is required)
- ii. Presentations (laptop / dedicated computer and projection screen)
- iii. Recording training sessions (TelePresence)
- iv. Multimedia viewing (computer/laptop and projection screen)

d. These smart classrooms can be classified as "medium" and "large" and peripheral component quantities may vary depending on room size classification.

(2) Learning (Receive-Only) Smart Classrooms:

a. These rooms will be utilized to receive instruction (students are located in this classroom and the trainer is providing interactive instruction from a remote facility and connected via TelePresence).

b. These smart classrooms will also be utilized for the following scenarios:

- i. Meetings and whiteboard sessions (where no technology is required)
- ii. Presentations (laptop / dedicated computer and system display)
- iii. Multimedia viewing (computer/laptop and system display)
- iv. These smart classrooms can be classified as "small" and peripheral component quantities may vary depending on room size.

(3) Core Infrastructure Installations: Two TelePresence core infrastructure installations will be completed as part of this project: The Beverly Hills Core Infrastructure as part of Phase 1; and the Long Beach Fire Agency Core Infrastructure as part of Phase 2. These infrastructure installations are required to facilitate training between all fire stations, city meetings, connectivity to other fire and public safety organizations, and provide for archived media that can be viewed on demand.

B. SMART CLASSROOM REQUIREMENTS

(1) Instruction & Learning Smart Classroom Requirements:

- a. The technology in this type of smart classroom will consist of:
 - i. Cisco C90 TelePresence System
 - ii. Cisco TelePresence Touch control interface
 - iii. Cisco Precision HD pan/tilt/zoom student (front) & instructor (rear) cameras
 - iv. Instructor display (utilized to view remote classrooms)
 - v. (1 or more) Student display or projection system (varies depending on room size)
 - vi. (1 or more) Cisco AudioScience microphone (varies depending on classroom size)
 - vii. Audio amplifier / speaker system (varies depending on classroom size)
 - viii. Doc Cam, DVD, Interactive Whiteboard, etc.) as necessary per location.

(2) Learning Only Smart Classroom Requirements:

- a. The technology in this type of smart classroom will consist of:
 - i. Cisco C40 TelePresence System
 - ii. Cisco TelePresence Touch control interface

(3) Existing Equipment:

- a. Some locations contain existing equipment (projectors, screens, audio amplifiers, speakers).
- b. This existing equipment should be utilized whenever possible.

C. INFRASTRUCTURE REQUIREMENTS

(1) Beverly Hills Core Infrastructure:

- a. Call Control (existing):
 - i. VCS Control- Provides registration (SIP & H.323) aliases, interworks calls from SIP-H.323, provides bandwidth management, creates the internal domain for all training rooms.
 - ii. VCS Expressway- Provides firewall traversal for all internal training room systems and allows for easy access to and from any standards-based video system or client in the world.

- b. Management (existing):
 - i. TelePresence Management Suite (TMS)- Provides management, scheduling, directories, configuration, Jabber Video client accounts, reporting tools and software upgrades.

- c. Conference Services:
 - i. MCU 5320 - Provides multipoint meeting rooms for all internal training room systems and any external system. Each MCU 5320 supports (20) HD (720p) video ports.

- d. Capture - Transform - Share:
 - i. Telepresence Content Server (TCS)- Provides recording functionality for all training sessions or meetings. Turns any training room into a broadcast studio.
 - ii. Media Experience Engine MXE3500- Turns recorded media from the TCS into professional production media by adding titles & watermarks. Transcodes media from the TCS to be made available for portable devices or to any user via the Show & Share portal. Provides Pulse analytic search functionality (scan media based on keyword, comment, or speaker).
 - iii. DMM/Show and Share- Provides an access portal for all users to view and download archived training sessions and any recorded media.

(2) Long Beach Fire Agency Core Infrastructure:

- a. Call Control:
 - i. VCS Control- Provides registration (SIP & H.323) aliases, interworks calls from SIP-H.323, provides bandwidth management, creates the internal domain for all training rooms.
 - ii. VCS Expressway- Provides firewall traversal for all internal training room systems and allows for easy access to and from any standards-based video system or client in the world.

- b. Management:
 - i. TelePresence Management Suite (TMS)- Provides management, scheduling, directories, configuration, Jabber Video client accounts, reporting tools and software upgrades.

D. PROFESSIONAL SERVICES

(1) Project Management:

- a. Contractor shall be responsible for providing a Project Manager to ensure timely delivery of all hardware, software, equipment and materials as well as ensuring that all project tasks are complete and documented according to the agreed upon project timeline.
 - b. The Project Manager shall provide the City's representative with written updates on not less than a bi-weekly basis to keep the City informed of Contractor's progress.
 - c. The Project Manager shall include detailed documentation with each invoice submitted of all hardware, software, equipment, materials, and services being invoiced, detailing with specificity each line item and noting the Phase (Phase 1 or Phase 2) the deliverables reference.
- (2) Smart Classroom & Core Infrastructure Pre-Installation Services:
- a. Site walks and proposals
 - b. Supplying the required system components
 - c. Supplying any necessary cables, connectors & brackets to complete the installation
 - d. Verifying power / network / conduit at required locations
 - e. Creating a project management installation timeline
 - f. Discussing any pre-installation issues with each site contact
- (3) Smart Classroom Installation Services:
- a. Installing power/conduit/network at the instructor display and camera location
 - b. Installing power/conduit/network at the student camera location
 - c. Installing power/conduit/network at the C90/C40 location
 - d. Providing power/conduit/network at any other designated room locations
 - e. Installing student camera wall bracket on the front wall
 - f. Installing the student camera on the front wall
 - g. Installing a wall-mounted instructor display at the designated location
 - h. Installing the instructor camera adjacent to the instructor display
 - i. Installing ceiling microphones at designated locations
 - j. Installing audio amplifier and connecting to ceiling speakers
 - k. Installing the TelePresence Touch interface at the designated location
 - l. Installing a laptop cable (audio + video) at the designated location
 - m. Running necessary cables between all components
- (4) Smart Classroom Configuration Services:
- a. Configure the TelePresence system per the Cisco installation/configuration guide
 - b. Configure the system for network connectivity
 - c. Configure the system for SIP and H.323 registration to the VCS
 - d. Configure the system to be supported by TMS
 - e. Verify TMS is managing the system and providing directory services
 - f. Verifying control of the system via the TelePresence Touch interface
 - g. Configure the system to support all video and audio connections
 - h. Configure all media input and output devices for best resolution and quality
- (5) Smart Classroom Verification & Testing:

- a. Verify all video and audio connections selected via the TelePresence Touch interface
 - b. Verifying operation of all equipment (audio / video / network / control)
 - c. Verify operation of the system by placing/receiving calls and adjusting as necessary
 - d. Verification testing for each use scenario of the room:
 - i. Interactive training sessions where this location is providing instruction (TelePresence)
 - ii. Interactive training sessions where this location is receiving instruction (TelePresence)
 - iii. Presentations (laptop / dedicated computer and projection screen)
 - iv. Video meetings (TelePresence)
 - v. Recording training sessions (TelePresence)
 - vi. Multimedia viewing (computer/laptop and main display or projector)
- (6) Infrastructure Installation (Beverly Hills & Long Beach):
- a. Installation of each MCU 5320 in a designated rack space and connecting to rack power per the Cisco installation guide.
 - i. Network connectivity to each MCU 5320 & configuration of MCU stacking.
 - ii. Basic configuration of each MCU 5320 per the Cisco installation guide.
 - iii. Installing port licenses.
 - iv. Register each 5320 to the VCS Control using the pre-determined format for SIP URI and H.323.
 - v. Configure each MCU 5320 into TMS.
 - vi. Configuration of conference templates.
 - vii. Configuration of auto attendants and conferences.
 - viii. Configuration of Multiway per the Cisco multiway configuration guide.
 - ix. Verify operation of each MCU 5320 by creating test conferences.
 - b. Installation of the TCS in a designated rack space and connecting to rack power per the Cisco installation guide.
 - i. Verifying TCS will power-up and is operational without alarms.
 - ii. Network connectivity to the TCS.
 - iii. Basic configuration of TCS per the Cisco installation guide.
 - iv. Register the TCS to the VCS Control using the pre-determined format for SIP URI and H.323.
 - v. Configure the TCS into TMS.
 - vi. Configure TCS for user/group accounts using AD integration.
 - vii. Configure input and output parameters (output to MXE3500 configurations)
 - viii. Verify access and recording capability.
 - ix. Verify playback capability.
 - x. Verify Scheduling capability (using TMS).
 - c. Installation of the MXE 3500 in a designated rack space and connecting to rack power per the Cisco installation guide.
 - i. Verifying MXE 3500 will power-up and is operational without alarms.
 - ii. Network connectivity to the MXE 3500.
 - iii. Integration configuration of MXE 3500 per the Cisco MXE/TCS/SnS guide.
 - iv. Configuration of graphic capabilities.

- v. Verify access capabilities.
- d. Installation & configuration of DMM per the Cisco Installation guide.
 - i. Installation & configuration of SnS per the Cisco installation guide.
 - ii. Integration configuration of DMM/SnS per the Cisco C-T-S integration guides.
 - iii. Verify access capabilities.
 - iv. Verify C-T-S (capture-transform-share) workflow capabilities.

(7) Infrastructure Testing (Beverly Hills & Long Beach):

- a. Testing connectivity inbound and outbound from the network
- b. Verifying registrations
- c. Verifying multipoint conferences
- d. Verifying MultiWay
- e. Verifying Jabber Video client operation
- f. Verifying TMS scheduling
- g. Verifying recording
- h. Verifying access to Show & Share
- i. Perform user orientation on all infrastructure components.

(8) Post-Installation (Classrooms & Infrastructure):

- a. Documenting and labeling all cables
- b. Providing documentation after installation is complete
- c. Provide user orientation
- d. Provide service coverage contact information

E. TRAINING:

(1) Administrator Training

- a. *Classroom Administrators:* Provide all necessary Classroom Administrator training sessions for not less than two (2) and up to six (6) people at each location. Classroom Administrator training sessions shall include proper administration of each classroom configuration, specific to each individual location, and will include as much detail as necessary to ensure that the appropriate location managers, as specified by the City of Beverly Hills Project Manager, Michael Liongson, receive the proper knowledge transfer. Training shall be provided for at least two (2) days at each location to ensure that all necessary personnel receive the training. The two (2) days may not necessarily be consecutive, but shall be scheduled not more than two weeks apart. Both the dates and the length of each training session shall be determined as mutually agreed upon and approved by the City's Project Manager, the location manager(s), and the Contractor.
- b. *System Administrators:* Provide all necessary System Administrator training sessions for not less than two (2) and up to six (6) people at each infrastructure location (Beverly Hills & Long Beach). System Administrator training sessions shall include proper administration of each infrastructure configuration, and will include as much detail as necessary to ensure that the appropriate location managers, as specified by the City of Beverly Hills project manager (Michael Liongson), receive the proper knowledge transfer. Training shall be provided for at

least two (2) days at each location to ensure that all necessary personnel receive the training. The two (2) days may not necessarily be consecutive, but shall be scheduled not more than two weeks apart. Both the dates and the length of each training session shall be determined as mutually agreed upon and approved by the City's Project Manager, the location manager(s), and the Contractor.

- (2) User Training: Provide a 1-day training session to be located at the City of Beverly Hills, for not less than twenty-five (25) and up to fifty (50) people, as specified by the City's Project Manager. This User training shall be structured in a lecture, "train the trainer" format which shall include proper background, and materials to complete the knowledge transfer necessary for each attendee to be able to successfully train other users to operate the Smart Classroom environments.
- (3) Documentation: Provide all manuals and documentation for proper use and administration of the systems. Documentation shall be provided in electronic format for easy distribution throughout the Regional Smart Classroom network.

F. SPECIFICATIONS

| LOCATION ID# | PHASE 1 | PHASE 2 | SIZE | LOCATION DESCRIPTION |
|--------------|---------|---------|--------|---|
| RFSC-1 | X | | N/A | Beverly Hills Core Infrastructure |
| RFSC-2 | | X | Medium | Alhambra |
| RFSC-3 | X | | Large | Beverly Hills Fire Station #1 |
| RFSC-4 | | X | Large | Burbank Fire Training |
| RFSC-5 | | X | Medium | Compton Fire Station #3 |
| RFSC-6 | | X | Small | Culver City Fire Training |
| RFSC-7 | | X | Large | Del Valle Fire Training Center (Classroom D) |
| RFSC-8 | | X | Large | Downey Fire Training |
| RFSC-9 | | X | Large | FHMTC (Room 205) |
| RFSC-10 | | X | Large | Glendale Fire Training - Station #21 |
| RFSC-11 | X | | Medium | Lancaster Fire Station #129 / Training Center |
| RFSC-12 | X | | Small | Long Beach Fire Station #1 |
| RFSC-13 | | X | N/A | Long Beach Fire Agency / Infrastructure |
| RFSC-14 | X | | Medium | Los Angeles Regional Fire Training, Station #89 |
| RFSC-15 | | X | Medium | Santa Monica Fire Training |
| RFSC-16 | X | | Small | South Pasadena Fire station #81 |
| RFSC-17 | | X | Medium | Torrance Fire Station #1 |
| RFSC-18 | | X | Medium | Vernon Fire Station #1 |

See Attachment 1 to Appendix B for Detailed Location List containing parts for each location.

G. PARTS LIST

See Attachment 2 to Appendix B for Detailed Parts List.

H. DRAWINGS

See Attachment 3 to Appendix B for Drawings - layouts for each location.

5.1 TIME OF PERFORMANCE

A. The work for this bid package is specified to be completed not more than 210 calendar days from the date of Notice to Proceed.

B. For funding purposes, the project shall be split into two phases. Where indicated, those locations must be completed as Phase 1 and Phase 2 respectively.

C. Phase 1 must be completed, including all testing, training, and receipt of all related invoices within 90 days from receipt of a written notice to proceed, but in any case, by no later than January 31, 2013.

D. Phase 2 must be completed, including all testing, training, and receipt of all related invoices within not more than 210 days from receipt of a written notice to proceed, but in any case, by no later than May 31, 2013.

SECTION 6: BIDDER'S BID

6.0 Bidder's Bid. The Bidder's Bid Form is provided, and by this reference it is incorporated herein. This form must be completed by the bidder and submitted to the City.

BID FORM

NOTE: Any Alteration or Addition to the Bid Form May Invalidate the Bid

TO: THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF BEVERLY HILLS

The undersigned, having carefully examined the site conditions and the Contract Documents for

HEREBY PROPOSES AND AGREES to commence the Work per the Agreement; to furnish all labor, materials, equipment, transportation, service, sales taxes, and other costs necessary to complete the Work in 30 calendar days from the date of Notice To Proceed, in strict conformity with the Contract Documents, at prices indicated below.

TOTAL LUMP SUM BASE BID:

Dollars \$ _____

TOTAL PHASE 1 PRICING

(Including all costs, fees, applicable taxes, etc.): \$ _____

TOTAL PHASE 2 PRICING

(Including all costs, fees, applicable taxes, etc.): \$ _____

This total lump sum base bid and Phase 1 and Phase 2 pricing includes the pricing for goods and services as detailed in the "Itemized Pricing" attached hereto as Attachment 1 to Appendix D (also provided to bidders in Excel format to fill-in electronically). System warranties other than the parts warranties included in the Itemized Pricing are separate and detailed below.

SYSTEM WARRANTY

3 years: _____

5 years: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

SECTION 7: SIGNATURE PAGE AND LEGAL STATUS

7.0 Signature Page and Legal Status. The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the City accept this proposal.

Bid proposal by _____
(Name of Firm)

Legal status of bidder: Please check the appropriate box:

A. Corporation State _____ of _____
Incorporation

B. Partnership List Names _____

C. DBA State full name _____
DBA _____

D. Other Explain _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Address _____ City _____ Zip _____

Telephone # () _____

Signed this _____ day of _____ 20__

Bidder acknowledges receipt of the following Addenda:

| <u>ADDENDUM NO.</u> | <u>BIDDER'S INITIALS</u> |
|---------------------|--------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SECTION 8: ADDITIONAL FORMS

8.0 Additional Forms

- a. Experience Form
- b. Affidavit of Non-Collusion
- c. Statement Acknowledging Obligation To Comply With California Labor Laws
- d. Faithful Performance Bond
- e. Payment Bond
- f. Certificate of Insurance

EXPERIENCE FORM

Bidder has been engaged in business under the present business name, _____
_____, for _____ years.

State Contractor's License # _____ Class _____

The following contracts show Bidder's experience in work of a nature similar to that covered in the bid, completed in the past five (5) years:

| <u>Year</u> | <u>Project Description</u> | <u>Contract Amount</u> | <u>Location</u> | <u>For Whom Performed</u> |
|-------------|----------------------------|------------------------|-----------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Bidder, as a contractor, has never failed to satisfactorily complete a contract awarded to it, except as follows:

AFFIDAVIT OF NON-COLLUSION

State of California)

) ss.

County of _____)

_____, being first duly sworn, disposes and says that he or she is _____ of _____ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

 Contractor

attach appropriate notary acknowledgments

STATEMENT ACKNOWLEDGING OBLIGATION TO COMPLY WITH CALIFORNIA LABOR LAW

[Labor Code § 1720, 1773.8, 1775,
1776, 1777.5, 1813, 1860, 1861, 3700]

I, the undersigned Contractor, certify that I am aware of and will fully comply with the following provisions of California law:

Contractor acknowledges that this contract is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and the awarding public agency ("Agency") and agrees to be bound by all provisions thereof as though set forth in full herein.

Contractor agrees to comply with the provisions of California Labor Code Section 1773.8 which require the payment of travel and subsistence payments to each worker needed to execute the work, to the extent required by law.

Contractor agrees to comply with the provisions of California Labor Code Section 1774 and 1775 concerning the payment of prevailing wages to workers and the penalties for failure to do so. Contractor understands and acknowledges that copies of the prevailing rate of per diem wages, as determined by the Director of Industrial Relations, are on file in the office of Public Works Engineering Department and that they will be made available to any interested party upon request. Contractor shall, as a penalty to the Agency, forfeit not more than fifty dollars (\$50) for each calendar day or portion thereof, for each worker paid less than the prevailing rates, as determined by the Director of Industrial Relations, for the work or craft in which the worker is employed for any public work done under the contract by Contractor or any subcontractor at any tier.

Contractor agrees to comply with the provisions of California Labor Code Section 1776 which require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make those payroll records available for inspection as provided in this Section, and (3) inform the Agency of the location of the records. Contractor is responsible for compliance with Section 1776 itself and all of its subcontractors at any tier.

Contractor agrees to comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and Contractor further agrees that it is responsible for its own compliance with Section 1777.5 and for the compliance of all of its subcontractors at any tier.

Contractor agrees to comply with the provisions of California Labor Code Section 1813 concerning penalties because workers work excess hours. Contractor shall, as a penalty to the Agency, forfeit twenty-five dollars (\$25) for each worker employed in the execution of the contract by Contractor or by any subcontractor at any tier for each calendar day during which that worker was required or permitted to work more than 8 hours in any one calendar day or 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.

In accordance with California Labor Code Sections 1860 and 3700, Contractor shall secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's 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."

Date: _____, 20__ Signature: _____

FAITHFUL PERFORMANCE BOND

WHEREAS, the City of Beverly Hills, hereinafter "City" has awarded to _____
_____, hereinafter designated as "Principal," a Contract for _____
_____.

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, the Principal, and _____,
as Surety, are held and firmly bound unto the City in the sum of _____
_____ Dollars (\$ _____), this amount being not less than one
hundred percent (100%) of the total Contract Sum, for which payment well and truly to be made we
bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Principal, its heirs, executors,
administrators, successors, assigns, shall in all things stand to and abide by, well and truly keep and
perform all the undertakings, terms, covenants, conditions and agreements in the said Contract and any
alteration thereof, made as therein provided, all within the time and in the manner therein designated
and in all respects according to their true intent and meaning, then this obligation shall become null
and void, otherwise, it shall be and remain in full force and effect. In case suit is brought upon this
bond, the Surety shall pay reasonable attorneys' fees to the Owner in an amount to be fixed by the
court.

FURTHER, the said Surety, for value received, hereby stipulates and agrees that no change, extension
of time, alteration or modification of the Contract Documents, or of the work to be performed
thereunder, shall in any way affect the obligation of this bond, and it does hereby waive notice of any
such change, extension of time, alteration or modification of the Contract Documents or of the work to
be performed thereunder.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all
purposes be deemed an original thereof, have been duly executed by the Principal and Surety named
herein, on the _____ day of _____, 20____, the name and corporate seal of each corporate
party being hereto affixed and these presents duly signed by its undersigned representative pursuant to
authority of its governing body.

Principal _____ Surety _____

By _____

By _____

PAYMENT BOND

WHEREAS, the City of Beverly Hills, hereinafter "City" has awarded to _____, hereinafter designated as "Principal," a Contract for _____

WHEREAS, said Principal is required to furnish a bond in connection with said Contract, to secure the payment of claims of laborers, mechanics, materialmen and other persons, as provided by law;

NOW, THEREFORE, the Principal, and _____, as Surety, are held and firmly bound unto the City in the sum of _____ Dollars (\$ _____), this amount being not less than one hundred percent (100%) of the total Contract Sum, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Principal, its heirs, executors, administrators, successors, assigns, or subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, then the Surety or Sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay reasonable attorneys' fees to the plaintiff(s) and Owner in an amount to be fixed by the court.

This bond shall insure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or modification of the Contract Documents, or of the work to be performed thereunder, shall in any way affect the obligations of this bond, and it does hereby waive notice of any such change, extension of time, alteration or modification of the Contract Documents or of the work to be performed thereunder.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety named herein, on the _____ day of _____ 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Principal _____

By _____

Surety _____

By _____



EXHIBIT C

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

| COMPANY A. B. C. | COVERAGE | POLICY NUMBER | EXPIRATION DATE | B. | LIMITS P.D. | AGGREGATE |
|---------------------|--|------------------|--------------------|----|----------------|-----------|
| | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/> | | | | | |

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability of financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the performance of this agreement; construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE _____

BY: _____
Authorized Insurance Representative

AGENCY _____

TITLE: _____
ADDRESS: _____

Exhibit C

BIDDER'S CHECK LIST

TO THE BIDDER:

The following checklist is provided for the convenience of both you and the City to help eliminate errors or omissions which may render your bid non-responsive. Please check all appropriate boxes and submit this page with your bid.

- 1. **BID PROPOSAL**
 - Enclosed _____

- 2. **AFFIDAVIT OF NONCOLLUSION**
 - Enclosed _____
 - Signed by Bidder _____

- 3. **STATEMENT ACKNOWLEDGING OBLIGATION TO COMPLY WITH CALIFORNIA LABOR LAW REQUIREMENTS**
 - Enclosed _____
 - Signed by Bidder _____

- 4. **BID FORM**
 - Enclosed _____
 - Signed by Bidder _____

- 5. **SECTION 6: SIGNATURE AND LEGAL STATUS**
 - Enclosed _____
 - Signed by Bidder _____

- 6. **SECTION 7: EXPERIENCE FORM**
 - Enclosed _____

Make sure DELIVERY of your completed documents is made to the City Clerk, 455 North Rexford Drive, Room 290, Beverly Hills, CA 90210, prior to Bid Opening time. It is YOUR responsibility to mail your bid sufficiently early or deliver it in person.

PUBLIC CONTRACT CODE

ARTICLE 1.5. RESOLUTION OF CONSTRUCTION CLAIMS

§20104:

(a)(1) This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arises between a contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b)(1) "Public work" has the same meaning as in Sections 3100 and 3106 of the Civil Code, except that "public work" does not include any work or improvement contracted for by the state or the Regents of the University of California.

(2) "Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans and specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.

§20104.2:

For any claim subject to this article, the following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b)(1) For claims of less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation, or within a period of

time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c)(1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time a claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

§20104.4:

The following procedures are established for all civil actions filed to resolve claims subject to this article:

(a) Within 60 days, but no earlier than 30 days, following the filing of responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a

time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

(b)(1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

(2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of trial de novo.

(c) The court may, upon request by any party, order any witness to participate in the mediation or arbitration process.

§20104.6:

(a) No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

(b) In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.

§20104.8:

(a) This article shall remain in effect only until January 1, 1994, and as of that date is repealed, unless a later enacted statute, which is enacted before January 1, 1994, deletes or extends that date.

(b) As stated in subdivision (c) of Section 20104, any contract entered into between January 1, 1991, and January 1, 1994, which is subject to this article shall incorporate this article. To that end, these contracts shall be subject to this article even if this article is repealed pursuant to subdivision (a).

APPENDIX A

FORM OF CONTRACT

This contract ("Contract") is entered into by and between the City of Beverly Hills ("City"), a California municipal corporation, and _____ ("Contractor"), a _____, whose address _____.

In consideration of the agreements herein contained, the parties agree as follows:

1. WORK TO BE PERFORMED. Contractor shall furnish at Contractor's own expense all labor, materials, supplies, equipment, tools, transportation and other items of expense necessary to complete in a workmanlike manner all Work in accordance with the terms and conditions of the Contract, except for the labor, materials, supplies, equipment, tools, transportation and other items of expense as may be required to be furnished by the City. The Work is defined in detail in the Contract Documents, which govern the interpretation and performance of this Contract, but may be generally described as follows:

2. CONTRACT DOCUMENTS. This contract consists of this Form of Contract and the following Contract Documents, including all exhibits, appendices, addenda, drawings, specifications and documents therein and attachments thereto, all of which are by this reference incorporated herein and made a part of this Contract:

- SECTION 1: NOTICE INVITING BIDS
- SECTION 2: INSTRUCTIONS TO BIDDERS
- SECTION 3: SPECIAL CITY REQUIREMENTS
- SECTION 4: GENERAL SPECIFICATIONS
- SECTION 5: DETAILED SPECIFICATIONS
- SECTION 6: BIDDER'S BID / BID FORM

as contained in City's Bid Document for Bid No. ##-## dated July 16, 2012, and

SECTION 8: SIGNATURE PAGE AND LEGAL STATUS

of Contractors' Bid in response thereto, all of which are incorporated herein by reference, and all of which shall comprise the Contract Documents for this Contract. If any item of the Scope of Work, Payment Schedule, or any other item of the Bid Package is modified by either of the parties or arrived at by negotiation between the parties, that item as finally agreed upon by the parties shall also become a Contract Document, it shall supersede the corresponding item of the Bid Package, if any, and it shall be subject to all terms and conditions of the Contract.

3. PERFORMANCE PERIOD. Contractor shall commence Work after execution of the Contract, and shall complete all Work in 180 calendar days from the date of Notice To Proceed as set forth in the Contract Documents.

4. PAYMENT. City shall pay Contractor as full consideration for the satisfactory performance by Contractor of all Work required under this Contract a sum not to exceed _____ Dollars (\$ _____), payable as provided in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: _____

DATED: _____

CITY OF BEVERLY HILLS
"City"

"Contractor"

WILLIAM W. BRIEN, MD
Mayor

By: _____

Title: _____

ATTEST:

By: _____

Title: _____

BYRON POPE
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

LAURENCE WIENER
City Attorney

JEFF KOLIN
City Manager

FUNDS AVAILABLE:

SCOTT G. MILLER
Chief Financial Officer

TIMOTHY J. SCRANTON
Fire Chief

KARL KIRKMAN
Risk Manager

APPENDIX B

SCOPE OF WORK

1.0 GENERAL REQUIREMENTS

The scope of work for this bid package is described below. The City has relied on the recommendation of Los Angeles Area Fire Chiefs Association Regional Training Group (LAAFCA RTG) based on previous studies related to the appropriate technology solutions for the LAAFCA RTG plans for interactive regional training facilities. All Smart Classroom designs are based on the Cisco C90 TelePresence System.

(See Section 5)

Beverly Hills Core Infrastructure

ATTACHMENT 1

APPENDIX B

| Beverly Hills Core Infrastructure (RFSC-1 / PHASE 1) | | |
|--|--|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE TCS, MXE3500 & SHOW AND SHARE (Recording and Streaming): | | |
| CVC-BUN-WKG-K9 | Video Content Bundle for Workgroup | 1 |
| CVC-MXE-BGL-K9 | MXE3500 BGL CVC Bundle (HW V2, SW, Graph, Live license) | 1 |
| CON-ECDN-CVCMXEB | ESS WITH 8X5XNBD MXE3500 BGL CVC Bundle | 1 |
| CAB-9K12A-NA | Power Cord, 125VAC 13A NEMA 5-15 Plug, North America | 1 |
| MXE-3500-33LIC-K9 | MXE-3500 Base Software V3.3 | 1 |
| MXE-3500-4GB-DRAM2 | 4GB RAM for MXE3500 | 4 |
| MXE-3500-8GB-DRAM2 | 8GB RAM for MXE3500 V2 | 4 |
| MXE-3500-GRLIC | MXE-3500 Graphics Option | 1 |
| MXE-3500-LVLIC | MXE-3500 Live Option | 1 |
| MXE-3500-UILIC | MXE 3500 Conversion User Interface | 1 |
| CVC-TCS-5RP-K9 | TCS PRO 5 RP, 2 Live CVC Bundle | 1 |
| CON-ECDN-CVCTCS5 | ESS WITH 8X5XNBD TCS PRO 5 RP, 2 Live CVC Bundle | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| LIC-TCS-2L | 2 Live Output Calls License | 1 |
| LIC-TCS-5.0-K9 | CTCS Version 5.0 software - license | 1 |
| LIC-TCS-5R | 5 Recording Call License | 1 |
| LIC-TCS-PRO | Premium Resolution Option for TCS | 1 |
| SW-TCS-5.0-K9 | CTCS Version 5.0 software | 1 |
| SNSC200-CVC-K9 | DMS Show and Share Server WKGP for CVC Bundle, HW | 1 |
| CON-ECDN-SNSC200C | ESS WITH 8X5XNBD DMS Show and Share S | 1 |
| DMS-4GBSR-1X041RX | DMS 4GB DDR3-1333-MHz RDIMM/PC3-10600/1R/1, HW | 2 |
| DMS-650WPS-SB | DMS 650W UCS Server Power Supply SB, HW | 1 |
| DMS-PCIE-RAID | DMS LSI 1064E (4-port SAS 3.0G RAID), HW | 1 |
| DVAUTHOR-FL-50 | Show-n-Share Feature License for Up To 50 Authors | 4 |
| DVR52-K9 | Show-n-Share Reports V5.2 Perptl. SW Lic. | 1 |
| SNS-WKGP-52-K9 | Show and Share Workgroup BaseV5.2 Perptl SW | 1 |
| CAB-AC-C5 | AC Power Cord, Type C5, US | 1 |
| CVC-DMS-DMM-K9 | DMS DMM Server for CVC Bundle, HW | 1 |
| CON-ECDN-CVCDMSK | ESS WITH 8X5XNBD DMS DMM Server for CVC Workgroup Bundle | 1 |
| DMMC210-CVC-K9 | DMS Digital Media Manager Server for CVC Bundle, HW | 1 |
| DMM-BASE-52-K9 | Digital Media Mgr Base V5.2 Perptl SW | 1 |
| DMM-DVM52-K9 | DMM Show-n-Share Module V5.2 Perptl. SW Lic. | 1 |
| DMS-4GBSR-1X041RX | DMS 4GB DDR3-1333-MHz RDIMM/PC3-10600/1R/1, HW | 3 |
| DMS-650WPS-SB | DMS 650W UCS Server Power Supply SB, HW | 2 |
| CAB-AC-C5 | AC Power Cord, Type C5, US | 2 |
| CISCO TELEPRESENCE MCU | | |
| CTI-5320-MCU-K9 | Cisco TelePresence MCU 5320 up to 40 SD ports | 2 |
| CON-ECDN-CTI5320M | ESS WITH 8X5XNBD Telepresence MCU 5320 up to 40 SD ports | 2 |

Beverly Hills Core Infrastructure

| Product | Description | Quantity |
|--|--|----------|
| PWR-CORD-US-C | 34-0003-01 CABLE, IEC C-13 to USA mains lead, UL | 2 |
| LIC-AESMCU53-K9 | AES and HTTPS option for MCU 5300 Series | 2 |
| CTI-5300-CAB2MCU | Cisco TelePresence MCU 5300 Series Stacking Cable | 2 |
| CON-ECDN-CTI53CAB | ESS WITH 8X5XNBD MCU 5300 Series Stacking Cable | 2 |
| LIC-5300-4PL | 1 Full HD / 2 HD / 4 SD ports on MCU 5300 Series | 16 |
| CON-ECDN-LIC5304P | ESS WITH 8X5XNBD 1 Full HD/2 HD/4 SD ports on MCU5300 | 16 |
| LIC-5320-MCU-K9 | License Key For MCU 5320 Software Image | 2 |
| SW-5300-MCU-K9 | Software Image For MCU 5300 Series Latest Version | 2 |
| CISCO TELEPRESENCE ADDITIONAL LICENSES: | | |
| L-VCS-PAK | VCS Licenses PAK PIDs | 1 |
| CON-ECDN-LVCSPAK | ESS WITH 8X5XNBD VCS Licenses PAK PIDs | 1 |
| L-VCS-FINDME | Order L-VCS-PAK for E-dlvry of VCS FindMe application | 1 |
| CON-ECDN-LVCFNDME | ESS WITH 8X5XNBD Video Communication Srvr - FindMe ap | 1 |
| L-VCSE-50 | Order L-VCS-PAK for E-dlvry of 50 VCS traversal calls | 1 |
| CON-ECDN-LVCSE50 | ESS WITH 8X5XNBD Video Comm Server - 50 Traversal Calls | 1 |
| L-TMS-SW-PAK | TMS Suite e-Delivery License PAK | 1 |
| CON-ECMU-LTMSWPAK | ESS SW SUPP+UPGR TMS Licenses PAK PIDs | 1 |
| L-TMS-25 | Order L-TMS-APL-PAK for E-deliveryof add TMS 25 system lic | 2 |
| CON-ECMU-LTMS25 | ESS SW SUPP+UPGR TMS Management Suite - Addl 25 Sys | 2 |

| Alhambra Fire Training (RFSC-2 / MEDIUM / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics CbIs ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Celling Mic Audio Science | 3 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 3 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

ATTACHMENT 1

APPENDIX B

| Beverly Hills Fire Station #1 (RFSC-3 / LARGE / PHASE 1) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 4 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 4 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Burbank Fire Training (RFSC-4 / LARGE / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 6 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 6 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

ATTACHMENT 1

APPENDIX B

| Compton Fire Station #3 (RFSC-5 / MEDIUM / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 2 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 2 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Culver City Fire Training (RFSC-6 / SMALL / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C40-WC-K9 | IntPkg C40 - NPP PHD 1080p Cam Rmt Cntrl 1 Mic CbIs ++ | 1 |
| CON-ECDN-INTCWCK9 | ESS WITH 8X5XNBD IntPkg C40-Incl NPP,PHD1080-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C40CODEC-K9 | C40 Unit Codec | 1 |
| CTS-PHD1080P12XS+ | PrecisionHD Camera 1080p 12x for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C40 | License Key C40 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| BRKT-PHD-MONITOR= | Bracket mounting for 12x PHDCAM to monitor | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 2 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 2 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

ATTACHMENT 1

APPENDIX B

| Del Valle Fire Training Center - Classroom D (RFSC-7 / LARGE / PH | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbils ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 6 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 6 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Downey Fire Training (RFSC-8 / LARGE / PHASE 2) | | |
|--|--|-----------------|
| Product | Description | Quantity |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| FHMTTC - HOTCHKINS - Room 205 (RFSC-9 / LARGE / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 5 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 5 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Glendale Fire Training - Station #21 (RFSC-10 / LARGE / PHASE 2) | | |
|---|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rml Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rml Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 4 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 4 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

ATTACHMENT 1

APPENDIX B

| Lancaster Fire Station #129 (RFSC-11 / MEDIUM / PHASE 1) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackml Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 3 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 3 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Long Beach Fire Station 1 (RFSC-12 / SMALL / PHASE 1) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C40-WC-K9 | IntPkg C40 - NPP PHD 1080p Cam Rmt Cntrl 1 Mic Cbls ++ | 1 |
| CON-ECDN-INTCWCK9 | ESS WITH 8X5XNBD IntPkg C40-Incl NPP,PHD1080-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C40CODEC-K9 | C40 Unit Codec | 1 |
| CTS-PHD1080P12XS+ | PrecisionHD Camera 1080p 12x for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C40 | License Key C40 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| BRKT-PHD-MONITOR= | Bracket mounting for 12x PHDCAM to monitor | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Celling Mic Audio Science | 2 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 2 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Long Beach Fire Training (RFSC-13 / PHASE 2) | | |
|---|---|-----------------|
| Product | Description | Quantity |
| CTI-VCS-CONTRL-K9 | VCS Control | 1 |
| CON-ECDN-SCNTRLK9 | ESS WITH 8X5XNBD VCS Cntrl | 1 |
| SW-VCS-7.X-K9 | Software Image for VCS with Encryption, Version 7.X | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| LIC-VCS-10 | Video Comm Server 10 Add Non-traversal Network Calls | 1 |
| CON-ECDN-LICVCS10 | ESS WITH 8X5XNBD VCS 10 Add Non-traversal Ntwk Calls | 1 |
| LIC-VCS-FINDME | Video Communication Server - FindMe application | 1 |
| CON-ECDN-VCFINDME | ESS WITH 8X5XNBD Video Communication Server - FindMe App | 1 |
| LIC-VCS-GW | Enable GW Feature (H323-SIP) | 1 |
| LIC-VCSE-100 | Video Communication Server - 100 Traversal Calls | 1 |
| LIC-VCS-BASE-K9 | License Key - VCS K9 Software Image, Used During DF | 1 |
| CTI-VCS-EXPRESS-K9 | VCS Expressway | 1 |
| CON-ECDN-SEPRESK9 | ESS WITH 8X5XNBD VCS Expressway | 1 |
| SW-VCS-7.X-K9 | Software Image for VCS with Encryption, Version 7.X | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| LIC-VCS-DI | Video Comm Svr Dual Ntwk Interface and Static NAT | 1 |
| LIC-VCSE-5 | Video Communication Server - 5 Traversal Calls | 1 |
| CON-ECDN-LICVCSE5 | ESS WITH 8X5XNBD Video Comm Svr - add 5 Traversal Calls | 1 |
| LIC-VCS-1800TURN | VCS 1800 TURN Relay option | 1 |
| LIC-VCS-GW | Enable GW Feature (H323-SIP) | 1 |
| LIC-VCSE-E | Enable Expressway feature | 1 |
| LIC-VCS-BASE-K9 | License Key - VCS K9 Software Image, Used During DF | 1 |
| CTI-TMS-SW-K9 | Cisco TelePresence Management Suite - Includes 10 Systems | 1 |
| CON-ECMU-CTITMSSW | ESS SW SUPP+UPGR TMS Mgmt Suite Svr Lic-Incl 10 Syss | 1 |
| LIC-TMS-10-UPG | Cisco TMS - Additional 10 Systems | 1 |
| LIC-TMS-APL-S80100 | TMS Lic Key Base Software Image, Used During DF | 1 |
| LIC-TMS-SPUPG-PAK | TMS Starter Pack Upgrade PAK | 1 |
| SW-TMS-APL-S80100 | TMS Base Software Image Latest Version | 1 |
| LIC-MOVI-25 | Jabber Video 25 Additional User Licences | 1 |
| CON-ECMU-MOVI-25 | ESS SW SUPP+UPGR Movi TMS 25 Additional User Licences | 1 |
| CTS-EDGE95-K9 | Edge95MXP w/ 1 mic, NPP, MS, 512kbps ISDN 2 Mbps IP, PHDCam | 1 |
| CON-EC4N-EDGE95 | ESS 24X7X4 Edge 95 MXP with PrecisionHD Camera | 1 |
| SW-S50000-K9 | SW Image Encrypted | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CTS-NTSC | NTSC Option | 1 |
| CTS-EDGEXX-K9 | Edge Series Codec | 1 |
| CTS-PHD-S | PrecisionHD Camera w/ 2mcable, codec S/N Req | 1 |
| CTS-RMT-TRC4 | Remote Control IV | 1 |
| LIC-EDG95 | Edge 95MXP Product ID License | 1 |
| LIC-EDG95-BW1 | Edge 95 MXP IP only to 512 kbps ISDN/2 Mbps IP | 1 |
| LIC-EDG95-MS | Edge 95 MXP MultiSite (MS) Option (Requires NPP) | 1 |
| LIC-EDG95-NPP | Edge 95 MXP Natural Presenter Package (NPP) Option | 1 |
| LIC-S50000-K9 | License Key Software Encrypted | 1 |

ATTACHMENT 1

APPENDIX B

| LA Regional Fire Training - Station #89 (RFSC-14 / MEDIUM / PHASE 1) | | |
|---|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 4 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 4 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Santa Monica Fire Training (RFSC-15 / MEDIUM / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 3 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 3 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTN05YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| South Pasadena Fire Station #81 (RFSC-16 / SMALL / PHASE 1) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C40-WC-K9 | InIPkg C40 - NPP PHD 1080p Cam Rmt Cntrl 1 Mic Cbls ++ | 1 |
| CON-ECDN-INTCWCK9 | ESS WITH 8X5XNBD InIPkg C40-Incl NPP,PHD1080-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryplon | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C40CODEC-K9 | C40 Unit Codec | 1 |
| CTS-PHD1080P12XS+ | PrecisionHD Camera 1080p 12x for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C40 | License Key C40 InIPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| BRKT-PHD-MONITOR= | Bracket mounting for 12x PHDCAM to monitor | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 2 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 2 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Torrance Fire Station #1 (RFSC-17 / MEDIUM / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackml Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Celling Mic Audio Science | 4 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 4 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

| Vernon Fire Station #1 (RFSC-18 / MEDIUM / PHASE 2) | | |
|--|---|-----------------|
| Product | Description | Quantity |
| CISCO TELEPRESENCE CODEC, OPTION LICENSES & STUDENT CAMERA: | | |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbis ++ | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackml Kit-Rmt Cntrl | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 2 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 1 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 1 |
| CISCO INSTRUCTOR CAMERA: | | |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 1 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 1 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 1 |
| CISCO TELEPRESENCE TOUCH: | | |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 1 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 1 |
| CISCO MICROPHONES: | | |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 3 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 3 |
| PERIPHERAL EQUIPMENT: | | |
| AV122 | Promethean ActiView 122 Document Camera | 1 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 1 |
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 1 |

ATTACHMENT 2

APPENDIX B

| Product | Description | Quantity |
|--------------------|--|----------|
| 5PPRJSTND5YROSS | Promethean587 PRO Service Contract Coverage | 16 |
| ABMS587PEST | Promethean 587 PRO Mobile Interactive Whiteboard | 16 |
| AV122 | Promethean ActiView 122 Document Camera | 16 |
| BRKT-PHD-MONITOR= | Bracket mounting for 12x PHDCAM to monitor | 1 |
| CAB-9K12A-NA | Power Cord, 125VAC 13A NEMA 5-15 Plug, North America | 1 |
| CAB-AC-C5 | AC Power Cord, Type C5, US | 3 |
| CAB-PHDCNTRL-10FT= | PHD CAMERA CONTROL CABLE 10 ft | 15 |
| CAB-VCDC-20M= | PrecisionHD Camera Daisy-Chain cable For Visca Control-20m | 14 |
| CON-EC4N-EDGE95 | ESS 24X7X4 Edge 95 MXP with PrecisionHD Camera | 1 |
| CON-ECDN-CTI5320M | ESS WITH 8X5XNBD Telepresence MCU 5320 up to 40 SD ports | 2 |
| CON-ECDN-CTI53CAB | ESS WITH 8X5XNBD MCU 5300 Series Stacking Cable | 2 |
| CON-ECDN-CTRLDVC8 | ESS WITH 8X5XNBD InTouch 8 - Control Device | 15 |
| CON-ECDN-CVCDMSK | ESS WITH 8X5XNBD DMS DMM Server for CVC Workgroup Bundle | 1 |
| CON-ECDN-CVCMXEB | ESS WITH 8X5XNBD MXE3500 BGL CVC Bundle | 1 |
| CON-ECDN-CVCTCS5 | ESS WITH 8X5XNBD TCS PRO 5 RP, 2 Live CVC Bundle | 1 |
| CON-ECDN-HD1P12XS | ESS WITH 8X5XNBD PrecisionHD 1080p 12X Unit - Silver | 14 |
| CON-ECDN-INTCWCK9 | ESS WITH 8X5XNBD IntPkg C40-Incl NPP,PHD1080-Rmt Cntrl | 1 |
| CON-ECDN-INTPC90 | ESS WITH 8X5XNBD IntPkg C90-Incl NPP-Rackmt Kit-Rmt Cntrl | 14 |
| CON-ECDN-LIC5304P | ESS WITH 8X5XNBD 1 Full HD/2 HD/4 SD ports on MCU5300 | 16 |
| CON-ECDN-LICVCS10 | ESS WITH 8X5XNBD VCS 10 Add Non-traversal Ntwk Calls | 1 |
| CON-ECDN-LICVCS5 | ESS WITH 8X5XNBD Video Comm Svr - add 5 Traversal Calls | 1 |
| CON-ECDN-LVCFNDME | ESS WITH 8X5XNBD Video Communication Svr - FindMe ap | 1 |
| CON-ECDN-LVCSE50 | ESS WITH 8X5XNBD Video Comm Server - 50 Traversal Calls | 1 |
| CON-ECDN-LVCSPAK | ESS WITH 8X5XNBD VCS Licenses PAK PIDs | 1 |
| CON-ECDN-SCNTRLK9 | ESS WITH 8X5XNBD VCS Cntrl | 1 |
| CON-ECDN-SEPRESK9 | ESS WITH 8X5XNBD VCS Expressway | 1 |

ATTACHMENT 2

APPENDIX B

| Product | Description | Quantity |
|--------------------|---|----------|
| CON-ECDN-SNSC200C | ESS WITH 8X5XNBD DMS Show and Share S | 1 |
| CON-ECDN-VCFINDME | ESS WITH 8X5XNBD Video Communication Server - FindMe App | 1 |
| CON-ECMU-CTITMSSW | ESS SW SUPP+UPGR TMS Mgmt Suite Svr Lic-Incl 10 Syss | 1 |
| CON-ECMU-LTMS25 | ESS SW SUPP+UPGR TMS Management Suite - Addl 25 Systems | 2 |
| CON-ECMU-LTMSWPAK | ESS SW SUPP+UPGR TMS Licenses PAK PIDs | 1 |
| CON-ECMU-MOVI-25 | ESS SW SUPP+UPGR Movi TMS 25 Additional User Licences | 1 |
| CTI-5300-CAB2MCU | Cisco TelePresence MCU 5300 Series Stacking Cable | 2 |
| CTI-5320-MCU-K9 | Cisco TelePresence MCU 5320 up to 40 SD ports | 2 |
| CTI-TMS-SW-K9 | Cisco TelePresence Management Suite - Includes 10 Systems | 1 |
| CTI-VCS-CONTRL-K9 | VCS Control | 1 |
| CTI-VCS-EXPRESS-K9 | VCS Expressway | 1 |
| CTS-C40CODEC-K9 | C40 Unit Codec | 3 |
| CTS-C90CODEC-K9 | C90 Unit Codec | 12 |
| CTS-CTRL-DVC8= | Touch Control Device for C Series Profile - no handset | 15 |
| CTS-EDGE95-K9 | Edge95MXP w/ 1 mic, NPP, MS, 512kbps ISDN 2 Mbps IP, PHDCam | 1 |
| CTS-EDGEXX-K9 | Edge Series Codec | 1 |
| CTS-INTP-C40-WC-K9 | IntPkg C40 - NPP PHD 1080p Cam Rmt Cntrl 1 Mic Cbls ++ | 3 |
| CTS-INTP-C90-K9 | IntPkg C90 - NPP PHD 1080p Cam Rmt Cntrl 2 Mics Cbls ++ | 12 |
| CTS-MIC-CLNG= | Ceiling Mic Audio Science | 53 |
| CTS-MTKIT-UA= | Universal AudioScience Mounting Kit | 53 |
| CTS-NTSC | NTSC Option | 1 |
| CTS-PHD1080P12XS+ | PrecisionHD Camera 1080p 12x for use in auto expand | 1 |
| CTS-PHD1080P12XS2+ | PrecisionHD Camera 1080p 12x Gen 2 for use in auto expand | 12 |
| CTS-PHD1080P12XS2= | PrecisionHD Camera 1080p 12x Gen 2 | 12 |
| CTS-PHD-S | PrecisionHD Camera w/ 2mcable, codec S/N Req | 1 |
| CTS-RMT-TRC4 | Remote Control IV | 1 |
| CTS-RMT-TRC5 | Remote Control TRC 5 | 15 |
| CVC-BUN-WKG-K9 | Video Content Bundle for Workgroup | 1 |
| CVC-DMS-DMM-K9 | DMS DMM Server for CVC Bundle, HW | 1 |
| CVC-MXE-BGL-K9 | MXE3500 BGL CVC Bundle (HW V2, SW, Graph, Live license) | 1 |

ATTACHMENT 2

APPENDIX B

| Product | Description | Quantity |
|--------------------|---|----------|
| CVC-TCS-5RP-K9 | TCS PRO 5 RP, 2 Live CVC Bundle | 1 |
| DMM-BASE-52-K9 | Digital Media Mgr Base V5.2 Perptl SW | 1 |
| DMMC210-CVC-K9 | DMS Digital Media Manager Server for CVC Bundle, HW | 1 |
| DMM-DVM52-K9 | DMM Show-n-Share Module V5.2 Perptl. SW Lic. | 1 |
| DMS-4GB5R-1X041RX | DMS 4GB DDR3-1333-MHz RDIMM/PC3-10600/1R/1, HW | 5 |
| DMS-650WPS-SB | DMS 650W UCS Server Power Supply SB, HW | 3 |
| DMS-PCIE-RAID | DMS LSI 1064E (4-port SAS 3.0G RAID), HW | 1 |
| DVAUTHOR-FL-50 | Show-n-Share Feature License for Up To 50 Authors | 4 |
| DVR52-K9 | Show-n-Share Reports V5.2 Perptl. SW Lic. | 1 |
| LIC-5300-4PL | 1 Full HD / 2 HD / 4 SD ports on MCU 5300 Series | 16 |
| LIC-5320-MCU-K9 | License Key For MCU 5320 Software Image | 3 |
| LIC-AESMCU53-K9 | AES and HTTPS option for MCU 5300 Series | 3 |
| LIC-CXX-NPP | Natural Presenter Package (NPP) for C Series Based Products | 15 |
| LIC-EDG95 | Edge 95MXP Product ID License | 1 |
| LIC-EDG95-BW1 | Edge 95 MXP IP only to 512 kbps ISDN/2 Mbps IP | 1 |
| LIC-EDG95-MS | Edge 95 MXP MultiSite (MS) Option (Requires NPP) | 1 |
| LIC-EDG95-NPP | Edge 95 MXP Natural Presenter Package (NPP) Option | 1 |
| LIC-INTP-C40 | License Key C40 IntPkg Codec | 1 |
| LIC-INTP-C90 | License Key C90 IntPkg Codec | 14 |
| LIC-MOVI-25 | Jabber Video 25 Additional User Licences | 1 |
| LIC-S50000-K9 | License Key Software Encrypted | 1 |
| LIC-S52000-TCX.XK9 | License Key Software Encrypted | 15 |
| LIC-TCS-2L | 2 Live Output Calls License | 1 |
| LIC-TCS-5.0-K9 | CTCS Version 5.0 software - license | 1 |
| LIC-TCS-5R | 5 Recording Call License | 1 |
| LIC-TCS-PRO | Premium Resolution Option for TCS | 1 |
| LIC-TMS-10-UPG | Cisco TMS - Additional 10 Systems | 1 |
| LIC-TMS-APL-S80100 | TMS Lic Key Base Software Image, Used During DF | 1 |
| LIC-TMS-SPUPG-PAK | TMS Starter Pack Upgrade PAK | 1 |
| LIC-VCS-10 | Video Comm Server 10 Add Non-traversal Network Calls | 1 |
| LIC-VCS-1800TURN | VCS 1800 TURN Relay option | 1 |
| LIC-VCS-BASE-K9 | License Key - VCS K9 Software Image, Used During DF | 1 |
| LIC-VCS-BASE-K9 | License Key - VCS K9 Software Image, Used During DF | 1 |

| Product | Description | Quantity |
|--------------------|---|----------|
| LIC-VCS-DI | Video Comm Srvr Dual Ntwrk Interface and Static NAT | 1 |
| LIC-VCSE-100 | Video Communication Server - 100 Traversal Calls | 1 |
| LIC-VCSE-5 | Video Communication Server - 5 Traversal Calls | 1 |
| LIC-VCSE-E | Enable Expressway feature | 1 |
| LIC-VCS-FINDME | Video Communication Server - FindMe application | 1 |
| LIC-VCS-GW | Enable GW Feature (H323-SIP) | 2 |
| L-TMS-100 | Order L-TMS-APL-PAK for E-dlvry of add TMS 100 system lic | 1 |
| L-TMS-SW-PAK | TMS Suite e-Delivery License PAK | 1 |
| L-VCSE-50 | Order L-VCS-PAK for E-dlvry of 50 VCS traversal calls | 1 |
| L-VCS-FINDME | Order L-VCS-PAK for E-dlvry of VCS FindMe application | 1 |
| L-VCS-PAK | VCS Licenses PAK PIDs | 1 |
| MXE-3500-33LIC-K9 | MXE-3500 Base Software V3.3 | 1 |
| MXE-3500-4GB-DRAM2 | 4GB RAM for MXE3500 | 4 |
| MXE-3500-8GB-DRAM2 | 8GB RAM for MXE3500 V2 | 4 |
| MXE-3500-GRLIC | MXE-3500 Graphics Option | 1 |
| MXE-3500-LVLIC | MXE-3500 Live Option | 1 |
| MXE-3500-UILIC | MXE 3500 Conversion User Interface | 1 |
| PWR-CORD-US-A | Pwr Cord US 1.8m Black YP-12 To YC-12 | 50 |
| PWR-CORD-US-C | 34-0003-01 CABLE, IEC C-13 to USA mains lead, UL | 3 |
| SNSC200-CVC-K9 | DMS Show and Share Server WKGP for CVC Bundle, HW | 1 |
| SNS-WKGP-52-K9 | Show and Share Workgroup BaseV5.2 Perptl SW | 1 |
| SW-5300-MCU-K9 | Software Image For MCU 5300 Series Latest Version | 3 |
| SW-S50000-K9 | SW Image Encrypted | 1 |
| SW-S52000-TC5.XK9 | Software 5.x Encryption | 15 |
| SW-TCS-5.0-K9 | CTCS Version 5.0 software | 1 |
| SW-TMS-APL-S80100 | TMS Base Software Image Latest Version | 1 |
| SW-VCS-7.X-K9 | Software Image for VCS with Encryption, Version 7.X | 2 |

The following is a list of peripheral equipment that may or may not be purchased for one, some, or all of the classroom locations. When providing a quote, please use the quantity

Projector Requirements: Native 1080p support
HDMI input
2500-4000 ANSI Lumens

N/A

| Product | Description | Quantity |
|------------------------------|--|----------|
| Projection Screen | Size to be determined based on room size Manual or powered based on room needs | N/A |
| Wall-Mounted Display | 50" - 65" screen size (based on room size) Native 1080p support HDMI input | N/A |
| Aufio Amplifier | RCA Line input Simple 1 or 2 channel amplifier Power output based on room size and quantity of room speakers | N/A |
| Speaker Requirements: | 8 ohm or 70v (depending on amplifier choice) Standard frequency response | N/A |

Regional Fire Departments Smart Classroom Project

Location Information:

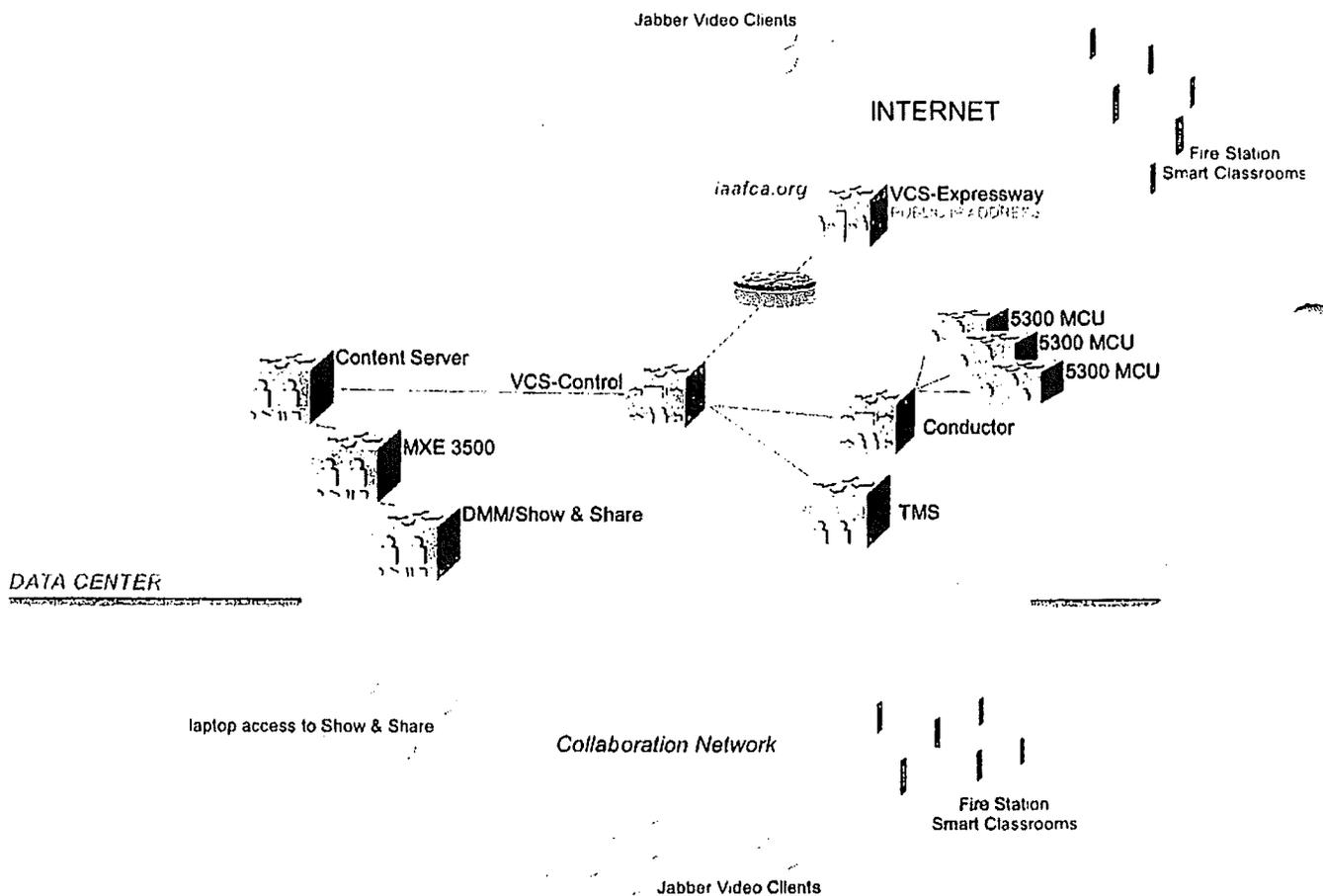
The following (18) locations have been designated as smart classrooms or smart classroom infrastructure locations designed to support instruction and learning functionality as described in Appendix B of this bid document.

Beverly Hills Core Infrastructure RFSC-1 / Phase 1

Ralph Mundell / Michael Liongson
455 North Rexford Drive, Beverly Hills, CA

Infrastructure

Notes: The TelePresence infrastructure at the Beverly Hills Data Center will be implemented to facilitate training between all fire stations, and to provide connectivity to other fire and public safety organizations, as well as providing for archived media that can be played on demand.

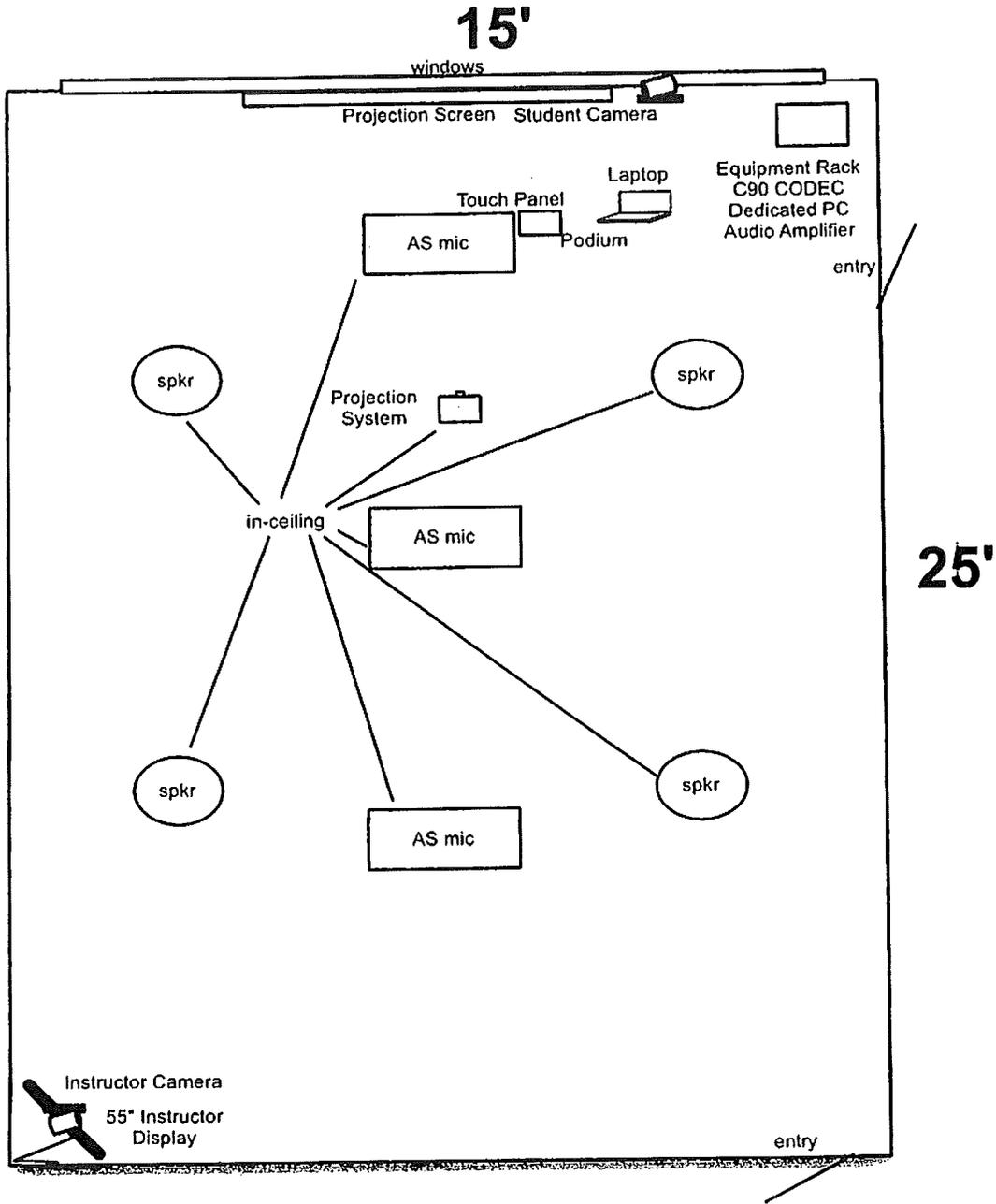


Alhambra Fire Training RFSC-2 / Phase 2

301 N. 1st Street, Alhambra, CA
John Cermak / Tom Phelps

Medium Classroom

Notes: The current room has an existing projection screen and projector.

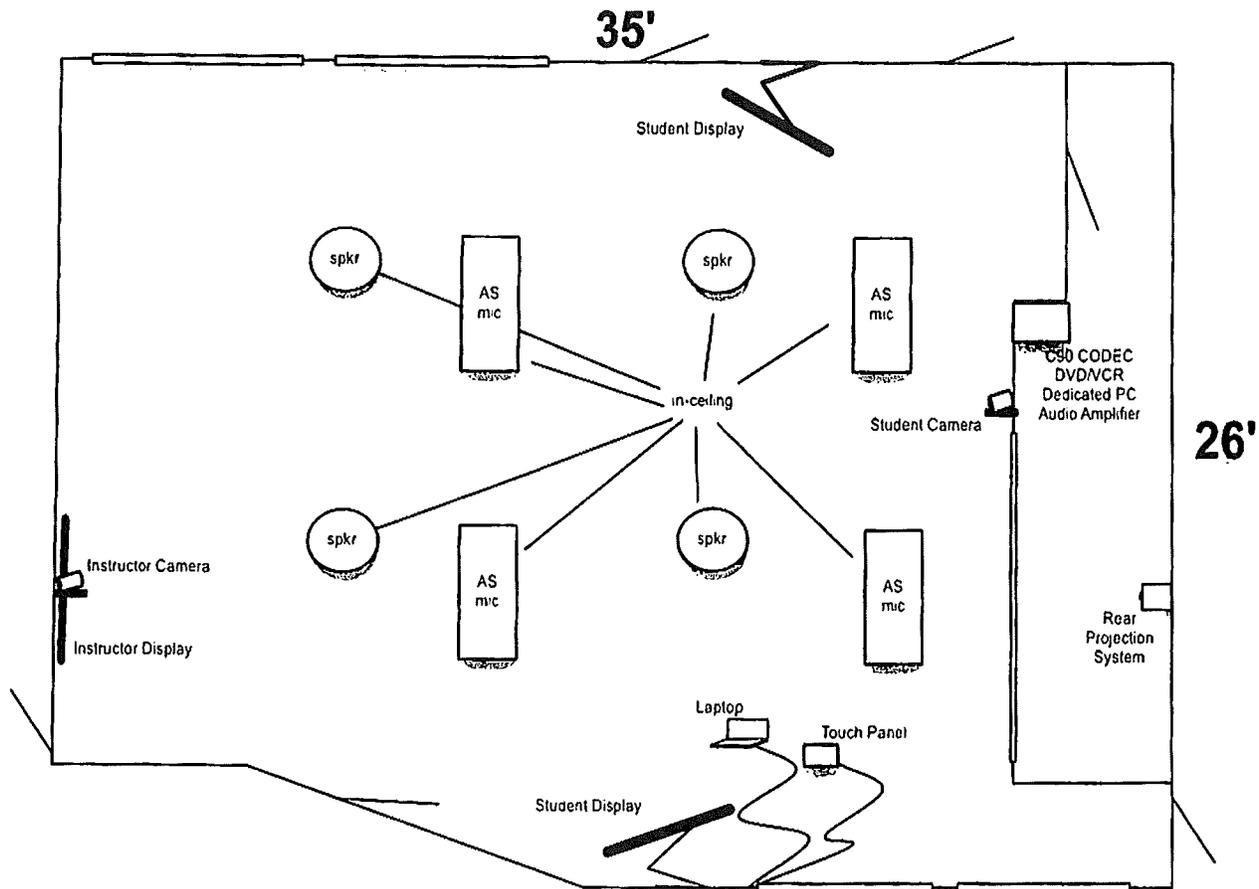


Beverly Hills Fire Station #1 RFSC-3 / Phase 1

445 N. Rexford Dr., Beverly Hills, CA
Ralph Mundell / Michael Liongson

Large Classroom

Notes: The current room has an existing rear projection screen and projector, student displays, equipment rack and audio system.



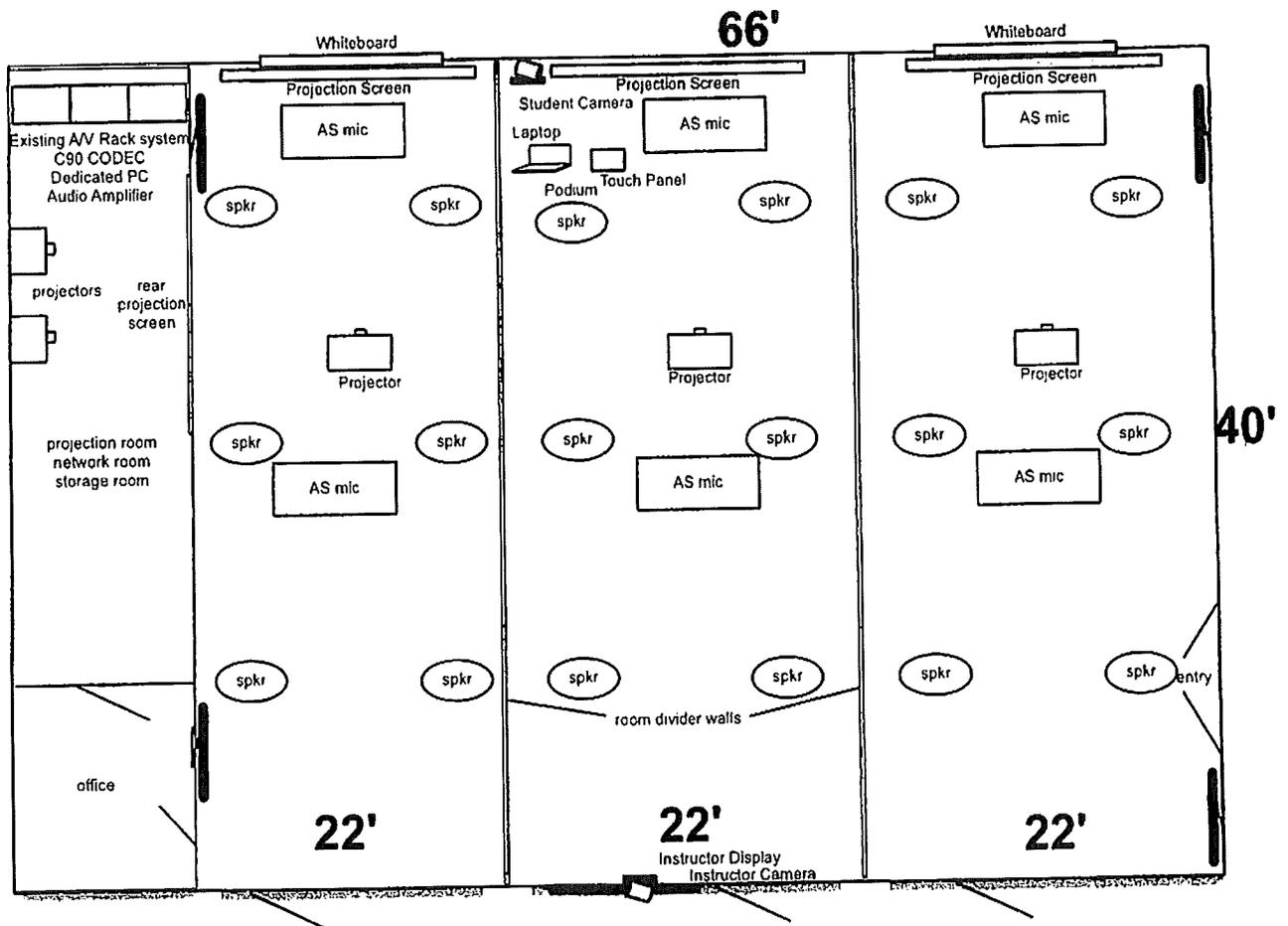
26'

Burbank Fire Training RFSC-4 / Phase 2

1845 North Ontario Street, Burbank, CA
Tom Phelps, Jeff Carlon

Large Classroom

Notes: This is a custom multimedia facility with a Crestron control system. This room can be operated as a single room, 3 individual rooms or a combination of 2 rooms + 1 room. Training will most often be conducted as a single room environment. Integration of the Cisco TelePresence components may require advanced integration.

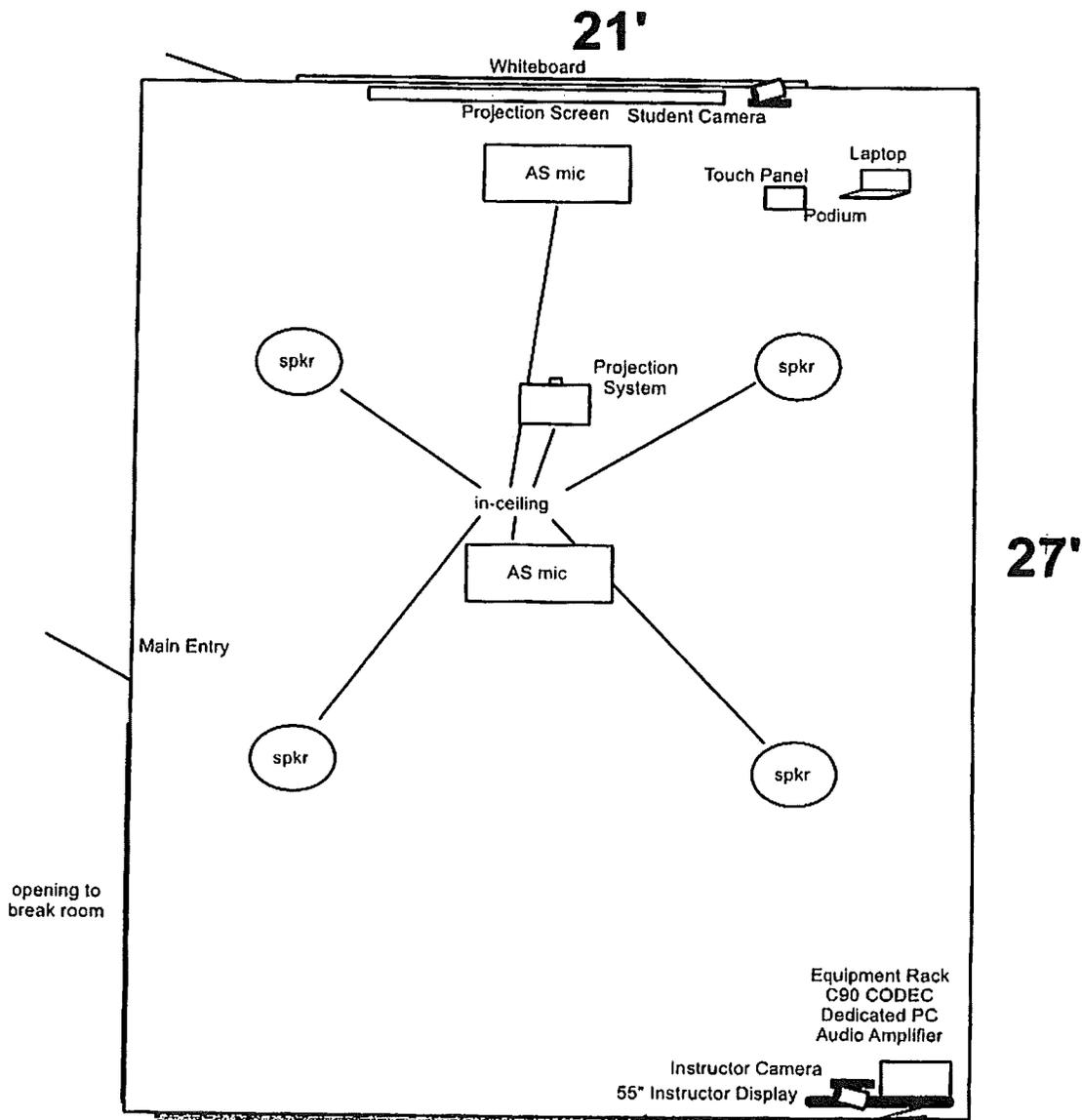


Compton Fire Station #3 RFSC-5 / Phase 2

1133 W. Rosecrans Ave., Compton, CA
Stan Klopfenstein

Medium Classroom

Notes: The current room has a CRT monitor, QSC audio amplifier, ceiling speakers, a DVD/VCR combo, an Extron switcher, a smaller projection screen and an older projector. Some components in the existing rack may be unnecessary in the smart classroom environment.

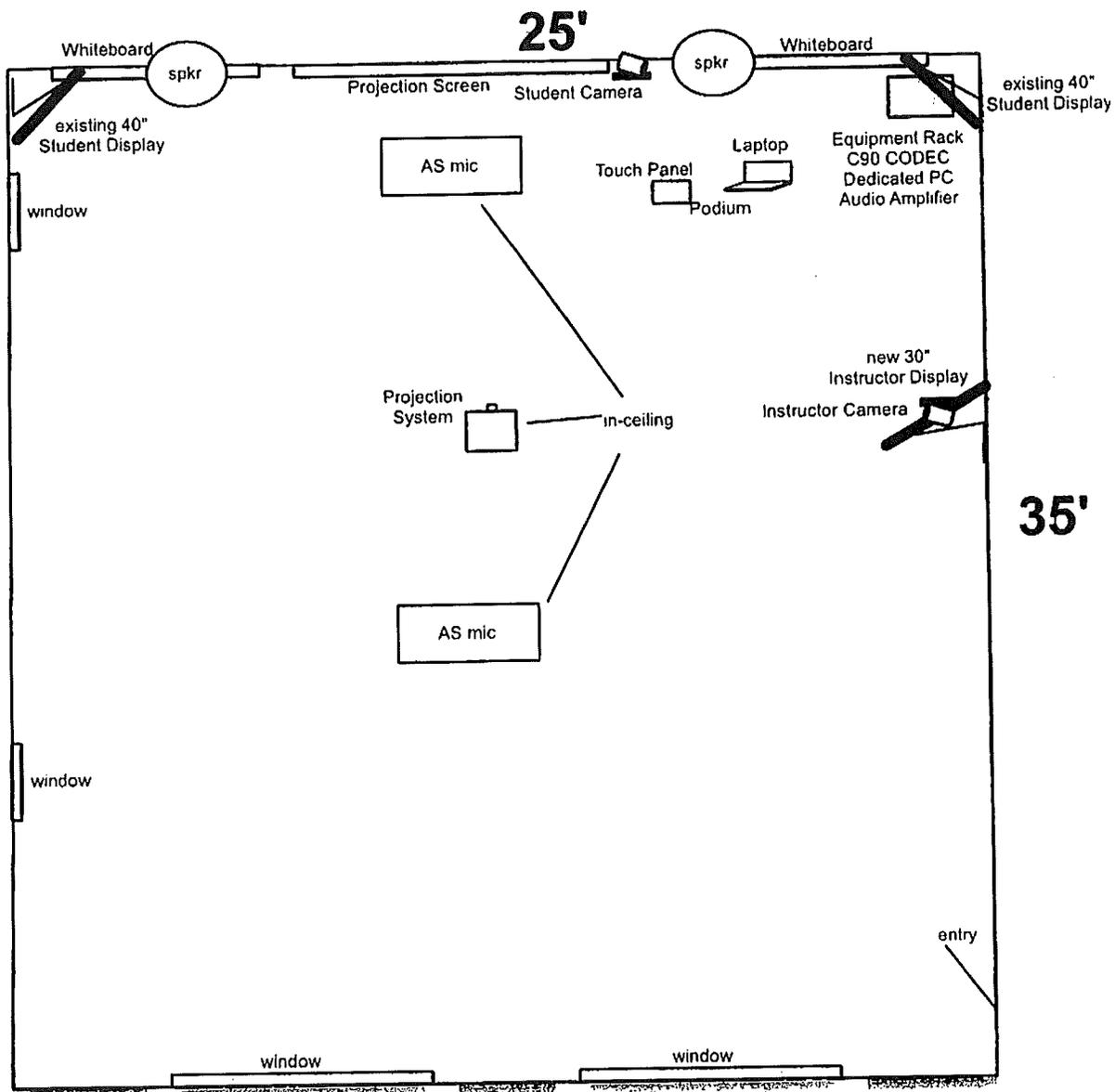


Culver City Fire Training RFSC-6 / Phase 2

9275 Jefferson Blvd., Culver City, CA
Ron Gulli, Mike Crone

Small Classroom

Notes: The current room has an existing projection screen and Epson projector, 2 wall mounted 40" displays, a TOA audio amplifier, small wall mounted speakers, an Extron switcher and 20" presentation display. Room construction is block and conduit/panduit used extensively for cable runs.

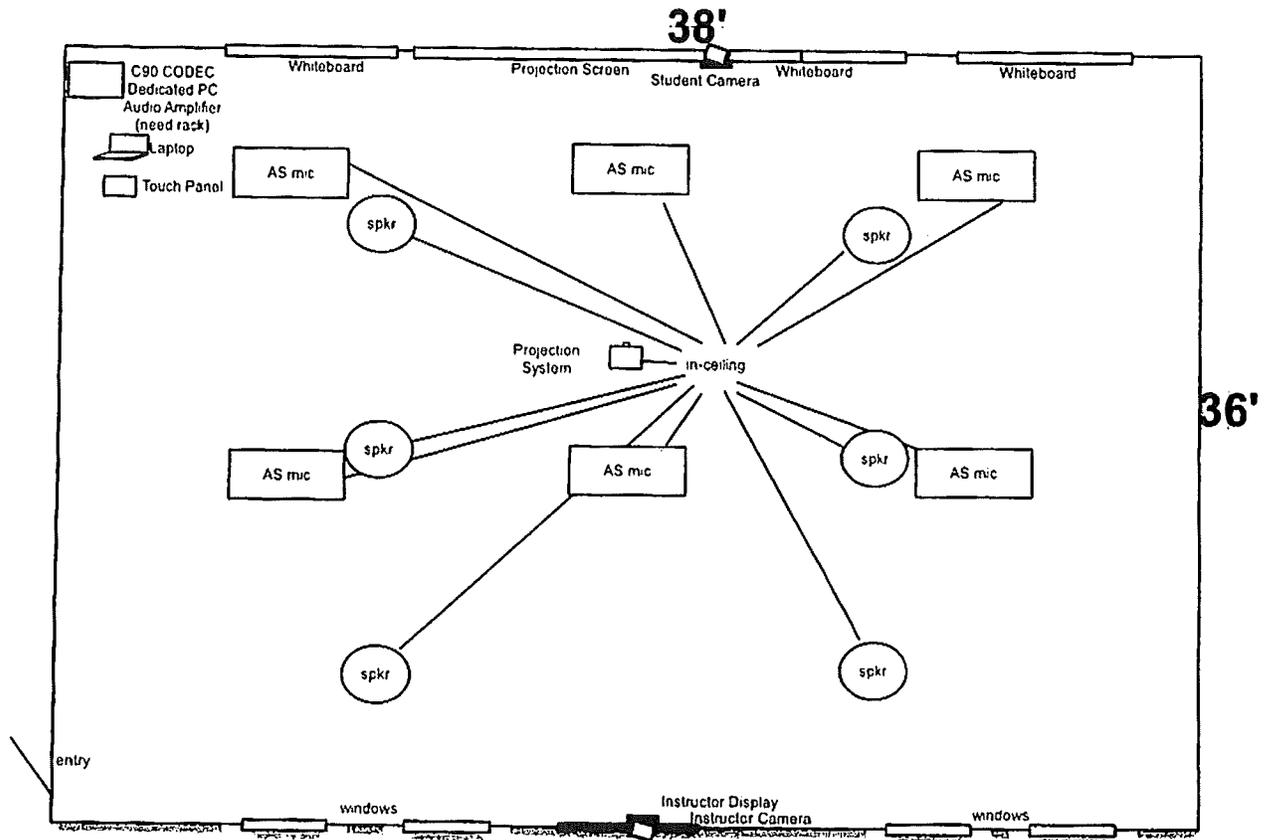


Del Valle Fire Training Center (Classroom D) RFSC-7 / Phase 2

Chiquito Canyon Road, Valencia, CA
Jim Robinson

Large Classroom

Notes: The current room has an existing 50" display which must be relocated to the back of room to serve as an instructor's display.



Downey Fire Training (Station #1) RFSC-8 / Phase 2

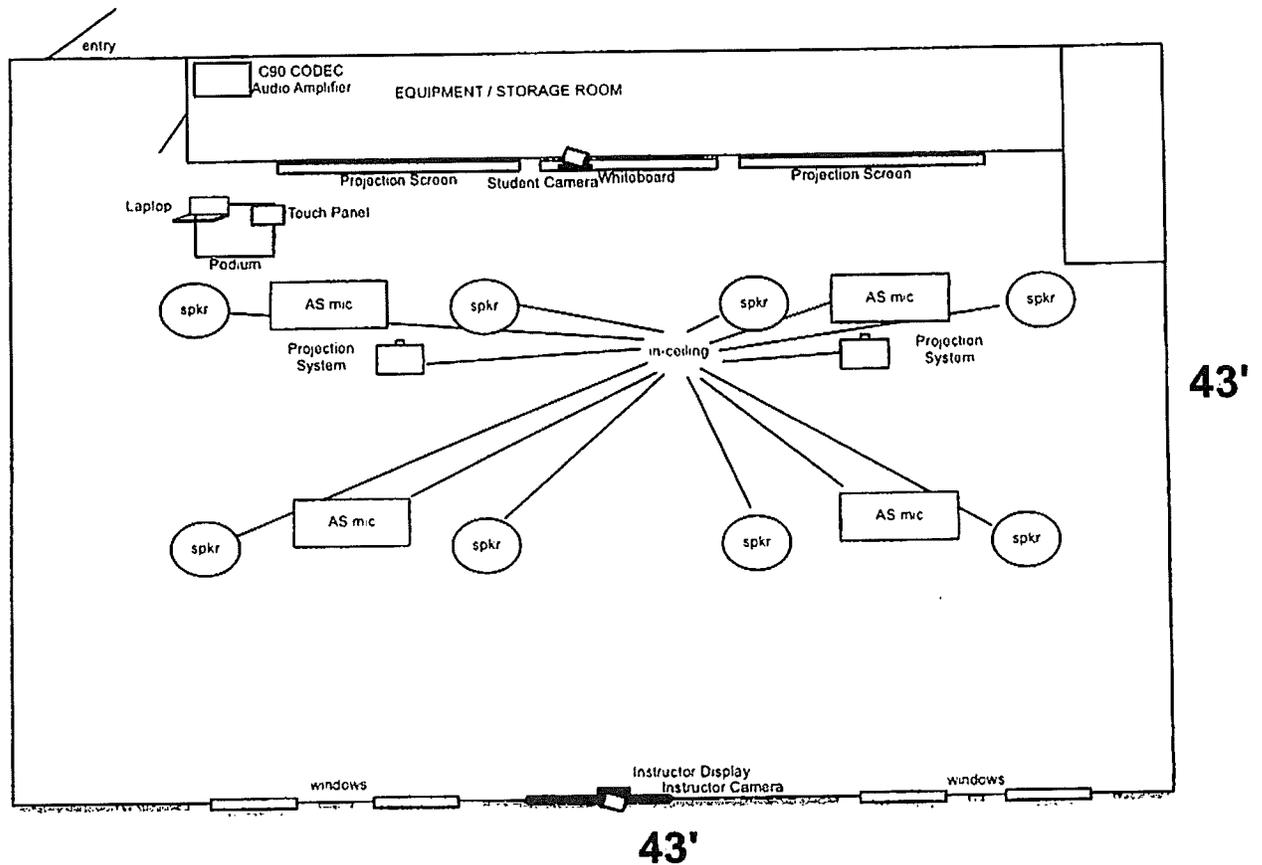
12222 Paramount Blvd, Downey, CA
Ed Haupt / Chuck Seely

Large Classroom

Notes: This location already has a smart classroom installed. The following items are the only requirements:

- The podium PC lacks system resources to satisfactorily support classroom use.
- The control panel needs to be relocated to the podium.
- The existing two Sharp XG-P25X ceiling projectors need to be replaced.
- May need a new display in the rear of the room.

Existing Smart Classroom:

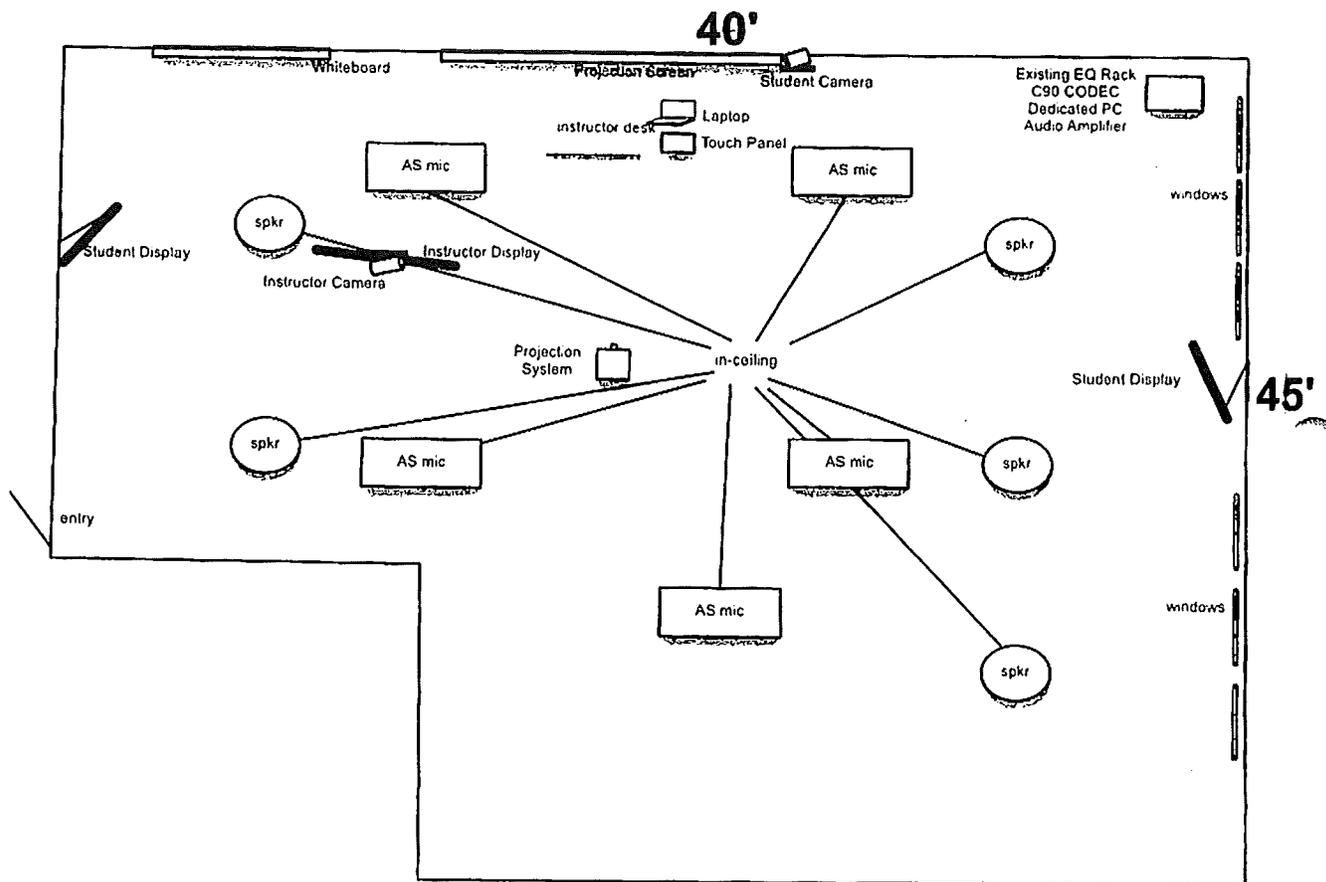


FHMTC (HOTCHKINS) – Room #205 RFSC-9 / Phase 2

1700 Stadium Way, Los Angeles, CA
Randy Beaty / Corey Rose

Large Classroom

Notes: The current room has an existing projection screen and projector, existing displays and an equipment rack.

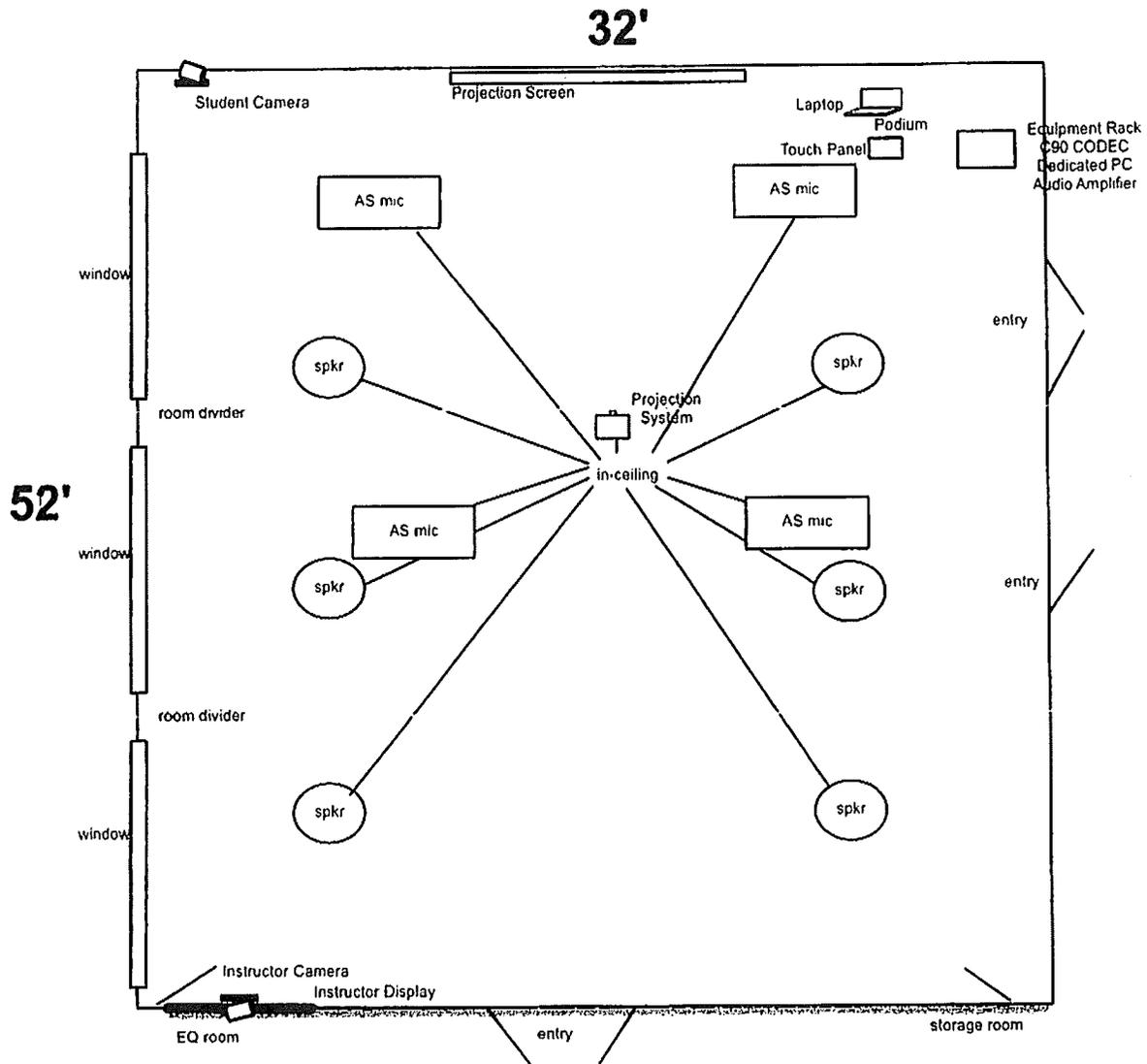


Glendale Fire Training – Station #21 RFSC-10 / Phase 2

421 Oak Street, Glendale, CA
Ron Gulli

Large Classroom

Notes: The current room has an existing projection screen and low resolution projector, a Crown audio amplifier, 6 ceiling speakers, and an Extron Media Link Controller & switcher.

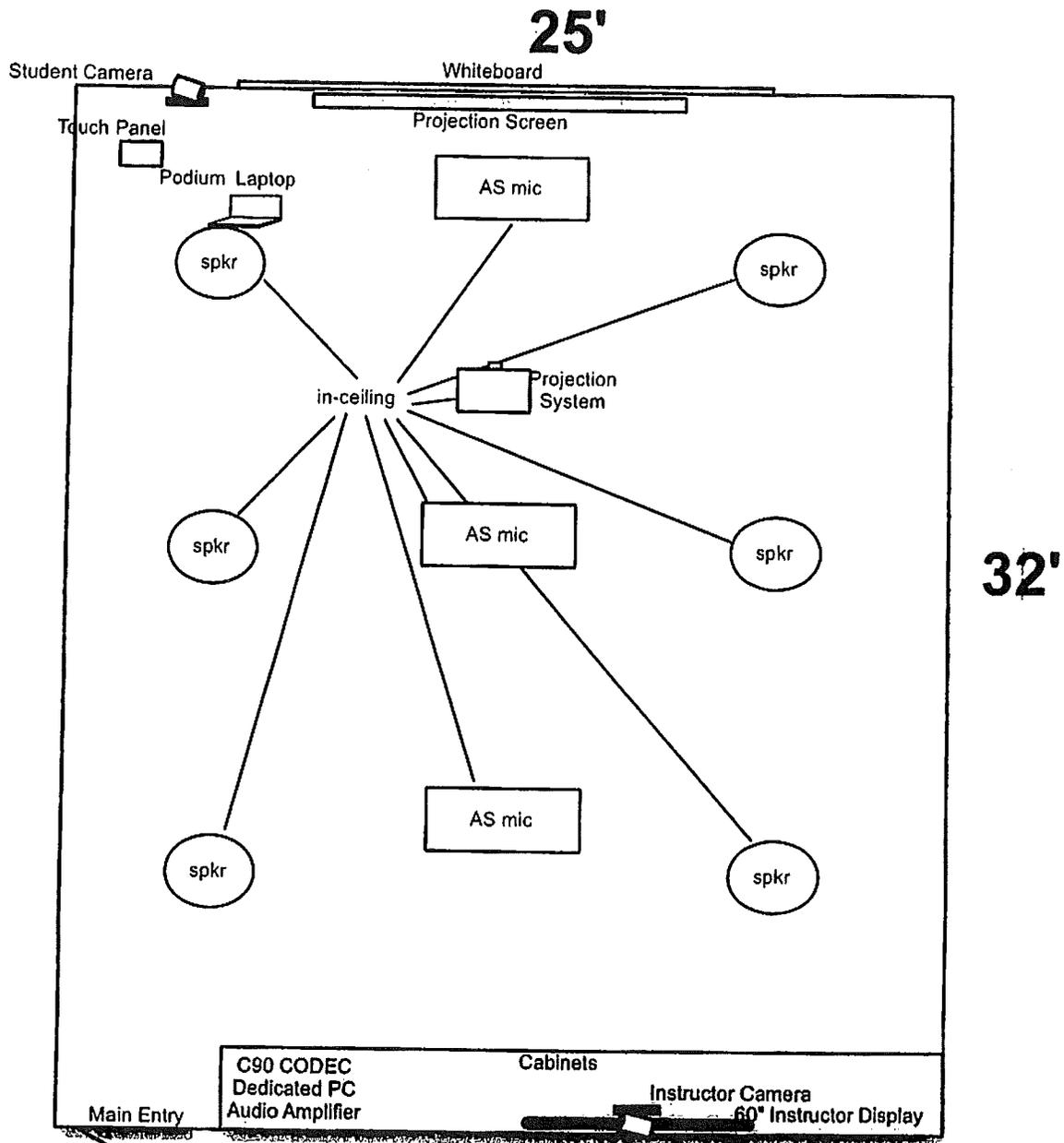


Lancaster Fire Station #129 – Training Center RFSC-11 / Phase 1

42110 6th St. West, Lancaster, CA
Jim Robinson

Medium Classroom

Notes: Equipment can be located inside the credenza at the back of the room. This room requires an amplifier and ceiling speakers.

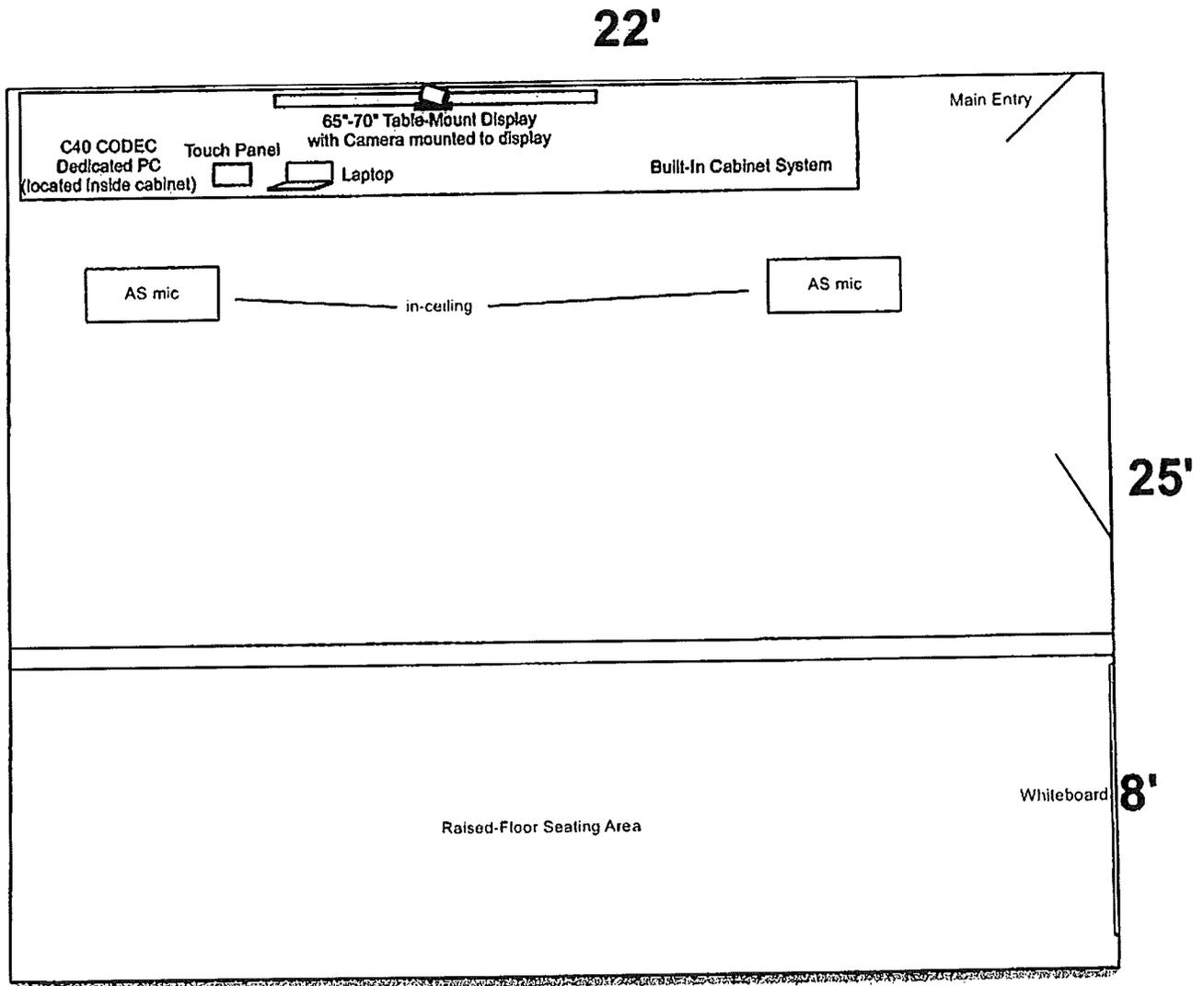


Long Beach Fire Station #1 RFSC-12 / Phase 1

100 Magnolia Ave., Long Beach, CA
Jim Rexwinkel / Steve Berger

Medium Classroom

Notes: This location will be a "receive only" location. Requires a 65"-70" table mounted display in the opening of the wall cabinet behind the pull-down screen and mounting the student camera to the top of the display with a camera mount bracket. The display speakers can be utilized for room audio. The CODEC can be located inside the cabinet and the touch and laptop cable can be located on the cabinet shelf. There are also 2 AudioScience microphones in the ceiling.

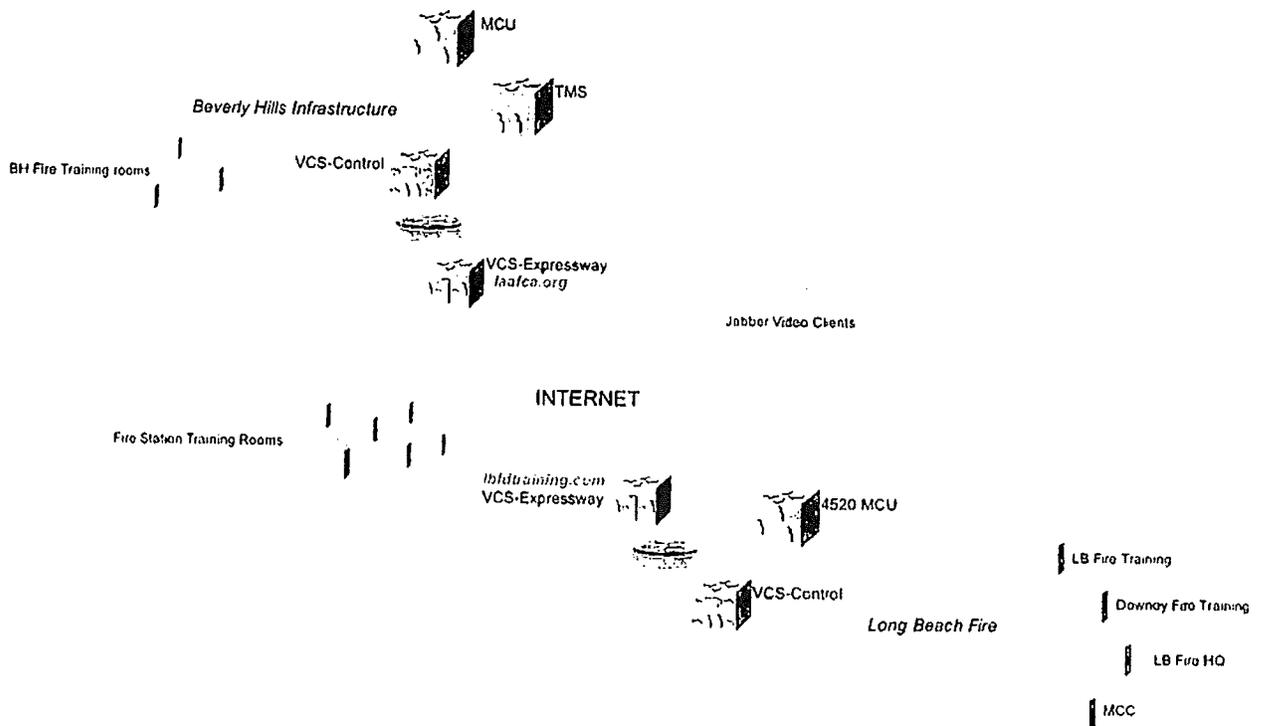


Long Beach Fire Agency / Infrastructure RFSC-13 / Phase 2

2249 Argonne Ave., Long Beach, CA
Jim Rexwinkel / Steve Berger

Infrastructure

Notes: Long Beach Fire Training will be implementing a VCS Control and VCS Expressway solution to facilitate connectivity from the existing locations (LB Fire Training, Downey Fire Training, LB Headquarters, LB Mobile Command Center) and the existing 4500 Series MCU. TMS will also be implemented to facilitate management and Jabber Video client accounts. Necessary routing rules will need to be configured to allow for seamless dialing and communication between BHFD core infrastructure and LBFD infrastructure.

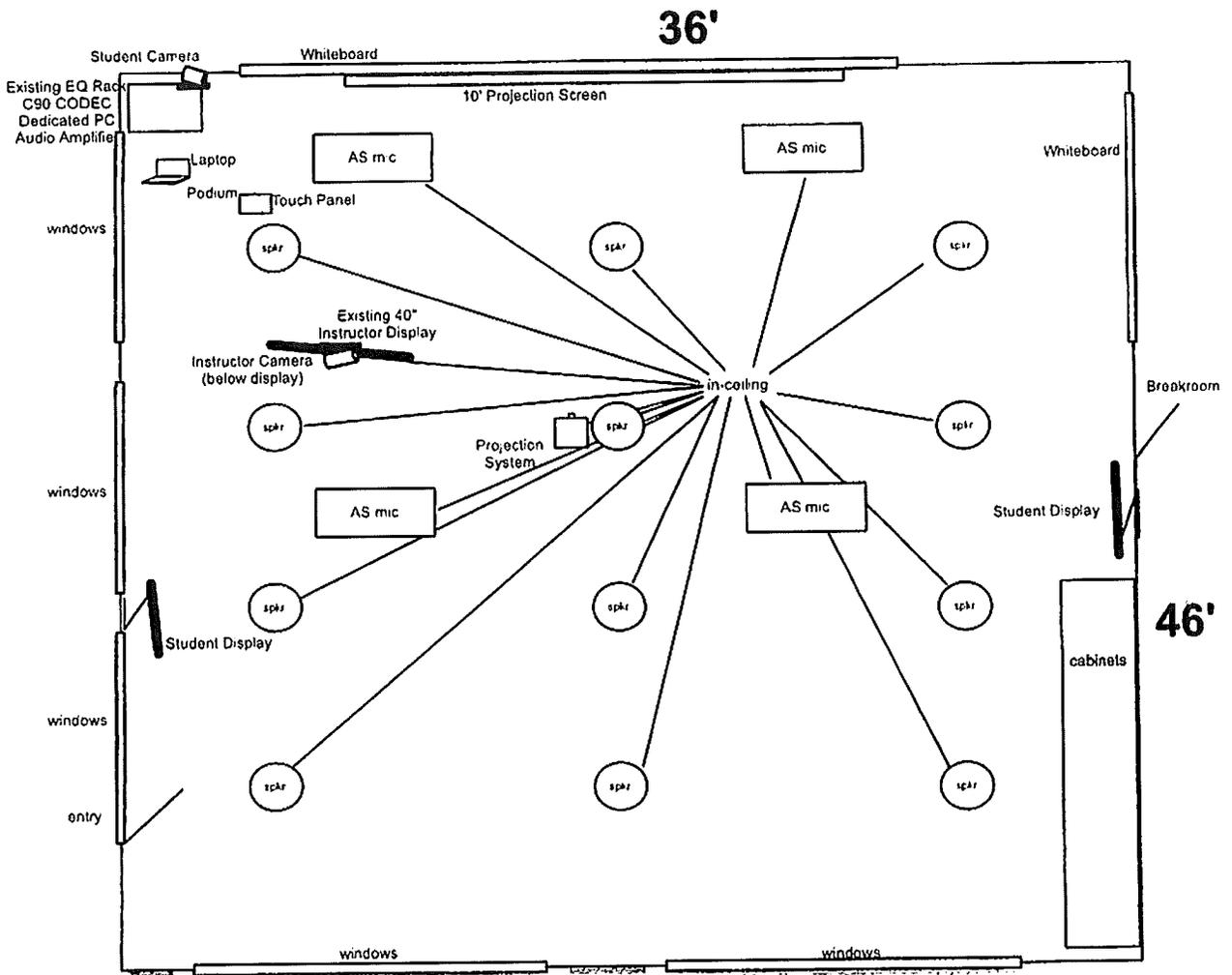


LA Regional Training Facility – Station #89 RFSC-14/ Phase 1

7063 Laurel Canyon Blvd., North Hollywood, CA
Rick Combs

Medium Classroom

Notes: Some multimedia equipment is currently installed at this location. The existing rack contains an audio amplifier, switcher, Extron MLC, a dedicated PC, and a Mitsubishi T3200U projector.

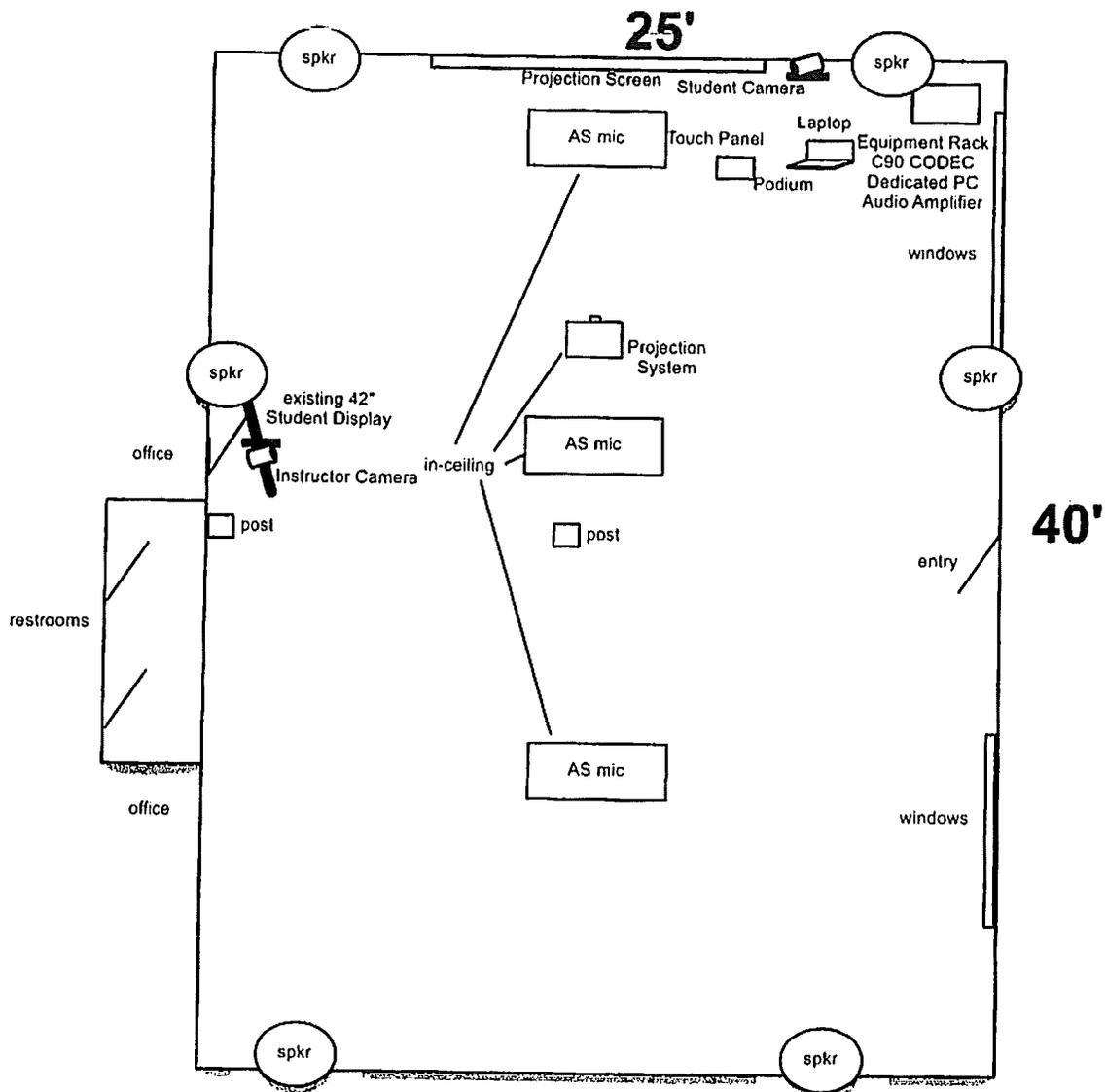


Santa Monica Fire Training RFSC-15/ Phase 2

2500 Michigan Ave., Santa Monica, CA
Jose Torres / Ron Gulli

Medium Classroom

Notes: The current room has a projection screen, projector, audio amplifier, wall-mounted speakers, an equipment rack and a 42" student display.

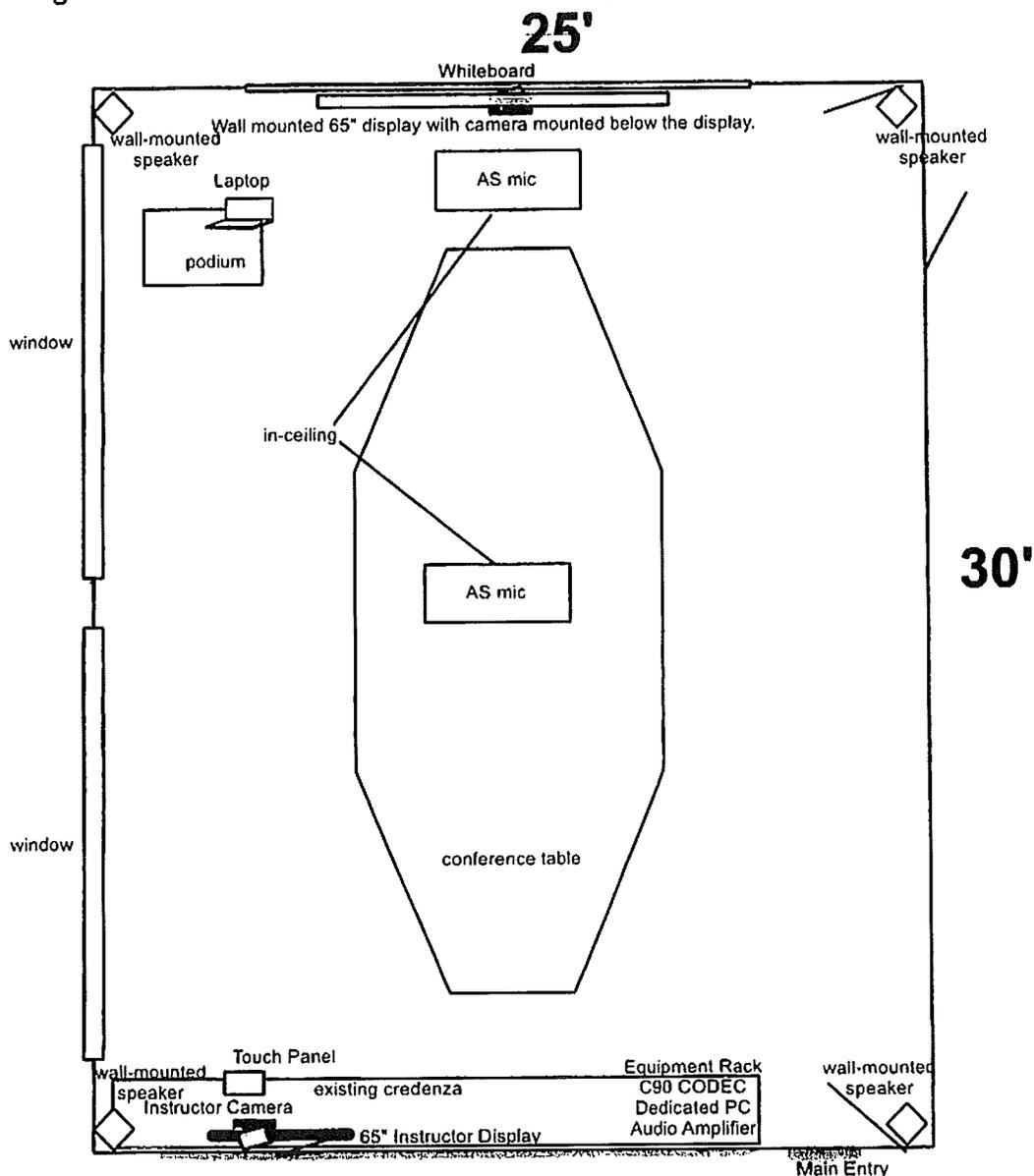


South Pasadena Fire Station #81 RFSC-16/ Phase 1

817 Mound Ave., South Pasadena, CA
Phillip Guiral

Small Classroom

Notes: This location requires removal of the wall mounted projection screen, and the existing 20" television and bracket at the front of the room. Install 60" wall-mounted display with the participant camera (on a bracket below the display) above the existing whiteboard (the existing whiteboard would need to be lowered).

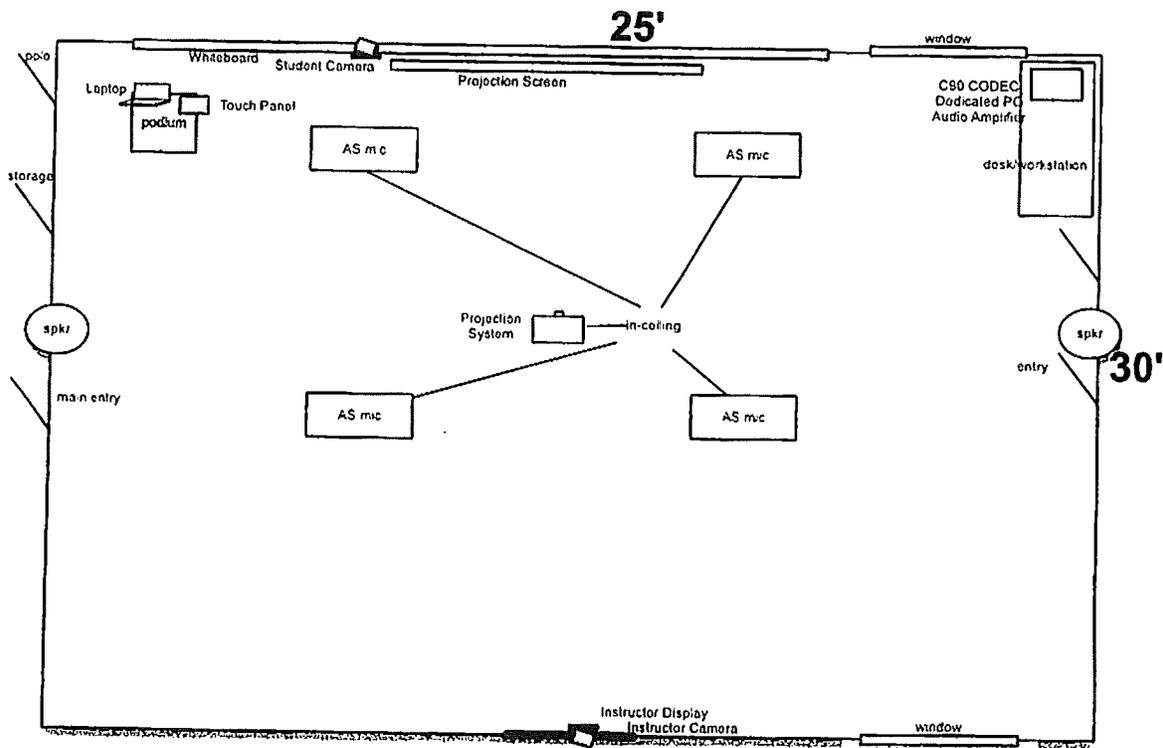


Torrance Fire Station #1 RFSC-17/ Phase 2

1701 Crenshaw Blvd., Torrance, CA
Steve Deuel / Steve Berger

Medium Classroom

Notes: The current room has a projection screen and Epson 6100i projector, TOA audio amplifier and wall-mounted speakers, a DVD/VCR combo and a dedicated computer. There is no existing rack at this location to house system equipment.

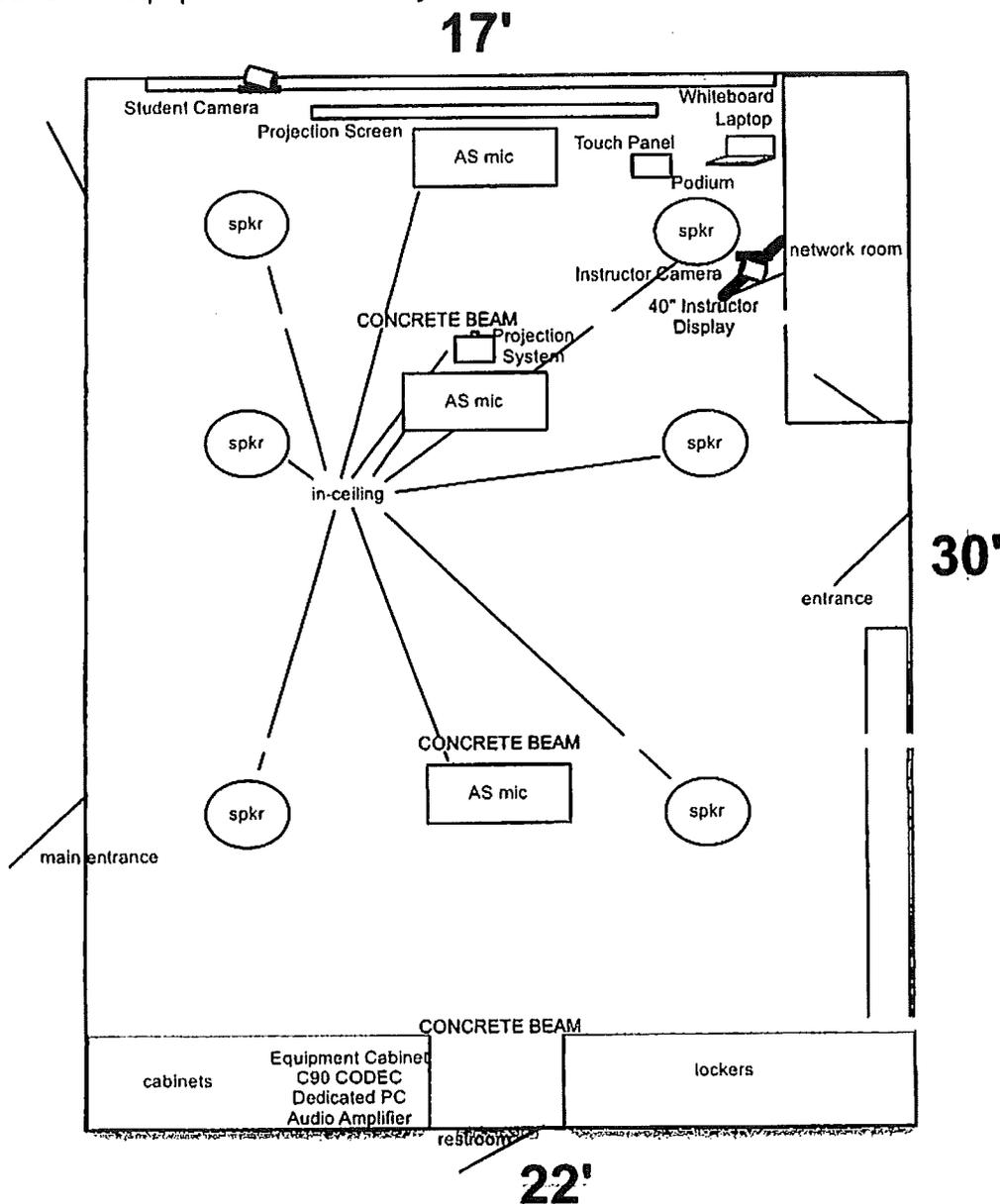


Vernon Fire Station #1 RFSC-17/ Phase 2

3375 Fruitland Ave., Vernon, CA
Craig Peltier / Stan Klopfenstein

Medium Classroom

Notes: The current room has a projection screen, a projector, HK audio amplifier, and ceiling speakers. Equipment is currently located in a cabinet at the back of the classroom.



APPENDIX C

PAYMENT PROCEDURES

1.0 PROGRESS PAYMENTS

1.1 Based upon Applications for Payment submitted to the City, the City shall make progress payments on account of the Contract Sum to the Contractor as provided below.

1.2 The period covered by each Application for Payment shall be one calendar month.

1.3 City shall make payment to the Contractor within thirty (30) days after receipt of a proper Application for Payment.

1.4 Each Application for Payment shall be based upon the approved Schedule of Values submitted by the Contractor. The Schedule of Values shall allocate the entire Contract Sum among the Various portions of the Work and be prepared in such form and supported by such data to substantiate its accuracy as may be required.

1.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for payment.

1.6 The amount of each progress payment shall be computed as follows:

1.6.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the total Contract Sum allocated to that portion of the Work in the Schedule of Values, less retention of ten percent (10%).

1.6.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the City, suitably stored off the site at a location agreed upon in writing), less retention of ten percent (10%).

1.6.3 Subtract the aggregate of previous payments made by the City.

1.7 Reduction or limitation of retention, if any, shall be upon written request by the Contractor. The City, at its discretion, may reduce the total retention withheld or release retention for a specific item of work where extended withholding of retention is not warranted.

1.8 Securities may be provided in lieu of retention as follows:

1.8.1 At the request and expense of the Contractor, upon execution of a proper escrow agreement, securities equivalent to the amount withheld shall be deposited with the public agency as the escrow agent, or with a state or federally chartered bank as the escrow agent, and the public agency shall then pay such monies to the Contractor.

1.8.2 Upon satisfactory completion of the contract, the securities shall be returned to the Contractor.

1.8.3 Securities eligible for investment under this section shall include those listed in Section 16430 of Government Code, bank or savings and loan certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the Contractor and the City.

1.8.4 The Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

1.8.5 The escrow agreement to be used hereunder is attached hereto.

2.0 FINAL PAYMENT

2.1 Final Payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the City to the Contractor when (1) the Contract has been fully performed by the Contractor except for the Contractor's responsibility to correct nonconforming Work as agreed to between the City and the Contractor; and (2) a final Certificate for Payment has been submitted by the Contractor and approved by the City; and (3) the work has been accepted by the City Council of the City of Beverly Hills; and (4) a Notice of Completion has been filed. Final payment shall be made by the City not more than forty (40) days after completion of the above, but only to the extent that no stop notices or other requirements to withhold funds are then in effect.

ESCROW AGREEMENT FOR SECURITY DEPOSITS
IN LIEU OF RETENTION

This Escrow Agreement is made and entered into by and between _____
whose address is _____ (hereinafter called
"City"),
_____ whose address is _____
(hereinafter called "Contractor"), and _____ whose address is
_____, (hereinafter called "Escrow Agent").

For consideration as hereinafter set forth, Owner, Contractor, and Escrow Agent agree as follows:

- (1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by City pursuant to the Construction Contract entered into between City and Contractor for _____ in the amount of _____, dated (hereinafter referred to as the "Contract"). When Contractor deposits the securities as a substitute for Contract earnings, the Escrow agent shall notify City within ten days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Contract between City and Contractor. Securities shall be held in the name of _____, and shall designate Contractor as the beneficial owner.
- (2) City shall make progress payments to Contractor for such funds which otherwise would be withheld from progress payment pursuant to the Contract provisions, provided that Escrow Agent holds securities in the form and amount specified above.
- (3) Alternatively, City may make payments directly to Escrow Agent in the amount of retention for the benefit of Owner until such time as the escrow created hereunder is terminated.
- (4) Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the escrow account. These expenses and payment terms shall be determined by Contractor and Escrow Agent.
- (5) Interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to City.
- (6) Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from City to Escrow Agent that City consents to the withdrawal of the amount sought to be withdrawn by Contractor.
- (7) City shall have the right to draw upon the securities in the event of default by Contractor. Upon seven days' written notice to Escrow Agent from City of the default, Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by City.

(8) Upon receipt of written notification from City certifying that the Contract is final and complete, and that Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.

(9) Escrow Agent shall rely on the written notifications from City and Contractor pursuant to Sections (4) to (6), inclusive, of this agreement and City and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

(10) The names of the persons who are authorized to give written notice or to receive written notice on behalf of City, Contractor, and Escrow Agent in connection with the foregoing, and exemplars of their respective signatures are as follows:

City:

Contractor:

Escrow Agent:

At the time the Escrow Account is opened, City and Contractor shall deliver to Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement by the proper officers on the date first set forth above.

City:

Contractor:

Escrow Agent:

3.0 SUBCONTRACTORS

Each bid shall have listed on the form provided herewith the name and location of the place of business of each subcontractor (and the subcontractor's State Contractor's License Number) who will perform work or labor or render service to the bidder in or about the construction of the work or improvement, or subcontractor licensed by the State of California who under subcontract to the bidder, will specially fabricate and install portions of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of 1/2 of 1 percent of the bidder's total bid. Each bid shall also have listed on the form the portion of work which will be done by each such subcontractor. The bidder shall list only one subcontractor for each such portion of work which will be done by each subcontractor as defined by the bidder in his bid.

.....
NOTICE: Penalties for violations of the Subletting and Subcontracting Fair Practices Act will be enforced by the Owner for failure to list subcontractors as provided by that act.
.....

| Subcontractor's name, mailing address and telephone number and <u>State Contractor's License Number.</u> | Description of work to be <u>subcontracted.</u> |
|--|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Respectively submitted,



LAAFCA Smart Classroom Project

Instruction & Learning Rooms

Phase 3 - Project Overview & Scope of Work
Date- 6/5/2013

Project Overview:

1- Instruction & Learning (send & receive) smart classrooms:

- These rooms will be utilized to **provide instruction** (the trainer is providing interactive instruction *from this room* to students located in this classroom and to students at remote locations via telepresence).
- These rooms will be utilized to **receive instruction** (students are located in this classroom and the trainer is providing interactive instruction *from a remote facility* and connected via telepresence).
- These smart classrooms will also be utilized for the following scenarios:
 - Meetings and whiteboard sessions (where no technology is required)
 - Presentations (laptop / dedicated computer and projection screen)
 - Recording training sessions (TelePresence)
 - Multimedia viewing (computer/laptop and projection screen)
- These smart classrooms can be classified as “small”, “medium”, and “large” and peripheral component quantities may vary depending on room size classification.

Smart Classroom Requirements:

Instruction & Learning Smart Classroom Requirements:

The technology in this type of smart classroom will consist of:

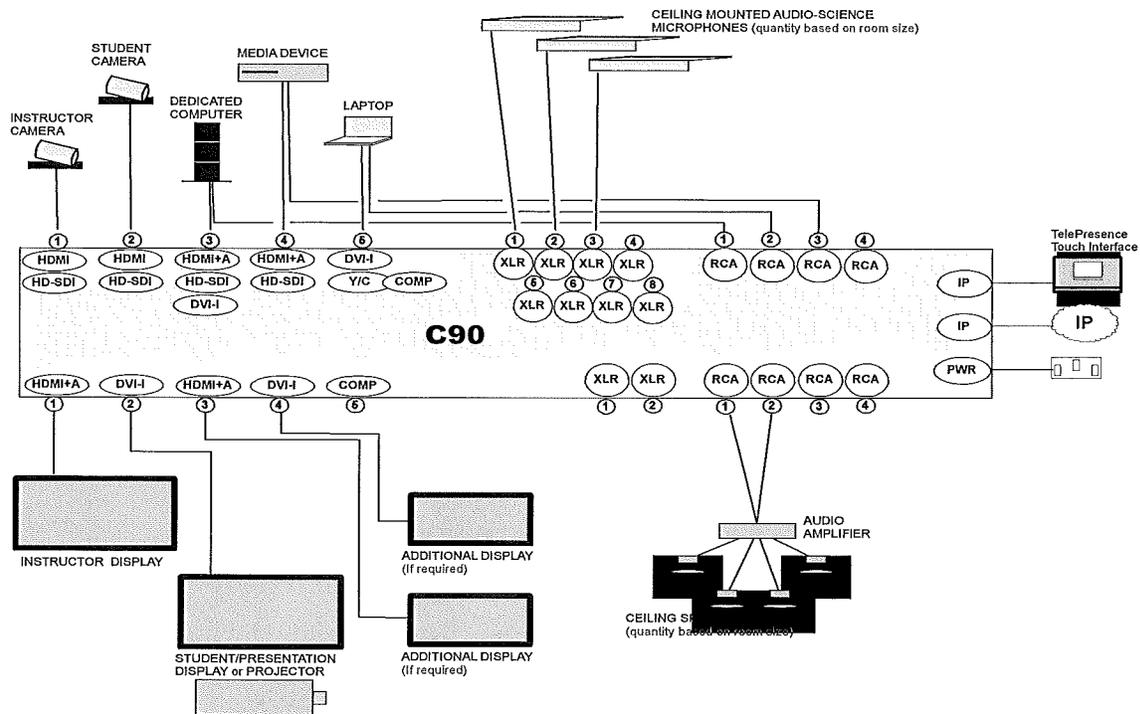
- Cisco C90 TelePresence System
- Cisco TelePresence Touch control interface
- Cisco Precision HD pan/tilt/zoom student (front) & instructor (rear) cameras
- Instructor display (utilized to view remote classrooms)
- (1 or more) Student display or projection system (varies depending on room size)
- (1 or more) Cisco AudioScience microphone (varies depending on classroom size)
- Audio amplifier / speaker system (varies depending on classroom size)
- Doc Cam, DVD, Interactive Whiteboard, etc.) as necessary per location.

Existing Equipment:

Some locations contain existing equipment (projectors, screens, audio amplifiers, speakers). This existing equipment should be utilized whenever possible.

Proposed Solution:

All Send/Receive Smart Classrooms are based on the Cisco C90 TelePresence System.



Scope of Work:

The details of this project include:

PRE-INSTALLATION:

- Site walks and proposals
- Supplying the required system components
- Supplying any necessary cables, connectors & brackets to complete the installation
- Verifying power / network / conduit at required locations
- Creating a project management installation timeline
- Discussing any pre-installation issues with each site contact

INSTALLATION:

- Installing power/conduit/network at the instructor display and camera location
- Installing power/conduit/network at the student camera location
- Installing power/conduit/network at the C90 location
- Providing power/conduit/network at any other designated room locations
- Installing student camera wall bracket on the front wall
- Installing the student camera on the front wall
- Installing a wall-mounted instructor display at the designated location
- Installing the instructor camera adjacent to the instructor display
- Installing ceiling microphones at designated locations
- Installing audio amplifier and connecting to ceiling speakers
- Installing the TelePresence Touch interface at the designated location
- Installing a laptop cable (audio + video) at the designated location
- Running necessary cables between all components

Configure the TelePresence system per the Cisco installation/configuration guide

Configure the system for network connectivity

Configure the system for SIP and H.323 registration to the VCS

Configure the system to be supported by TMS

Verify TMS is managing the system and providing directory services

Verifying control of the system via the TelePresence Touch interface

Configure the system to support all video and audio connections

Configure all media input and output devices for best resolution and quality

Verify all video and audio connections selected via the TelePresence Touch interface

Verifying operation of all equipment (audio / video / network / control)

Verify operation of the system by placing/receiving calls and adjusting as necessary

Verification testing for each use scenario of the room:

- **Interactive training sessions where this location is providing instruction (TelePresence)**
- **Interactive training sessions where this location is receiving instruction (TelePresence)**
- **Presentations (laptop / dedicated computer and projection screen)**
- **Video meetings (TelePresence)**
- **Recording training sessions (TelePresence)**
- **Multimedia viewing (computer/laptop and main display or projector)**

POST-INSTALLATION:

Documenting and labeling all cables

Providing documentation after installation is complete

Provide user orientation

Provide service coverage contact information

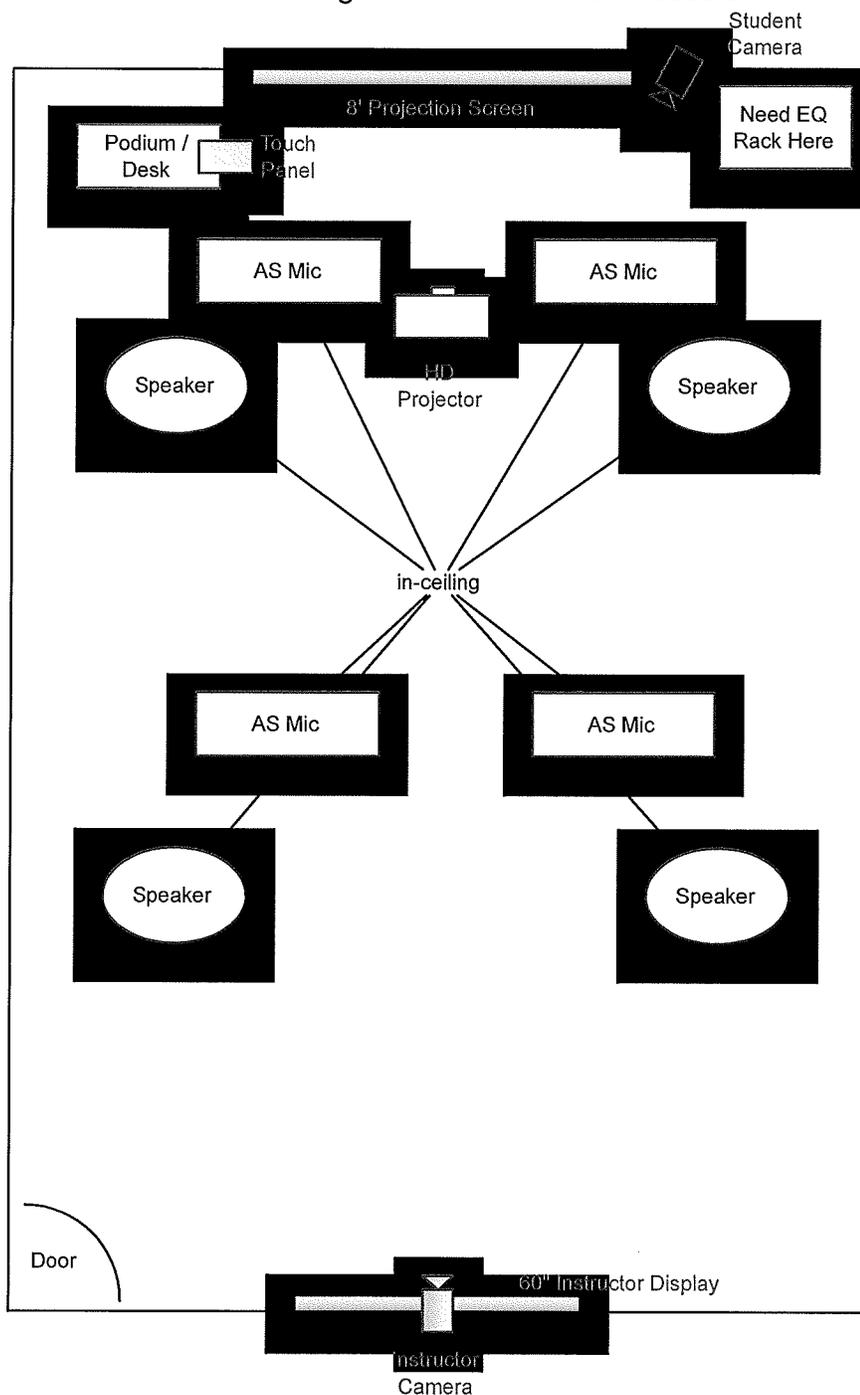
Santa Fe Springs Fire Training Center:

11300 Greenstone Ave., Santa Fe Springs, CA

Mike Yule

Location Notes:

Block wall on side. Existing 8' ceiling mounted projection screen and Hitachi CP-X608 projector. Interface plates on wall by podium location. Conduit is Panduit on wall surface. Peripheral components (displays, rack, brackets, audio equipment, new projector or screen) will be determined during the bidder walk-thru session.





NEW BUSINESS

Authorization to Execute an Agreement with Cal-EMA for the Acceptance of a Type I Fire Engine to the City of Santa Fe Springs Fire-Rescue

RECOMMENDATION

That the City Council authorize the Fire Chief to execute an agreement with Cal-EMA (OES) for the acceptance of a Type-1 Fire Engine to be housed at the City of Santa Fe Springs Fire Headquarters.

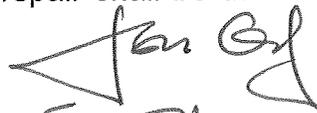
BACKGROUND

The City of Santa Fe Springs Department of Fire-Rescue was awarded the opportunity to receive a Type-1 Fire Engine from Cal-EMA on July 2, 2013. Through a contractual agreement between Cal-EMA and a local government assignee (City), the State permits the housing and use of the fire engine for mutual aid responses, local multiple alarm fires, temporary replacement for out of service engines, training, major disasters, earthquakes, and other local needs. In return, the local agency is required to dispatch the engine with three (3) personnel to any State-wide emergency, when requested.

A Type-1 Fire Engine is generally defined as a structural firefighting piece of equipment with a minimum tank capacity of 400 gallons and a fire pump with a minimum output rating of 1,000 gallons per minute. The City's current fire fleet consists entirely of Type-1 fire engines. Currently, there are 114 Type-1 engines assigned to local agencies throughout California for deployment. The engine being offered is a 1997 KME Freightliner. This engine is scheduled to be replaced by Cal-EMA with a brand new engine within 1 to 2 years.

FISCAL IMPACT

There should be minimal, if any, fiscal impact to the City's General Fund. All requested responses will be subject to reimbursement for all personnel costs pursuant to a governor's disaster proclamation or when conditions warrant invoking the California Fire Assistance Agreement. Repairs to the extent that they exceed \$100 for each individual item of repair shall be the responsibility of Cal-EMA on a \$100 deductible basis.


FOR THADDEUS MCCORMACK
Thaddeus McCormack
City Manager

Attachments:

- Cal-EMA Agreement
- Picture of OES Engine #264



[Redacted]

Dear Chief [Redacted]:

You will find enclosed two copies of Assignment of Equipment Form, and Agreement for Temporary Transfer of Vehicular Equipment covering the assignment of Cal EMA Fire Engine No. [Redacted] to the [Redacted]. The Agreement is effective [Redacted].

Please have the authorized official sign both copies of the above-mentioned documents and return one original set to our office.

NOTE 1: Cal EMA cannot assign the apparatus to your agency until this signed Agreement is returned.

NOTE 2: This Agreement contains updates. The first is the name change from OES to California Emergency Management Agency or "Cal EMA." The second is the addition of equipment required by NFPA 1901 and other NFPA Standards. Please see the "new" paragraph 5. for details.

It is required that this office be furnished with a Certificate of Insurance, or a letter certifying self-insurance in accordance with Paragraph 14 and 15 of the Agreement for Temporary Transfer of Vehicular Equipment.

If you have any questions regarding this assignment, please feel free to contact our office.

Sincerely,

KIM ZAGARIS
State Fire and Rescue Chief

KZ/[Redacted]
Enclosures

Cc: [Redacted], Region [Redacted] Fire and Rescue Coordinator
[Redacted], [Redacted] Operational Area Coordinator
[Redacted], Cal EMA Deputy Chief of Operations
[Redacted], Cal EMA Assistant Chief

**AGREEMENT FOR
TEMPORARY ASSIGNMENT OF VEHICULAR EQUIPMENT**

THIS AGREEMENT, entered into this [REDACTED] day of [REDACTED], [REDACTED], by and between the California Emergency Management Agency, hereinafter "**CAL EMA**" acting by and between its duly appointed and qualified Secretary of the California Emergency Management Agency and the [REDACTED], acting by and through its duly appointed, qualified and acting officers, hereinafter called "**ASSIGNEE.**"

WITNESSETH:

WHEREAS, the State of California has purchased fire apparatus and equipment for the purpose of responding to incidents in furtherance of the California Fire Service and Rescue Emergency Mutual Aid Plan; and

WHEREAS, Cal EMA is authorized to assign these fire apparatus and equipment to local jurisdictions throughout the State under written agreements to be staged for Cal EMA purposes and for use by local jurisdictions for the purposes described below; now, therefore,

IT IS HEREBY MUTUALLY AGREED between the parties hereto as follows:

1. ASSIGNMENT. **CAL EMA** hereby transfers possession to **ASSIGNEE** and **ASSIGNEE** hereby accepts possession from **CAL EMA** of the fire apparatus and equipment listed on the attached Exhibit "A" which is by this reference made a part hereof, for the period commencing [REDACTED], for the following all-risk events, emergency incidents, civil defense and disaster purposes, namely:

Mutual aid, multiple alarm events and emergency incidents, emergency incidents threatening properties vital to national defense or important military installations, parades and displays, training of regular, volunteer and auxiliary firefighters and temporary standby for **ASSIGNEE**'s regular apparatus and the regular apparatus of other departments while out of service for repairs.

- a. Vehicle Description: [REDACTED]
Vehicle Designation: [REDACTED]
Vehicle License Number: [REDACTED]
Vehicle Identification Number: [REDACTED]
Value of Vehicle: [REDACTED]
Value of Hose and Appliances: [REDACTED]

b. Equipment inventories (Exhibit "A") may by mutual concurrence of the **CAL EMA** and **ASSIGNEE** be changed during the term of this Agreement, utilizing property accountability procedures established or approved by the State.

2. TERM. The term of this Agreement shall be for ten (10) years unless terminated pursuant to the terms of this Agreement.

3. CONSIDERATION. Consideration for this Agreement is the mutual benefit the parties will enjoy by having a fire apparatus locally available for use as provided in this Agreement.

4. HOUSING, MAINTENANCE, REPAIR, AND REPLACEMENT. During the term of this transfer, **ASSIGNEE** agrees to adequately house in an enclosed secure structure, staff, operate, maintain and repair (consistent with section 4b) said fire apparatus and equipment (hereinafter collectively referred to as "the Apparatus" except where it is desired to refer to equipment alone, in which case the term "Equipment" is used) at its sole cost and expense, except as otherwise expressly provided in this Agreement. **ASSIGNEE** also agrees to complete all reports and maintain records consistent with Section 14. Apparatus shall be housed on property of the **ASSIGNEE** in a manner to provide reasonable protection against inclement weather, sabotage, theft, or malicious damage. Apparatus shall be maintained in such condition that it is available for immediate emergency use, and at the same standard as other emergency apparatus operated by **ASSIGNEE**. Maintenance shall include care of hose, batteries, tires, appliances, lubrication and fuel, general cleaning and polishing, minor body repairs and periodic testing. Repairs shall include, without being limited to, motor tune-ups, pump repairs, transmission, differential and all running gear, brake and exhaust systems, cooling devices including radiator, pump packing, and equipment assigned to Apparatus.

a. Repairs to the extent of \$100.00 for each individual item of repair shall be the responsibility of **ASSIGNEE**.

b. Repairs to the extent that they exceed \$100.00 for each individual item of repair shall be the responsibility of **CAL EMA** on a \$100.00 deductible basis, unless in the judgment of the **CAL EMA** the need for repair results from misuse or negligence on the part of **ASSIGNEE** in the maintenance or use of the Apparatus, in which event the cost of each such item of repair above \$100.00 shall also be the responsibility of **ASSIGNEE**. In no event shall **ASSIGNEE** arrange for repairs costing over \$100.00 for any item of repair, whether it is the responsibility of **CAL EMA** or **ASSIGNEE**, without first obtaining written authorization from the Cal EMA Fire and Rescue Division.

c. Notwithstanding the foregoing, replacement of hose, batteries and tires shall be the responsibility of **CAL EMA**, except to the extent **CAL EMA** determines that the damage thereto is the result of negligence or misuse on the part of **ASSIGNEE**, in which event **ASSIGNEE** will bear such portion of the replacement cost thereof as the **CAL EMA** deems equitable. Procurement of tires, hose and batteries is subject to State fiscal policies and procedures, and written approval must be obtained from the Cal EMA Fire and Rescue Division prior to procurement.

d. Maintenance and repairs must be requested and authorized pursuant to the most recent version of the Cal EMA Fire and Rescue Division Operations Bulletin #18, which is hereby incorporated into this Agreement by reference.

e. Repair or replacement of the Apparatus transferred hereunder which is consumed, lost, stolen, damaged or destroyed during mutual aid operations when **CAL EMA** has dispatched or directed the dispatch of said Apparatus through Regional or Operational Area Fire and Rescue Coordinators, or when **CAL EMA** has reassigned said Apparatus pursuant to the provisions of paragraph 11 of this Agreement, shall be the responsibility of **CAL EMA**, providing that any such loss or damage shall be the responsibility of **ASSIGNEE**, if due to the negligence of **ASSIGNEE**. **ASSIGNEE** agrees that it will assume responsibility in full for the repair or replacement of Apparatus that has been consumed, lost, stolen, damaged or destroyed in

operations **ASSIGNEE** has directed or controlled.

f. **ASSIGNEE** must request from **CAL EMA**, in writing, permission to make any and all changes to assigned fire apparatus and equipment. Furthermore, **ASSIGNEE** will not make modifications, changes, adjustments, or additions, including decals or stickers, to Apparatus without prior written approval from **CAL EMA**.

5. INSPECTION OF APPARATUS. **ASSIGNEE** agrees that representatives of the Cal EMA Fire and Rescue Division and other authorized State personnel may inspect the Apparatus at any time.

6. STAFFING. Reasonable and continual training shall be carried on so that trained personnel shall at all times be available to staff and operate said Apparatus. The **ASSIGNEE** shall provide personnel to staff the assigned apparatus per FIRESCOPE ICS standards. The Cal EMA engine may be assigned to out of area assignments for up to 14 days, plus travel time. When local government personnel, staffing Cal EMA Apparatus, are committed to extended assignments there may be a need to replace or rotate personnel. Personnel rotation will follow the direction outlined in the California Fire Assistance Agreement when assigned to an incident within California. Crew rotation for incidents outside of California shall be consistent with the appropriate forest's agencies policy and coordinated by Cal EMA.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SPECIALIZED EQUIPMENT. In addition to providing the standard complement of firefighting PPE, it shall be the **ASSIGNEE'S** responsibility to provide its personnel with all other PPE that may be required by NFPA 1901, other NFPA Standards, and California Title 8. This shall include, but not be limited to, one Traffic Vest (ANSI / ISEA 207) for each seating position. In addition, we recommend chainsaw chaps be provided. In addition, an automatic external defibrillator (AED) has been added to "Miscellaneous Equipment" in NFPA 1901. To provide consistency with the **ASSIGNEE'S** equipment, it shall be the **ASSIGNEE'S** responsibility to provide this device for use on the assigned engine.

8. TRAINING. Personnel assigned shall meet wildland fire and ICS standards established in the California Incident Command Certification System (CICCS) or NWCG 310-1, Wildlife Qualification System Guide (current edition). Personnel assigned to Cal EMA Engine's shall meet Rescue System I standards as certified by the California State Fire Marshal, or have completed an equivalent course that meets or exceeds Rescue System I curriculum.

9. DISPATCHING. All movement of the Apparatus shall be handled through the official dispatching channels of **ASSIGNEE**. **ASSIGNEE** dispatchers will recognize and act on all official requests for movement of the Apparatus in conformance with the Fire and Rescue Annex (California Fire and Rescue Mutual Aid System) to the State Emergency Plan and its subsequent revisions. **CAL EMA** reserves the right to dispatch, direct the dispatch of, or temporarily reassign the Apparatus whenever, in the opinion of the Secretary of Cal EMA, his representatives or Operational Area and Regional Fire and Rescue Coordinators, such Apparatus is essential to the protection of life and property in another jurisdiction or in the best interest of the State.

10. MUTUAL AID RESPONSE. Procedures for mutual aid response shall be in accordance with California Fire Service and Rescue Emergency Mutual Aid Plan.

11. REIMBURSABLE RESPONSE. Reimbursement for mutual aid may be provided pursuant to a

State of California
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Fire and Rescue Division

governor's disaster proclamation or when conditions warrant invoking the California Fire Assistance Agreement, the State of Nevada Cooperative Agreement, or the Interstate Compact as appropriate. There is no other existing provision for mutual aid reimbursement.

12. TEMPORARY USE. **ASSIGNEE** shall be permitted to use the Apparatus for temporary cover of fire stations when emergency conditions warrant, or when regular apparatus is out of service for repairs and a closer engine cannot cover the gap. In either case, the **ASSIGNEE** shall immediately notify the Operational Area Dispatch Center and the Cal EMA Fire Duty Chief. The **ASSIGNEE** further agrees that Cover-in or Standby of said Apparatus exceeding 30 days is at the discretion of the **CAL EMA**.

13. TEMPORARY TRANSFER.

a. A sub-assignment of the Apparatus or any portion thereof by **ASSIGNEE** for any period not exceeding seven consecutive days within a given Operational Area may be made with the consent of the Operational Area Fire and Rescue Coordinator and the **CAL EMA**, providing that at the time such Apparatus is received, such Sub-Assignee furnish **ASSIGNEE** and **CAL EMA** a letter to the effect that he assumes all obligations of **ASSIGNEE** with respect to such Apparatus under this Agreement during the period of assignment, including insurance coverage in accordance with Section 16 or 17, as appropriate. Any sub-assignment by **ASSIGNEE** for a period of more than seven consecutive days shall be subject to authorization by the **CAL EMA** and execution of an "Agreement for the Temporary Transfer of Vehicular Equipment," with the agency requesting the transfer.

b. Whenever Apparatus is assigned in accordance with the provisions of this paragraph, regular **ASSIGNEE** shall be relieved of its obligations under this Agreement during such period of sub-assignment.

c. Complete a written Temporary Cal EMA Apparatus Assignment Record, Exhibit "B". The **ASSIGNEE** will retain one copy, the Sub-Assignee will retain one copy, and one copy will be forwarded to the Cal EMA Fire and Rescue Division.

14. REPORTS AND RECORDS. **ASSIGNEE** shall maintain daily and monthly reports on the details of Apparatus use on Cal EMA F-101 Form. A Smoke Opacity Test, Pump Test, Hose Test, and Ladder Test shall be the responsibility of **ASSIGNEE** and completed annually. Written results of all tests and reports shall be forwarded to the Cal EMA Fire and Rescue Division by the end of the calendar year. A recent copy of the tests and reports shall be maintained in the vehicle logbook.

15. REPORT OF ACCIDENTS. **ASSIGNEE** shall immediately notify the Cal EMA Fire and Rescue Division following any and all accidents involving the Apparatus. It shall be the responsibility of **ASSIGNEE** to fill out State Form 270, "Report of Automobile Accident," and file the report with the California Emergency Management Agency. A copy of this report shall be retained by the **ASSIGNEE** and the original and four copies forwarded to Cal EMA.

16. INSURANCE PROTECTION. (Non- State Agencies)

a. **ASSIGNEE** agrees forthwith to furnish evidence of insurance protecting the legal liability of the **ASSIGNEE** and **CAL EMA** for liability and/or property damage with a

combined single limit of \$1,000,000.00 per occurrence, by means of a Certificate of Insurance naming the State of California as Additional Insured. Said certificate shall contain an Agreement by the insurance company that it will not cancel said policy without 15 days prior written notice to the **CAL EMA** and that the **CAL EMA** is not liable for the payment of any premiums or assessments thereon. Said certificate must include the description of the apparatus including VIN, state license number, and Cal EMA unit number.

b. In the event the **ASSIGNEE** is self-insured, **ASSIGNEE** in lieu of a certificate of insurance shall furnish **CAL EMA** a written statement of such fact. In such event, **ASSIGNEE** agrees to hold the **CAL EMA** harmless from any personal injury or property damage claims arising out of its maintenance, use or operation of the Apparatus under the terms of this Agreement.

c. Physical damage insurance, including collision coverage and comprehensive coverage, shall be obtained. The State of California will be named as a loss payee. In the event of a non-total loss, **ASSIGNEE** is responsible for returning Apparatus to original standard. The description of the vehicle and the necessary amount of insurance required is outlined in attached Exhibit "C" which is by this reference made a part hereof.

17. INSURANCE PROTECTION. (State Agencies) Any insurance necessary for coverage of the apparatus shall be the sole responsibility of the department having custody of the vehicle, including when it directs, dispatches, and controls the use of the Apparatus. **ASSIGNEE** agrees to report Apparatus as being under its control to the Insurance Officer, Department of General Services.

18. TERMINATION OF AGREEMENT.

a. Either party may terminate this Agreement upon 14 days written notice to other party, or **ASSIGNEE** may relinquish or **CAL EMA** may repossess any portion of the Apparatus upon like notice to the other party, except that **CAL EMA** may repossess any portion thereof without written notice whenever it deems the same is not being maintained in accordance with this Agreement.

b. Upon the termination of this Agreement, **ASSIGNEE** agrees to return said Apparatus in the same condition as received, reasonable wear and tear, acts of God, and conditions over which it has no control excepted.

c. As inventory changes occur, or items of equipment are replaced, deleted or added by the **CAL EMA** or replaced by **ASSIGNEE**, it is mutually agreed that no amendment to this Agreement need be made at the time of the change; provided however, at the termination of this Agreement a complete reconciliation of all equipment will be made. **ASSIGNEE** further agrees that all replacements for equipment or apparatus will be made with identical or substantially like items as approved by the **CAL EMA**.

d. Nothing in this Agreement shall be construed to create a new property interest or right of action for the **ASSIGNEE**.

19. UNAUTHORIZED USE OF CAL EMA APPARATUS AND EQUIPMENT. Use of this Apparatus other than as specified in Paragraph 1 will be considered a breach of this Agreement.

20. USE OF RADIO EQUIPMENT

a. **CAL EMA** will furnish at **CAL EMA'S** sole cost, radio equipment installed in the Apparatus to be operated on the following frequencies: 151.145 - 170.925 .

b. **CAL EMA** agrees to maintain said equipment without cost to **ASSIGNEE**.

c. The **ASSIGNEE** agrees to operate said radio equipment in accordance with the Rules and Regulations of the Federal Communications Commission.

d. Ownership of said equipment is in the **CAL EMA**, and all applications to the Federal Communications Commission seeking authority to add, modify, or replace radio equipment covered by this Agreement shall be made by and in the name of the State of California. To activate this Agreement and in compliance with the control requirements of the Communications Act of 1934, as amended, the **CAL EMA** hereby deputizes the Chief of the agency of said **ASSIGNEE**, and such volunteers, regularly employed and salaried assistants as shall be designated by the Chief of the agency as his agents to operate said radio equipment as specified in Paragraph "c" above.

e. **CAL EMA** assumes no liability hereunder for claims or losses accruing or resulting to any person, firm or corporation furnishing or supplying work, services or material or services in connection with the performance of this Agreement or for any claims and losses accruing or resulting to any person, firm or corporation injured or damaged by performance of either party hereunder.

21. NOTICES. All correspondence and notices required or contemplated, or which may be given by either party to the other shall be deemed to have been fully given when made in writing and deposited in the U.S. mail, registered and postage prepaid and addressed as follows: To the **ASSIGNEE** at [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], and to the **CAL EMA** at California Emergency Management Agency, Fire and Rescue Division, 3650 Schriever Ave., Mather, CA, 95655. The address to which notices shall or may be mailed as aforesaid to either party shall or may be changed by written notice given by such party to the other, as hereinabove provided; but nothing herein contained shall preclude the giving of any such notice by personal service.

22. ALTERATION. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

23. WAIVER. The **CAL EMA** may in its sole discretion and for such good cause as it determines waive in writing in whole or in part any requirement of this Agreement that apparatus and/or equipment shall be maintained in operating condition, or repaired, or replaced, providing that any such waiver shall be applicable only to the specific apparatus or equipment to which it refers.

24. JURISDICTION AND VENUE. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, will be governed by the laws of the State of California.

State of California
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Fire and Rescue Division

25. WHOLE AGREEMENT. This Agreement constitutes the entire agreement between the parties hereto, with respect to the subject matter hereof. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement upon the date first above written.

ASSIGNEE:

By _____
_____, Chief

CAL EMA:

Mark Ghilarducci

Secretary
California Emergency Management Agency

By _____
Kim Zagaris, State Fire and Rescue Chief

State of California
 CALIFORNIA EMERGENCY MANAGEMENT AGENCY
 Fire and Rescue Division

EXHIBIT "B"
TEMPORARY CAL EMA APPARATUS ASSIGNMENT RECORD

| NO. | ARTICLE | CAL EMA DECAL | QUANTITY |
|-----|--|-----------------------|----------|
| 1. | 1,250 gpm Triple Combination Fire Engine, complete with equipment per attached Exhibit "A" of Agreement for Temporary Transfer of Vehicular Equipment. | Cal EMA [REDACTED] | 1 |
| 2. | License No: [REDACTED] | | |
| 3. | VIN No: [REDACTED] | | |
| 4. | Engine No: [REDACTED] | | |
| 5. | Proof of Insurance: _____ | | |
| 6. | Inventory Completed: _____ | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |

REASON FOR TEMPORARY TRANSFER: New Assignee

SIGNATURES:

 PERMANENT ASSIGNEE

Date _____

 TEMPORARY ASSIGNEE

Date _____

EXHIBIT "C"
INSURANCE REQUIREMENTS

Part of the Agreement through which the State makes a temporary transfer of vehicular equipment is the Agreement on the part of the ASSIGNEE to furnish certain evidence of insurance. Your organization, as an ASSIGNEE of equipment, will want to be mindful of these requirements and assure they are complied with. If self-insured, in lieu of a certificate of insurance, a written statement of self-insurance shall be furnished on official letterhead and agreeing to hold Cal EMA harmless from any personal injury or property damage claims arising out of the maintenance, use or operation of the Apparatus.

Liability Insurance

A certificate of insurance shall be furnished to the State providing minimum limits of insurance as follows:

BODILY INJURY and PROPERTY DAMAGE LIABILITY \$1,000,000.00 PER OCCURENCE

A certificate of insurance will have the following provisions included:

1. The State of California shall be named Additional Insured.
2. The insurance company shall agree that in the event of cancellation, 15 days prior written notice will be given to the State.
3. The State shall not be responsible for premium or assessments.
4. Certificate of Insurance must include the description of the Apparatus including identification number, State license number and Cal EMA unit number.

Physical Damage Insurance

The transfer agreements place certain responsibilities upon your organization for the safekeeping of the vehicle and equipment. The State will look to your organization for reimbursement for repair or replacement cost in the event the vehicle or equipment is damaged by misuse or negligence or by other causes, except normal wear and tear, acts of God and conditions over which your organization has no control.

Description of Apparatus

VEHICLE

VALUE

License Number: _____
VIN Number: _____
Engine Number: _____

EQUIPMENT

Hose and Appliances _____





NEW BUSINESS

Award of Contract - Planning Services on an As-Needed Basis

RECOMMENDATIONS

That the City Council take the following actions:

1. Award a contract to the Lilley Planning Group, in an amount not to exceed \$350,000, to provide Planning Services on an as-needed basis.
2. Authorize the Director of Planning to execute an Agreement with the Lilley Planning Group to provide Planning Services on an as-needed basis.

BACKGROUND

On February 22, 2013, Staff issued a Request for Proposals (RFP) for the subject project. A total of six (6) proposals were received by the March 25, 2013 due date.

An evaluation team reviewed each of the written proposals and selected the top three most qualified firms for two rounds of interview evaluations. One of the three firms selected was unable to attend, consequently two firms continued with the interview process. The evaluation team for the first round of interviews consisted of the Director of Planning, Associate Planner, a Senior Planner from the City of Norwalk, and a local businessman and member of the Santa Fe Springs Chamber of Commerce.

The evaluation team for the second round of interviews consisted of the City Manager, City Attorney, Assistant City Manager/Director of Finance, Director of Planning, and a CEO of an urban consultant firm. Although the scoring by number was close, after two rounds of interviews the evaluation teams overwhelmingly concluded that the Lilley Planning Group was the firm that would best fit the needs of the department. The scoring sheet is attached.

LILLEY PLANNING GROUP

The Lilley Planning Group has a strong reputation for outstanding customer service, seamlessly fitting into the organizations they serve and for accurate work product. They have provided planning services to the cities of Norwalk, Bellflower, Pico Rivera, Artesia, and Whittier, and have extensive experience working with smaller, focused land-use type communities similar to the City of Santa Fe Springs. The Group also has specialized expertise in grant writing, design review, housing administration, engineering services, and economic development.

FISCAL IMPACT

The fiscal impact to the City is projected to be up to \$350,000, based on utilizing two full-time staff members from the Lilley Planning Group for one year. The amount of \$350,000 was appropriated in the Fiscal Year 2013-14 Budget. Attached is a schedule of hourly rates from the Lilley Planning Group that was used as the basis for the aforementioned cost estimate.


For THADDEUS MCCORMACK
Thaddeus McCormack
City Manager

Attachments:

1. Summary Score Sheet
2. Schedule of Hourly Rates
3. Proposal from Lilley Planning Group
4. Professional Services Agreement

**AS-NEEDED PLANNING SERVICES
SUMMARY SCORE SHEET**

EVALUATION OF WRITTEN PROPOSALS

| NAME OF FIRM | OVERALL SCORE BY COMMITTEE MEMBER | | | | | TOTAL DIVIDED BY 4 Max =100 (Round Up) |
|-----------------------|-----------------------------------|----|----|----|----------------|---|
| | 1 | 2 | 3 | 4 | TOTAL SCORE | |
| Lilley Planning Group | 91 | 82 | 95 | 94 | 362 | 91 |
| Civic Solutions | 88 | 83 | 89 | 86 | 346 | 87 |
| MIG/Hogle Ireland | 91 | 84 | 87 | 83 | 345 | 86 |
| Willdan Engineering | 89 | 74 | 84 | 79 | 326 | 82 |
| GRC Associates | 72 | 71 | 80 | 50 | 273 | 68 |
| PZL, Inc. | 69 | 57 | 61 | 54 | 241 | 60 |

- * Understanding the Work to be Done.
- * Experience with Similar Kinds of Work.
- * Quality of Staff for Work to be Done.
- * Price

FIRST ROUND INTERVIEWS

| NAME OF FIRM | OVERALL SCORE BY COMMITTEE MEMBER | | | | | TOTAL DIVIDED BY 4 Max =100 (Round Up) |
|-----------------------|-----------------------------------|----|----|----|----------------|---|
| | 1 | 2 | 3 | 4 | TOTAL SCORE | |
| Lilley Planning Group | 88 | 89 | 81 | 91 | 349 | 87 |
| Civic Solutions | 85 | 88 | 91 | 89 | 353 | 88 |

 Preferred/Overall

- * Understanding the Work to be Done.
- * Experience with Similar Kinds of Work.
- * Quality of Staff for Work to be Done.
- * Suitable fit with the Department
- * Price

FINAL RANKINGS

| NAME OF FIRM | OVERALL SCORE | | | TOTAL DIVIDED BY 2 Max =100 (Round Up) |
|-----------------------|---------------|----|----------------|---|
| | 1 | 2 | TOTAL SCORE | |
| Lilley Planning Group | 91 | 87 | 178 | 89 |
| Civic Solutions | 87 | 88 | 175 | 88 |

Lilley Planning Group

Pricing Sheet

Consulting Services

Contract Manager: Jennifer A. Lilley, President

The Lilley Planning Group will perform consulting services at the following hourly rates:

| | |
|-------------------|----------|
| City Planner | \$100.00 |
| Principal | \$90.00 |
| Senior Planner | \$75.00 |
| Associate Planner | \$65.00 |
| Assistant Planner | \$55.00 |

Rates reflect all costs for the office overhead, if any, including direct and indirect costs. These fees reflect all anticipated fee increases during the contract duration.

The work will be performed for a contract price, which will become fixed upon completion of contract negotiations.

Proposal for:

As-Needed Planning Services

March 25, 2013

Prepared for:

Wayne M. Morrell, Director of Planning
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Prepared by:

Lilley PLANNING GROUP

138 West Amerige
Fullerton, California 92832
Phone: 714.672.9906
web site: www.lilleyplanning.com

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A. Letter of Offer

March 25, 2013

Wayne M. Morrell, Director of Planning
City of Sante Fe Springs
11710 Telegraph Road
Sante Fe Springs, CA 90670-3679

Subject: Proposal to Provide As-Needed Planning Services for the City of Santa Fe Springs

Dear Mr. Morrell:

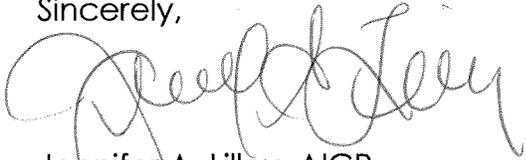
Thank you for the opportunity to submit our proposal to the City of Santa Fe Springs. I would like to take this opportunity to introduce you to our firm, the services we provide, some of our outstanding professional team and our client references. We are certain you will find we offer the City of Santa Fe Springs the right combination of staff, services, cost and expertise.

As President and Principal of the firm, I will be the contract manager for the City of Santa Fe Springs. The Lilley Planning Group is a California S Corporation. Our corporate office is in the City of Fullerton and our contact information is as follows

| | |
|---------------------|--|
| Legal Name: | Lilley Planning Group, Inc. |
| Corporate Address: | 138 West Amerige Avenue Fullerton, California 92832 |
| Telephone Number: | 714-672-9906 |
| Fax Number: | 714-672-9908 |
| Website: | <u>www.lilleyplanning.com</u> |
| Person Negotiating: | Jennifer A. Lilley, AICP |
| Title: | President and Principal |
| Address: | 138 West Amerige Avenue Fullerton, California 92832 |
| Telephone Number: | 714-872-0899 |
| Email Address: | <u>Jennifer@lilleyplanning.com</u> |

We acknowledge this proposal as submitted will be valid for not less than 90 days from the date of submittal.

Sincerely,



Jennifer A. Lilley, AICP
President

B. Executive Summary

March 25, 2013

Wayne M. Morrell, Director of Planning
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670-3679

Subject: Proposal to Provide As-Needed Planning Services for the City of Santa Fe Springs

Dear Mr. Morrell:

Thank you for this opportunity to submit our proposal and qualifications in response to the City of Santa Fe Springs' request for as-needed planning services. Our firm specializes in providing on-call planning services to public agencies in California. Our principal has focused her career offering outstanding as-needed services to cities for more than 20 years. Our firm offers a strong reputation for outstanding customer service, seamlessly fitting into the organizations we serve and accurate work products. We have professional staff available to assist the City of Santa Fe Springs in a timely, professional and experienced manner.

Given our expertise and background, we begin work with very little transition, we are able to work independently relieving the burden on City staff and we exceed the expectations of our clients. Our staff has expertise in entitlement processing, advanced planning, discretionary case environmental review, and assistance to the public. You will find through our qualifications package we are known for our ability to provide the day-to-day operations of a planning department, fill-in where needed, assist with long-range or current projects and ensure all work is consistent with the Code and General Plan, compliant with all State and Federal laws, and meets all time requirements.

As an added benefit, we are familiar and have provided planning services to the cities of Norwalk, Bellflower, Pico Rivera, Artesia, Whittier, and other communities that are near Santa Fe Springs. We also have experience working with smaller, focused land use type communities. We are confident our understanding of the region, adjacent agencies, and challenges and opportunities in Santa Fe Springs will add value to the services we can provide to Santa Fe Springs.

To ensure you receive the highest level of service and projects run smoothly and stay on schedule, we will provide for you proactive solutions, consistent communication, and solid coordination. The Lilley Planning Group will work with the City of Santa Fe Springs to place experienced planners with the skills and abilities that fit your need at the time requested and offer you the best options with respect to level of experience, qualifications, and expertise.

I am the firm's President and Principal and will serve as contract manager for work provided to the City of Santa Fe Springs. I will ensure you receive the highest level of service. I have the legal authority to negotiate with the City and to execute a contract or agreement that may result from such negotiations on behalf of the firm. The Lilley Planning Group is a California S Corporation. Our corporate office is in the City of Fullerton and our contact information is as follows

| | |
|---------------------|---|
| Legal Name: | Lilley Planning Group, Inc. |
| Corporate Address: | 138 West Amerige Avenue Fullerton, California 92832 |
| Telephone Number: | 714-672-9906 |
| Fax Number: | 714-672-9908 |
| Website: | <u>www.lilleyplanning.com</u> |
| Person Negotiating: | Jennifer A. Lilley, AICP |
| Title: | President and Principal |
| Address: | 138 West Amerige Avenue Fullerton, California 92832 |
| Telephone Number: | 714-872-0899 |
| Email Address: | <u>Jennifer@lilleyplanning.com</u> |

All work requested through this RFP will be preformed by Lilley Planning Group. We do not intend at this time to sub-contract services to other companies.

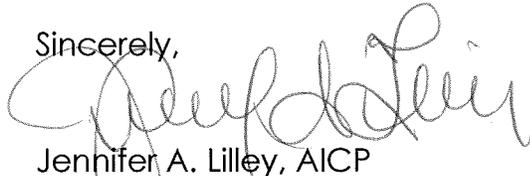
We acknowledge we are obligated by all addenda to this RFP and this proposal as submitted will be valid for not less than 90 days from the date of submittal.

I, Jennifer A. Lilley, attest the information contained in this proposal is true and correct and represents accurate information about our firm and our services.

Our company is dedication to adapting our services to your organization to best suit your needs, meet your standards and provide services that seamlessly fit into your process. We appreciate your time in reviewing our proposal. We are confident you will find that our capabilities, technical expertise, and staff

will add value to your team. I look forward to the opportunity to speak with you about our services and the needs you anticipate immediately or in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer A. Lilley".

Jennifer A. Lilley, AICP
President

C. Qualifications of the Firm

1. Profile of the Firm: The Lilley Planning Group is a full service, professional planning firm providing land use, environmental and on-site consulting exclusively to public agencies throughout California. Our mission is to provide outstanding, quality service to the clients and the communities we serve and ensure that we add value and make a positive impression with each assignment.

Jennifer Lilley, AICP, President of the firm, has been a professional planner for over twenty-four years and has focused the last twenty years of her career assisting more than 50 agencies with their planning needs. Because of our extensive experience and exclusive dedication to provide planning staff to public agencies, Lilley Planning is uniquely qualified to provide on-call services. We have assembled a team of experienced professionals to deliver high quality contract services. All of our staff has professional planning experience in the public sector, giving them a unique and thorough understanding of the processes we will be implementing and the challenges faced in city planning departments.

The Lilley Planning Group is a small business with 15 employees and an additional 15 independent contractors that provided specialty as-needed services to the firm. This business strategy has allowed us to efficiently and effectively serve our clients while managing overhead, eliminating unnecessary expenses and being flexible to adapt to meet the needs requested.

The Lilley Planning Group is a California S Corporation established in November 2007 and held in single ownership by Jennifer A. Lilley, AICP. The firm has been in business for nearly six years and our Principal, Jennifer Lilley has over twenty-five years of experience with an outstanding reputation providing facilitation, consulting and project management services to more than 60 clients throughout California. We maintain two offices; our corporate office located at:

138 West Amerige Avenue
Fullerton, California 92832
Phone: 714-672-9906
Fax: 714-672-9908

Serves our southern California clients and is responsible for all of our administrative and internal organizational operations. We also maintain a small satellite office in Northern California located in Stockton, to provide convenient and accessible resources for our clients in this area.

2. Consultant's Financial Condition: We are proud of our outstanding reputation in the industry and have worked diligently to ensure that the work we offer and our business practices reflect a high ethical and professional standard. Our firm operates in a strong financial condition. We do not carry excessive debt or overhead to ensure that we operate within a level we can afford. We have more than 25 active clients at this time and expect to maintain a strong workload within the foreseeable future. We have not filed bankruptcy in our history. We have no pending litigation or outstanding claims against the firm. We have never been terminated from a contract and have never had to assign a contract to another entity. We have no plans now or in the future to close an office or to merge with any other entity. We enjoy the business we have created and are confident we have the strength and stability to continue to offer services reliably to the City of Santa Fe Springs.

3. Strength and Stability of the Firm: We have a proven track record providing professionals that have the technical competency to meet the requested services of our clients as well as the ability to fit into the organization they are assigned. We are confident you will find that we employ highly qualified and experienced professionals whose skills, qualifications and previous responsibilities are a strong match to the needs of any agency. We currently provide the planning, building, and engineering services to the City of Placentia. We are the planning department for the City of Villa Park. We provide on-call planning for: Lake Forest, Mission Viejo, Costa Mesa, Huntington Beach, San Gabriel, Bellflower, Artesia, Westminster, West Hollywood, and Beverly Hills. Finally we are providing special project assistance for the cities of Pasadena, Bellflower, Villa Park, Fullerton, Yorba Linda, and the County of San Bernardino.

Nearly all of our clients have been with us on an as needed basis for more than five years. We have a strong team of individuals that provide service and our staff is highly capable, trained individuals. Despite a full client list we ensure that our staff are available and assigned to only the work they can complete on time. We do not over-commit our team so as to protect our reputation for being available and responsive.

We do this by employing the following practices:

- Our clients have the opportunity to interview our staff before they are assigned.
- Our planners have experience working for public agencies prior to working with us allowing them to integrate seamlessly into department operations.
- The Lilley Planning Group knows our reputation is our most valuable asset. To protect it we do not over commit our staff and we only commit to work that our staff has the qualifications to perform.

- Our staff maintains their professional development and we provide extensive training in project management, land use law, CEQA, writing and public presentations skills.
- We maintain regular office hours to be accessible and available when needed.
- We consistently meet departmental standards including: deadlines, quality of work products, courtesy and accessibility, accuracy of reports and information given to the public, and responsiveness.
- We ensure we have a firm understanding of expectations and maintain consistent communication with our clients.
- The Lilley Planning Group is committed to providing services that are cost effective while maintaining productivity standards.

Added benefit of using the Lilley Planning Group:

- Our firm only bills for the time our staff spends doing the work of the city. We do not bill you for invoice preparation, supervision or training of our team, administrative functions or our internal management. We do not charge our clients for commuting, clerical service, resolving issues or meeting to discuss assignments with our Contract Manager.
- Our invoices will provide for you a review of the case history, summary of the total amount of time and cost incurred and the remaining funds available on account to keep applicants and city staff apprised of the status of each project. We track our time to the quarter hour and break our time into project tasks for follow up.
- We effectively contain consulting costs and provide billing support for the city's cost recovery system.
- Our team provides excellent customer relations on behalf of the city with citizens and applicants.
- We work to ensure we never have even the appearance of a conflict of interest.

Services

Planning Services: we provide on-call staff on an as-needed basis to public agencies. We employ journey level experienced assistant, associate and senior level staff available for part-time and/or full-time work. We also have seasoned professionals available to provide interim management for planning, community development or city management assignments. Our staff is experienced with both advanced and current planning assignments. We offer environmental analysis, review, documentation and management. We manage cases and conduct all levels of review from field inspections, plan analysis, production of

reports and resolutions, develop recommendations and supporting findings for action by staff or city officials. We provide entitlement processing for conditional use permits, site development permits, subdivision maps, sign programs, variances and other discretionary and administrative applications. We are skilled at working with applicants to help them find solutions to meet the code or conform to design guidelines or other special policies. We approach this work by:

- Reviewing and processing all aspects of current planning applications;
- Advising and assisting the public and other City departments;
- Assisting with issues and problems for projects;
- Assisting with establishing General Plan goals, policies and implementation programs;
- Reviewing, analyzing and coordinating related planning activities;
- Preparing written staff reports for consideration by the Commissions and City Council;
- Managing all aspects of assigned projects including noticing and CEQA requirements;
- Conducting research and special studies;
- Prepare zoning code amendments, General Plan updates and other policy documents as necessary, including research and public workshops;
- Attend and make presentations to the Planning Commission and/or City Council and respond to questions as requested; and
- Provide guidance and oversight to City Planning staff.

We also have the ability to offer interns to assist cities at no charge and with our training and supervision. This allows extra assistance without the burden of oversight and management.

Environmental Review: We prepare initial studies, negative declarations, environmental impact reports and mitigation monitoring programs. We provide peer review of other agency documents and prepare responses to comments and conduct scoping meetings with the public and stakeholder groups.

Specialized Expertise: We offer a highly capable team of professionals that are specialists in grant writing, design review, housing and CDBG program administration, building plan review, engineering services, economic development, meeting transcription, administrative support, historic preservation and architectural review.

Professional Development Training: We believe that professional development is

a high priority and are always looking for opportunities to contribute to the professional growth and development of others. Our firm has taken best practices used throughout the industry and have developed a series of training programs that are geared to the public sector. As an added value to the clients we serve, we offer one free training for staff and/or planning commissioners annually at no charge. We provide the handouts, curriculum, presentation materials and even participation prizes at no additional cost to our clients. We believe this is a service we can provide to add value to the organizations that we have the privilege of serving.

We use fresh, interactive, engaging methods of training and offer hands-on-experience with the topics covered. Our trainings are relevant and interesting so that participants walk away prepared and with the skills they need to be successful. Some of the topics that we have developed and presented include:

- Customer Service,
- Improving Public Speaking/Presentation Skills,
- Fine Tuning and Improving Report Writing,
- Conflict Management and Dispute Resolution,
- New Commissioner/Councilmember Training,
- Ethics,
- Effective Negotiating Techniques and Tools,
- Goal Setting,
- Creating an Effective Public Outreach,
- Becoming an Outstanding Project/Case Manager, and
- Dealing with Difficult People.

Facilitation/Public Outreach: We have provided facilitation and public outreach to many different groups throughout California to share with our clients the tools and techniques that are most effective. We enjoy working with people and we see the public as a useful resource and not a barrier to the public process. As a facilitator, we are neutral and our role is to lead the discussion, to listen to input and learn from the experts, the citizens. Our goal as the facilitator is to spend more time listening and less time talking. The Lilley Planning Group has trained and experienced professional facilitators on our team that are available to help your community with public outreach efforts of any kind. We have provided this service for small groups dealing with neighborhood issues to large visioning efforts with more than 500 participants.

We have provided recent facilitation and training services to the County of Sonoma, City of Citrus Heights, City of Fullerton, City of Ventura, City of Anaheim, County of Ventura – Harbor Commission, Pasadena Heritage, Pasadena Playhouse District Association, County of Los Angeles Bike Coalition, City of Glendale, and City of San Gabriel.

4. Implementation Plan

The Lilley Planning Group is dedicated to providing the services our clients need in the manner best fitting the organization. We have staff to provide service to the City of Santa Fe Springs immediately and at various levels, from Assistant Planner to Planning Managers. Depending on the need at the time we will have our team members meet with City staff to ensure a good working relationship and skill assessment is met, before the assignment is made. Once it has been determined the best fit we will immediately go to work providing the necessary transition information and resources to get our planners up to speed and ready to meet the demands of the City.

We maintain one point of communication for the City to call on to assign resources, manage our team and respond to questions and concerns. We have found this allows for strong communication and effective results. Our firm employs the best practices to ensure we provide quality products and respond to the needs and expectations of our clients. We have an internal review process to provide a review of all documents in their final draft phase to offer a level of review prior to utilizing City resources. We also stand behind the work we provide. If we have made an error that is solely our responsibility we will correct that error and ensure we have met the expected work assigned at no additional cost to our client or the applicant.

We keep our projects on task throughout the entire process. We employ all the time management and case management techniques to ensure that all milestones are met and deadlines kept. However, if a project should get off track we take every step necessary to correct the situation and bring the project back on schedule. We are proactive in this approach first and foremost by not over committing our staff. They have the focus and attention necessary to provide the level of service to our clients to meet all local and mandated time requirements.

D. Proposed Staff and Project Organization

The Lilley Planning Group is dedicated to providing the services our clients need in the manner best fitting the organization. We have staff to provide service to the City of Santa Fe Springs immediately and at various levels, from Assistant Planner to City Planner. The Assistant level planner that we are offering in this case has more than five years of experience working at the Assistant and Associate level planner position. In addition we are offering planners with more than 20 years of experience to allow Santa Fe Springs a wide variety of depth and breadth of experience depending on the needs at any given time during the term of this contract.

Depending on the need at the time we will have our team members meet with City staff to ensure a good working relationship and skill assessment is met, before the assignment is made. Once it has been determined the best fit we will immediately go to work providing the necessary transition information and resources to get our planners up to speed and ready to meet the demands of the City. Once we have committed a planner to be assigned to the City of Santa Fe Springs they will maintain the work assignment until the City determines they are no longer needed. We work to ensure that we rarely have to replace a planner in an assignment this allows consistency and efficiency in the work we provide. However, offering the City a wide range of planners to choose from allows the City of Santa Fe Springs to have access to professionals that offer the skills and abilities that best fit the needs at any given time.

ALLOCATION OF RESOURCES

In order to provide the best service for our clients we create a thorough work plan and understanding of our client's needs. For this proposal, we would like to introduce you to a few highly qualified and experienced individuals, whose skills meet those anticipated and whose qualifications and previous responsibilities are a strong match to the needs of your team. We have chosen to include in this proposal a planning manager, two seniors, two associates and an assistant level planner to allow the City of Santa Fe Spring the best range of experience based on the skills needed at any given time. Additional professionals and their resumes can be provided upon request.

Proposed Staff: Raynald Pascua, AICP

Proposed Position: PRINCIPAL PLANNER

Introduction: We are pleased to offer you Mr. Raynald Pascua. Ray is a seasoned professional with 20 years of professional experience. Prior to joining the Lilley Planning Group, Ray was the Director of Development Services for the City of Placentia. He is a strong leader and has exceptional professional planning skills.

Location: works out of Fullerton Office

Current Assignment: Cities of Placentia and Costa Mesa

Level of Commitment to Assignment: 20 hours in both cities

Availability to this Assignment: available 30 hours a week beginning May 2013

Time with the Firm: 1 year

References: City of Placentia - Ken Domer, Assistant City Administrator
714.993.8242 Kdomer@placentia.org

City of Costa Mesa – Claire Flynn, Asst. Development Servs Director
714.754.5278 claire.flynn@costamesaca.gov

Proposed Staff: Marilyn Simpson, AICP

Proposed Position: SENIOR PLANNER

Introduction: We would like to introduce you to Ms. Marilyn Simpson, AICP. Marilyn is a seasoned planner providing contract Planning Management and Senior level services to communities for the last 10 years. She has worked with the cities of Costa Mesa, San Gabriel, Brea, Fullerton, Rancho Santa Margarita, and Chino. She is experienced with residential, commercial and industrial development projects and has excellent skills for working with applicants to get the best projects for the communities she serves.

Location: works out of Fullerton Office

Current Assignment: Cities of San Gabriel and Costa Mesa

Level of Commitment to Assignment: 20 hours in both cities

Availability to this Assignment: available 40 hours a week beginning May 2013

Time with the Firm: 5 years

References: City of San Gabriel – Jennifer Davis, Community Dev. Director
626.308.2806 jdavis@sgch.org

City of Costa Mesa – Claire Flynn, Asst. Development Servs Director
714.754.5278 claire.flynn@costamesaca.gov

Proposed Staff: Tamara Campbell, AICP

Proposed Position: SENIOR PLANNER

Introduction: We are also including for your consideration Ms. Tamara Campbell. Tamara has more than 20 years of experience providing current, advanced and environmental planning services to municipal agencies. She is skilled with the entitlement process, housing programs, Code Amendments, General Plan Updates and CEQA.

Location: works out of Fullerton Office

Current Assignment: Currently available

Level of Commitment to Assignment: uncommitted

Availability to this Assignment: available 40 hours beginning immediately

Time with the Firm: 6 months

References: City of Irvine – Brian Fisk, Community Development Director
949.724.6692 cs@ci.irvine.ca.us

City of Irvine – Sean Joyce, City Manager
949.724.6246 cm@ci.irvine.ca.us

Proposed Staff: Kristi Rojas

Proposed Position: ASSOCIATE PLANNER

Introduction: We are pleased to introduce you to Ms. Kristi Rojas. Ms. Rojas is a skilled professional with experience working with the cities of Brea, Pomona, Huntington Beach as a contract planner and worked as an Associate Planner

for more than five years with the City of San Dimas. Kristi has a Masters Degree and brings a strong analytical approach to her work. She is thorough in her review of discretionary cases, offers exceptional project management skills and can handle complex projects and manage multiple cases while keeping all projects on deadline.

Location: works out of Fullerton Office

Current Assignment: City of Huntington Beach

Level of Commitment to Assignment: 35 hours a week.

Availability to this Assignment: available 40 hours beginning June 2013

Time with the Firm: 3 months

References: City of Huntington Beach – Jane James, Acting Planning Manager
714.536.5596 jjames@surfcity-hb.org

City of Huntington Beach – Marybeth Broeren, Planning Manager
949.724.6246 mbroeren@surfcity-hg.org

Proposed Staff: Wayne Carvalho

Proposed Position: ASSOCIATE PLANNER

Introduction: We have included for your consideration Mr. Wayne Carvalho. Wayne has more than 20 years of experience and is an experienced professional with experience working with the City of Huntington Beach. Wayne is an outstanding case processor, works well with the public and is outstanding with both advanced and current planning services. He is proficient with zoning text amendments, discretionary case review, site plan review, design review, staff report preparation as well as CEQA preparation.

Location: works out of Fullerton Office

Current Assignment: currently unassigned

Level of Commitment to Assignment: no current commitment

Availability to this Assignment: available 40 hours beginning immediately

Time with the Firm: 3 months

References: City of Fullerton – Joe Felz, City Manager
714.738.6310 citymanager@ci.fullerton.ca.us

City of Huntington Beach – Marybeth Broeren, Planning Manager
949.724.6246 mbroeren@surfcity-hg.org

Proposed Staff: Lisa Edwards

Proposed Position: ASSISTANT PLANNER

Introduction: Ms. Edwards is a skilled and seasoned professional. Lisa has worked for the cities of San Gabriel, Westminster, Rancho Cucamonga, Orange, Bellflower, Encinitas and San Dimas

Location: works out of Fullerton Office

Current Assignment: City of Orange and City of Bellflower

Level of Commitment to Assignment: 20 hours each agency
Availability to this Assignment: available 20 hours beginning April
Time with the Firm: 6 months
References: City of Orange – Leslie Roseberry, Planning Manager
714.744.7220 lroseberry@cityoforange.org

City of San Gabriel – Steve Preston, City Manager
626.308.2806 Spreston@sgch.org

The Lilley Planning Group is dedicated to ensuring that our clients have the staff and services required. To that end, the key personnel proposed and accepted by the City will be assigned and will be available to the extent proposed for the duration of the As Needed Planning Services. We commit and acknowledge that no personal designated as key personal shall be removed or replaced without the prior written concurrence of the City of Santa Fe Springs once the contract has been initiated.

E. Consultants and/or Subconsultants

The Lilley Planning Group intends to enter into a direct consulting agreement with the City of Santa Fe Springs. We do not intend to require the need to bring on outside consultants or subconsultants to provide these services. Typically when our firm brings on a subconsultant it is to fill a gap in expertise, Housing, Economic Development, Historic Preservation or other specialty. In this case, all of the work requested by the City we have staff in house that possess the skills and abilities to provide for the City.

F. Work Approach

The following discussion addresses the various technical services requested by the City of Santa Fe Springs. For each task requested we have included a brief description of our services and approach. As-needed contract services for the City of Santa Fe Springs may include but are not limited to the following tasks:

1. Review land use/planning applications and prepare recommendations for action by City staff, elected and/or appointed officials.

We provide planning services for our clients in such a way as to integrate completely into the City's environment. We believe in a collaborative approach to our work so the outcome is something that can be supported by all involved. Our staff is familiar with city processes related to technical assistance, required forms, regulations, policies and procedures. We keep current with State planning and environmental laws to ensure our service is in line with changes in legislation. Our staff are experts in managing and preparing documentation, findings for zoning and subdivision approvals, Streamlining Act mandates, General Plan requirements and the like. We offer the City of Santa

Fe Springs our experience with other California communities and bring our outside knowledge to your agency so we can offer a thorough evaluation of policies and procedures as needed. We believe that having a fresh review of the Code and implementation practices can offer opportunities for streamlining and policy review and implementation.

2. Assist in the preparation of agendas; write staff reports, and recommendations for the Planning Commission and other special meetings.

The Lilley Planning team has broad experience processing thousands of discretionary cases for many jurisdictions and has developed systems and capabilities to manage multiple project deadlines, maintain responsiveness to applicants and interested citizens, prepare written reports, correspondence and CEQA documentation. We are skilled technical writers. We prepare staff reports that present the information in a clear and concise manner. Our staff has the ability to research case history, make necessary findings, prepare resolutions and ordinances and develop presentation materials that help illustrate and inform the decision-makers and the public about the attributes of the application. We employ technology where appropriate to supplement our work and offer better results. All of our team is proficient in all data analysis, statistical review and code interpretation.

Our staff will manage applications for the Agency so projects stay on schedule even with multiple assignments, despite the complexity of the regulations and regardless of the need to coordinate input from other departments or agencies. Working collaboratively with other departments in assisting staff is our goal to help you achieve the goals and objectives of the Agency. We work to ensure deadlines are always met for all phases of the process including determination of completeness, public notices, notices of determination or of final action and certainly the internal deadlines for staff reports, etc.

The noticing process should not be a roadblock to processing applications in a timely manner. Our staff tracks their project so they are prepared to meet all noticing deadlines. They work with the City process to know timing and requirements and also keep apprised of all the CEQA posting and filings so as to not have any unnecessary delays or continuances in their application process due to noticing failure.

3. Review applications and projects for compliance with the California Environmental Quality Act (CEQA).

Our professional planners are well versed in current environmental law and documentation. We are able and prepared to process projects to include any applicable CEQA evaluation. Our staff is thorough in their approach and

prepares documents that are defensible and meet all local, State and Federal requirements.

4. Process conditional use permits, development plan approval, lot line adjustments, variances, modification permits, development permits, subdivision maps and other land use applications.

All development applications will be processed in a thorough and efficient manner. We review applications for completeness ensuring that the City is processing requests within the mandated time periods. Our planners will prepare correction letters or letters of completeness to document the process and provide consistent communication to the applicant. We will maintain the project schedule, keep internal staff informed on the project status and ensure that all noticing, environmental and reports are prepared on-time and without error. Our staff is trained in best practices for time management and project management techniques. We utilize tools and techniques to ensure all milestones are met and deadlines are tracked well in advance to avoid last minute emergencies. We work to keep projects moving forward on schedule and look for ways to expedite the process and avoid any potential time delays.

5. Review landscape and irrigation plans for compliance with AB 1881.

Lilley Planning staff is experienced with reviewing landscape and irrigation plans, grading, building and demolition plans. We have worked in hillside communities, coastal communities and other specialty areas and our staff has unique skills and education to allow them to provide the best practices and provide thorough analysis of all aspects of project review related to compliance with other discretionary approvals, environmental measures and State and Local laws. We are often the authors of mitigation monitoring programs and often are contracted to provide monitoring services for public agencies. We bring this added skill to this level of service for the City of Santa Fe Springs.

6. Review business licenses, site plan and design review, including architectural review.

Our team has worked in large cities with several planners and in small cities where they are the only staff planner. We offer the City of Santa Fe Springs professionals with expertise in interpreting Code and implementing the policies of your agency. We review business license applications to ensure they meet all programs and policies in place; the business is in the right zone and meets parking and other operational conditions. We are competent in site, design and architectural review. Many of our staff have backgrounds in urban design or architecture and offer a unique perspective on plan review. We are thorough in our review and ensure that all corrections are easy to understand and include recommendations for meeting conditions.

7. Process General Plan Amendments and Zoning Code Amendments.

We have extensive experience processing General Plan Amendments, Zoning Code Amendments, Code and Map consistency studies and Ordinance preparation. We are able to assist the City of Santa Fe Springs with basic Code clean up efforts or more extensive amendments. Our team is knowledgeable about the technical process as well as the steps necessary for public review, input and adoption through Planning Commission and Council. They work in collaboration with the City Attorney to ensure that all necessary documentation has been made and they coordinate with the City Clerk to ensure that the amendments are codified properly. In addition we are able to assist if needed with the preparation of moratoriums, specific plan studies, strategic planning and other special assignments the City of Santa Fe Springs may require to work to the future community plan they desire.

8. Conduct environmental review for CEQA compliance for City projects and outside review of other organizations for CEQA compliance.

Our team is knowledgeable in all steps in preparing CEQA documents. We have the ability to conduct initial studies, prepare negative declarations and environmental impact reports for the City of Santa Fe Springs. In addition we have the skills, ability and experience to provide peer review of documents prepared by other consultants to ensure the needs and concerns of Santa Fe Springs are met. We will review all notices of preparation and attend scoping meetings when appropriate to understand how adjacent projects could have impact on Santa Fe Springs. We will prepare comment letters and monitor the development process to review and comment CEQA work outside the City.

Our professional planners are well versed in current environmental law and documentation. We are able and prepared to process projects to include any applicable CEQA evaluation. Our staff is thorough in their approach and prepares documents that are defensible and meet all local, State and Federal requirements.

9. Assist City staff and other consultants in establishing and improving data management systems for efficiency and effectiveness.

We have former Directors, City Managers, Planning Managers and skilled planning staff on our team. We bring to the City of Santa Fe Springs knowledge and experience from more than 60 jurisdictions in California. We have the ability to work with the systems the City has in place and make recommendations for improvement where practical and productive. Our team also prides itself in not only pointing out improvements but finding funding sources and resources that assist your City in implementing the solution in a timely and budget-minded manner. Our firm provides training to public agencies throughout the State. We offer our clients one free training a year on a subject of your choice to assist

in improving systems, efficiency and effectiveness of your organization. We strive to add value and assist agencies in improving in any way possible.

Our staff is trained in best practices for time management and project management techniques. We utilize tools and techniques to ensure all milestones are met and deadlines are tracked well in advance to avoid last minute emergencies. We work to keep projects moving forward on schedule and look for ways to expedite the process and avoid any potential time delays. This allows us to be ready and available to assist as other priorities are made and assistance is needed. If a new project is assigned our team will use resources and expertise of the firm to ensure the right professional is assigned so the City gets the best work for the project.

10. Represent the City at various agency and organization meetings.

Our role as an on-call staff is to seamlessly fit into the organization and represent the agency whenever needed. We can attend meetings with LAFCO, SCAG, regional housing meetings, local chamber of commerce, rotary, PTA and the like. We attend these meetings on your behalf and represent the City in a manner that the general public knows we are a part of the Santa Fe Springs team. All information received during these meetings will be communicated back to the City team in written or verbal reports as appropriate. Our team is able to attend these meetings outside of normal business hours if necessary.

11. Attend meetings of the City Council, Planning Commission, City staff, public officials, community leaders, developers, contractors and the general public as needed.

Meeting with various groups is part of the planning job. We enjoy attending public hearings, meeting with the community and assisting the public. Our team will attend any and all meetings requested by the City. We will ensure that our staff represents the City of Santa Fe Springs in a professional and respectful manner. We will be prepared, thorough in our participation and helpful to bring about a successful result in each meeting. We are happy to assist the public by meeting them on-site to discuss projects or concerns, giving us the ability to see the situation first-hand and often have better access to potential solutions. We are skilled at making presentations at hearings and have been commended on our engaging reports. Our staff is known for our attention to detail and providing all the information an applicant needs in order to make informed decisions for their application.

Our planners have solid presentation skills and have provided services to, City Councils, Commissions, and community groups by presenting development application and reports, preparing and holding study sessions on policy recommendations. We are often commended for the ability our staff has to

take complex issues and present them in a way that is clear and easy to follow and without the use of unnecessary jargon. Our team is also trained in running advisory committee meetings with technical topics and assist the committee in breaking down the details to make informed decisions. Our firm's specialty is public engagement. We are often brought in to complex issues to help enlist the ideas and input of the community. We bring these skills to the work effort in Santa Fe Springs and offer you added value to the work we provide.

As the case planner for an application it is our staff's role to present the information to the Planning Commission. Our team members will be available on an as-needed basis to attend Commission and/or Council meetings to make presentations, review special projects or obtain feedback for direction to staff. Our approach to this service is to hold your date and time for these regularly scheduled meetings open on our staff calendar so that our team members are available to you when needed.

12. Assure that files and plans are secured, organized and kept up-to-date.

The professional team we are offering to the City of Santa Fe Springs is known for their organization and coordination. They will maintain Agency records on site and never take originals or Agency files off-site. We keep accurate and complete records of all of our cases. We maintain case files so that even when we are out of the office others can find the information needed and know where in the process each case is. We use project tracking and management systems to provide reporting to the City on all cases and ensure that all projects are on task and meet targeted dates. Our team coordinates with our contract manager on all assignments so our office is also aware of caseload and priorities to monitor workload and ensure that all targets are being met.

We are committed to adding value to the Agency we serve. We understand the importance and critical nature of the paper and electronic files of your Department. We see it as part of our responsibilities to our client to keep accurate files throughout the process. We keep all necessary documents in the case file in an organized and compliant manner so anyone can pick up a case file in our absence and find what information is needed to keep the project moving or provide details to anyone that might inquire. When a project is completed we take great pride in ensuring the Case file includes all final documents, signed originals and all other important pieces for the case history as per City standards.

As requests come into the City for a record's request we will work quickly, accurately and diligently to assist City staff with the production of records. Our team is thorough in both electronic and historically archived file retrieval. We ensure the records are applicable and provide the information requested.

13. Maintain and staff public information counter.

Our passion is customer service. We believe the hallmark of the work we do is to provide information to the public so they are informed, educated and involved in the process early and often. We are skilled at public meeting facilitation, strategic planning efforts and conflict resolution should the situation arise but we manage our work in such a way to proactively involve all members of the community so that they are aware of the issues and informed on the process. It is our commitment to focus on providing excellent customer service to the community, public and other City Departments. We approach assisting others as our highest priority and enjoy educating and advising these important partners in the process. We see consultant services as a collaborative effort, as the process involves so many partners and we are dedicated to enlisting and including the help of all the participants throughout the whole effort.

We find fulfillment in helping the public and applicants solve their issues. Our staff understands the importance of maintaining clear communication with the public, applicants, and co-workers. Because the public counter is the first introduction many have of the City our approach is to be thorough, accurate, helpful and timely. As the initial contact for possible projects our staff has the experience to answer questions and provide meaningful guidance. We also understand some citizens have significant issues. We have training in mediation, negotiation and conflict resolution to add to our customer service skill set. We are patient, empathetic and fair to everyone that visits your public counter.

14. Conduct planning site inspections.

Our team includes professional planners who are skilled and knowledgeable in the field. They are able to review project conditions, assess issues and recommend solutions on-site. Our planners will conduct site inspections as needed. It is important planning staff goes out in the field and understands the conditions related to a project on-site as well as adjacent to the project. We use time in the field to better understand the character of the community, how the project will impact a neighborhood and what options are available for the best outcome.

15. Monitor and evaluate agreements and conditions of approval for implementation.

We are experts in Development Agreements, Mitigation Monitoring and Conditions of Approval. We know that the planning process does not end with the entitlement approval. The specific details of the implementation plan must be in place in order to have a successful and compliant project. We are confident reviewing documents, communicating conditions and coordinating these efforts to ensure accuracy and compliance. Often applications, plans or

questions relate to multiple city functions, rather than a single department. We promote proactive coordination with other departments. Our planners proactively collaborate and coordinate these efforts. Our planners are experienced working with Engineers, Building Officials, the City Manager's office and Inspectors to incorporate comments, corrections and conditions on projects submitted to ensure everyone understands what the next steps will be. We believe that it is important to keep communication open among all interested parties. We also see it as our role to proactive coordinate this effort for consistency and time efficiencies. We work with other department coordinators to gather their input and provide that quickly and accurately to the applicant.

G. Client References

The following is a representative list of five agencies we have provided similar services for over the last year. We have maintained a solid reputation for providing outstanding service with all the clients we have served. We are proud of the relationships we have built.

| Service Information | Reference Information |
|---|--|
| <p>Services: On-Call Services.</p> <p>Dates: October 2012 - ongoing</p> | <p>City of Artesia Mr. Don Powell Interim City Manager 562.865.6262 18747 Clarkdale Avenue Artesia, California 90701 DPowell@cityofartesia.us</p> |
| <p>Service: On-Call Services, Ordinance Amendment, Special Study, Grant Writing, Committee Management, Facilitation and Public Outreach Effort</p> <p>Dates: March 2011 - ongoing</p> | <p>City of Bellflower Mr. Brian Lee Community Development Director 562.804.1424 blee@bellflower.org</p> <p>Mr. Rafael Guzman Planning Manager 562.804.1424 rguzman@bellflower.org 16600 Civic Center Drive Bellflower, CA 90706 blee@bellflower.org</p> |

| Service Information | Reference Information |
|---|---|
| <p>Service: On-Call Services, Policy Document Preparation, Project Management, Zoning Code/General Plan Consistency Study, Facilitation Services – Strategic Planning, Recommendations</p> <p>Dates: March 2010 - ongoing</p> | <p>City of San Gabriel Mr. Steven Preston, FAICP City Manager 626.308.2806 Spreston@sgch.org</p> <p>Ms. Jennifer Davis Community Development Director 626.308.2806 jdavis@sgch.org 425 Mission Avenue San Gabriel, CA 91776</p> |
| <p>Service: On-Call Services</p> <p>Dates: July 2012 - ongoing</p> | <p>City of Placentia Mr. Ken Domer Assistant City Administrator 714.993.8242 401 E Chapman Avenue Placentia, CA 92870 Kdomer@placentia.org</p> |
| <p>Service: On-Call Staffing, Policy Document Preparation, Project Management, Zoning Code/General Plan Preparation, Facilitation Services – Facilitation, Recommendations</p> <p>Dates: March 2011 - ongoing</p> | <p>City of Villa Park Mr. Jarad Hildenbrand City Manager 714.998.1500 17855 Santiago Boulevard Villa Park, CA 92861 jhildenbrand@villapark.org</p> |

H. Appendices

JENNIFER A. LILLEY, AICP **Contract Manager/City Planner**

Ms. Lilley's experience was acquired in both the public and private sectors. Ms. Lilley provides discretionary case review and processing, project management, interdepartmental coordination, and urban design skills. Ms. Lilley has prepared both general and specific plans for agencies and is experienced with zoning code update amendments, and preparing user-friendly information related to the planning process. She especially enjoys working with people through public outreach and has the opportunity to plan and facilitate several efforts, including general plan visioning, sphere of influence planning, personnel conflict resolution, goal setting, project strategizing, and environmental scoping sessions.

Highlights of Ms. Lilley's experience prior to the Lilley Planning Group include:

Civic Solutions, Vice President and Director of Planning Services.

Director for all of the firm's planning services clients. This included project management, staff coordination, and expert planning services. Prepared oral and written communications for Planning Commission and City Councils. Provided CEQA review and documentation. Project manager and key facilitator for outreach efforts and land use issues, including environmental scoping and General Plan visioning processes. Facilitated for America Speaks process to plan the rebuilding of the World Trade Center in New York City. Was Liaison and project manager for the Golden Rain Foundation/PCM Leisure World. General Plan project manager for the City of Rancho Santa Margarita.

Smothers & Associates, Project Manager. Provided current and advanced planning services for municipalities. Prepared zoning code amendments, CEQA guideline updates, and specific and master plan preparation. Prepared and conducted general plan update amendments. Project manager for Irwindale Business Center Master Plan (110-acre business park development) and Irwindale Speedway (20-acre entertainment complex). Mediator who provided team-building workshops, staff/management communication, goal setting, strategy sessions, and strategy implementation. Facilitator for Neighborhood Improvement

Committee, Design Review Commission, and several community participation programs.

YFA, Contract Planner. Project manager for Zoning/General Plan consistency study and public outreach facilitation. Research Analysis for the El Toro Re-Use Committee. Research Analysis for Master Plan development in Beijing, China. Case Manager for discretionary cases throughout Orange County and the San Gabriel Valley.

City of Brea, Planner. Responsible for Current and Advanced Planning projects. Developed Downtown Sign Program, Inventory and redesign of Brea Plaza Shopping Center. Research analysis to prepare and evaluate a citywide land use and traffic management plan. Staff assistant for preparation and hosting "Brea by Design-a downtown charrette" and "Sphere of Influence-Visioning". Managed, prepared, and implemented Video Citizen Information program-municipal marketing.

Highlights

- land use & environmental planning
- public outreach & facilitation
- entitlement process management
- training & professional development

Education

Bachelor of Arts Urban & Regional Planning Institute of Certified Planners

Affiliations

Section Director Orange County Section American Planning Association

American Planning Association-Board Member

RAYNALD FERNANDEZ PASCUA
Principal Planner

EDUCATION:

- Bachelor of Science, Urban and Regional Planning, California State Polytechnic, Pomona - 1986
- Continued Education: various seminars and workshops on management, labor, public presentations, conflict resolution, and emergency/disaster readiness

EXPERIENCE:

DEVELOPMENT SERVICES PROJECT MANAGER | City of Placentia, CA | September 2010 – June 2012

Provide interaction and responses to public inquiries. Interact with the staff and stakeholders on specific projects. Responsible for the comprehensive update of the City's General Plan, as well as the Zoning Ordinance, Subdivision Ordinance, City planning-related policies, CEQA Guidelines and other advance planning projects and assignments.

DEVELOPMENT SERVICES DIRECTOR/MANAGER | City of Placentia, CA | May 1998 – July 2010

Responsible for interacting with the public, answering questions at the counter at in person regarding the development process, zoning code interpretation and application process. Directed and managed the day-to-day operations of the Department, which consisted of the following divisions: Advance and Current Planning, Building and Safety, Code Enforcement, Economic Development and Redevelopment. Duties included monitoring the budget, conducting performance evaluations, handling complex development projects, served as liaison to community groups, such as the Historical Committee. A sampling of projects directly managed through the entitlement processes, CEQA clearances and final inspections:

- 25,000 square foot Placentia-Linda Hospital Medical Office Building
- 20,448 square foot Yorba Linda Water District headquarters
- 54-unit condominium with live-work units, involving residual BNSF right-of-way properties and requiring GPA/ZC. 442-unit active adult condominium development; involved GPA/ZC, oil well removal and abandonment, soil remediation
- 153,327 square foot commercial-retail shopping center; involved GPA/ZC, oil well removal and abandonment, soil remediation
- 12-unit residential subdivision, involving an on-site relocation of an historically-designated residence
- Residential, commercial and industrial projects on former oil field sites;

directly involved in overseeing and monitoring the removal of above-ground oil wells, water injectors, subsurface pipelines and soil remediation

- Certification of the City's last 3 Housing Element updates; actively involved in all phases, including the RHNA process
- 300-acre specific plan, including a future Metrolink Station; oversaw 5-day Charrette, conducted bus and walking tour for community leaders and ULI/TAP
- Several zoning code and policy amendments, including the City's first Wireless Communication Facilities Ordinance and Parking Structure Ordinance
- Implementation of the City's first Geographical Information System (GIS)
- Numerous wireless communication facilities on public and private properties; directly involved in the design and negotiation of leases
- CDBG applications for housing rehabilitation, city park improvements; ball field lights, playground equipment
- Owner-Participation Agreements for various Agency projects, including the City's first freeway electronic monument sign for Don-A-Vee Jeep/Chrysler dealership
- 2-unit condominium Habitat For Humanity development
- Redevelopment Agency's First-Time Homebuyer Program

COMMUNITY DEVELOPMENT PLANNING AIDE | City of Cerritos, CA | October 1996 – May 1998

Provided responses to the public on the phone and in person related to the development process, interpretation of the zoning code and questions related to properties. Responsible for project management of development applications involving residential, commercial and industrial properties. Provided technical and graphic support to City staff, community groups, Planning Commission and City Council

AFFILIATIONS:

- League of California Cities (OC Representative – Community Services)
- Planning Directors Association of Orange County (PDAOC)
- American Planning Association (APA) – (Board Member and Mentor)
- Urban Land Institute (ULI)
- Cal Poly University, Pomona Alumni Association (Bronco Mentor)
- Tau Epsilon Phi National Fraternity (Board Member/Officer – Pledge Educator)
- Surfrider Foundation – Newport Beach Chapter

MARILYN SIMPSON, AICP
Senior Planner

Experience

Lilley Planning Group - June 2008 - Present

Ms. Simpson, AICP is a seasoned planner who has broad experience as a current planner, working on advanced long-range planning projects as well as implementing and overseeing redevelopment projects from a planning perspective. Ms. Simpson has experience conducting analytical research, preparing and presenting reports and presentations. She is known for her public service focus and sees it as her privilege to help public, applications and the community that she serves. Marilyn's experience has been gathered through many years of working for both public agencies and in the private sector. She has managed staff, is very organized and has the proven ability to handle multiple assignments and keep them on schedule.

Civic Solutions, Inc., Planning Services Manager - 2003 - 2008/2000 - 2002

Served as the Redevelopment Planner for the City of Lake Forest. Performed reviews, was project manager for discretionary cases, permit review, case management, code amendments, environmental processing, grant writing and facilitation and served the public counter for a variety of Civic Solutions' municipal clients including the cities of Brea and Rancho Santa Margarita.

City of Chino, Associate Planner - 2002 - 2003

Processed master plans and environmental assessments for new subdivisions. Processed Williamson Act agricultural contract cancellations. Provided public and developers with zoning land use information. Provided project management of environmental processing and mitigation monitoring.

City of Buena Park, Planning Technician - 1999 - 2000

Provided public and developers with zoning and land use information, processed applications, performed preliminary reviews for code compliance, prepared environmental assessments, wrote public hearing notices and staff reports. Carried out plan checks, field inspections and code compliance duties.

Education

Masters, Urban and Regional Planning California State Polytechnic
University - Pomona

Bachelor of Arts, Anthropology California State University - Fullerton
Certificate - Grant Writing

Professional Memberships

Orange County Section American Planning Association

TAMARA J. CAMPBELL

Senior Planner

Relevant Experience

Senior Planner, City of Irvine, CA.

- Program Manager for CDBG/HOME and State Housing Grants
- Administered the City's \$2 million dollar annual Community Development Block Grant and HOME Program, including the Notice of Funding Available process, application evaluation process, public participation, annual Action Plan and Consolidated Annual Performance and Evaluation Report.
- Identified funding sources for affordable housing projects.
- Program manager for State grants, including Work Force Housing Grant, BEGIN funds and CalHome grants.
- Compiled statistical data for inclusion in the City's Housing Element.
- Provided training workshops for 20 non-profit sub-recipients and monitored all records and reports for compliance with state and federal regulations.
- Negotiated with for-profit and non-profit developers to ensure compliance with City's requirements and maximum leveraging of City's resources.
- Coordinate legal documentation with the City Attorney and grant recipients.
- Supervised and managed 3 consultants and entry-level planners.
- Assisted in the development and implementation of goals, policies and priorities for affordable housing or other assigned programs.
- Developed educational and marketing programs and activities designed to solicit participation by renters, buyers and developers.
- Written and oral presentations to Commissions and City Council
- Coordinated document review by various City departments, county, state and federal agencies.
- Liaison for the City in administering programs to state and federal agencies
- Represented the City at regional and local housing meetings and programs.

Senior Planner, City of Newport Beach, CA.

- Project Manager for long-range and current planning programs,
- Housing Element Administrator – coordinating consultants and obtaining state certification.
- General Plan Project Manager - direct five consultants with \$1.2 million contract for complete rewrite of the General Plan.
- In-lieu housing fee study coordinator.
- Project Manager – Comprehensive Sign Code Update and Design Guidelines.
- Manager of award-winning General Plan "Visioning Process," an extensive public outreach effort including development of newsletters, surveys and community workshops.

Senior Planner, City of Costa Mesa, CA.

- Project Manager for long-range planning programs
- Housing Element Project Manager – responsible for comprehensive update, coordinating consultants and obtaining state certification.
- Project Manager for the award-winning Year 2000 General Plan and Environmental Impact Report.
- Administered and monitored the City's affordable housing program.
- Assisted with creation of the Westside Specific Plan, including public outreach to lower-income minority groups.
- Assisted with development and administration of the Historic Preservation Ordinance, including coordinating consultants to complete citywide survey, development of incentives and public education campaign.
- Developed schedule, public outreach, and implementation phasing plan for annexation of over 10 unincorporated areas.
- Evaluated environmental documents for compliance with CEQA.

Senior Planner, City of Monterey, CA.

- Project Manager for Cannery Row Historic Preservation Overlay Zone.
- CEQA compliance for all proposed current projects.
- Staff Liaison to Coastal Commission,
- Inter-jurisdictional coordination of regional projects.
- Project Manager for Scuba Dive Park on Cannery Row.
- Airport Land Use Commission staff liaison
- Monterey County Fairgrounds staff liaison

Senior Planner, City of Laguna Beach, CA.

- Administered special studies and projects relating to community development, including CDBG administration.
- Served as CDBG Coordinator. Obtained and administered over \$900,000 for city housing programs.
- Coordinated CDBG program funding to assist with the purchase of a lower-income mobile home park, establishment of a homeless shelter, and conversion of a school to affordable senior housing units.
- Staff liaison to City Council appointed Housing Committee.
- Authored and obtained certification of the City's Housing Element.
- Developed programs to promote construction of low-income housing.
- Authored an award-winning Joint Living and Working Quarters Ordinance.
- Developed the Laguna Canyon Specific Plan, Historic Preservation Ordinance, Hillside Preservation Ordinance, Parking Standards, the Central Bluffs Specific Plan and portions of the Downtown Specific Plan.
- Authored the City's Transportation, Circulation and Growth Management Element and portions of the Open Space Element.

KRISTINA M. ROJAS
Associate Planner

Kristi has more than 7 years experience in the public and private sector of planning. She is an energetic, self-starter that works well with a team, and can represent the organization with sincerity and professionalism. Her passion in city planning is driven by the desire to connect with the public on educating them about the planning policy and procedures that help make up their community. She thoroughly enjoys working with the wide variety of people from the single-family resident to the commercial developer to neighboring government agencies to make local government an enjoyable place. The experiences she has with working for various local governments coupled with her ability to work with various departments on a daily basis.

City of San Dimas, Associate Planner 2007-2012

Prepared and presented various staff reports for Development Plan Review Board, Planning Commission, Traffic Committee and City Council. Organized and presented Mills Act Agreements between the City and property owners. Coordinated community meetings with developers and the public on various projects. Presented and prepared graphic presentations to illustrate development projects to the public and governing bodies. Coordinated with other city and governmental agencies on planning matters and local development projects. Interpreted legal, technical and procedural aspects of planning work to the public. Assisted the public with zoning related questions at the counter and updated the department website.

Civic Solutions, Assistant Planner 2006-2007

Coordinated an Enforcement Program for a client city, which was approved by the Historic Preservation Commission. Prepared and presented various staff reports for Historic Preservation Commission, Planning commission, and City Council.

City of Pomona, Planning Intern 2005-2006

Assisted with public outreach process to update the General Plan and to re-survey the Wilton Heights Historic District. Compiled and presented various staff reports for the Historic Preservation Commission and Planning Commission.

Education

Masters of Science, Leadership and Management University of Laverne, CA

Bachelors of Science, Urban and Regional Planning Cal Poly University
Minor in Geographic Information Systems

Wayne G. Carvalho
Associate Planner

PROFESSIONAL EXPERIENCE

Carvalho & Associates

March 2006 to January 2013

- Land Use/Planning Consultant coordinating development projects for private clients including submittal and monitoring of entitlement applications through governmental agencies
- Represent clients at meetings and hearings
- Provide clients with land use feasibility studies consisting of conceptual site plan options and zoning conformance matrices
- Assist clients with Building Permit and Certificate of Occupancy process
- Provide contract planning services to cities

City of Huntington Beach, Planning Division

February 1998 to March 2006

Associate Planner

- Processed Planning entitlement applications including General Plan Amendments, Zone Changes, Environmental Impact Reports, Environmental Assessments (Mitigated Negative Declarations), Specific Plans, Master Plans, Tentative Parcel and Tract Maps, Final Maps, Conditional Use Permits, Variances, etc.
- Review and analyze development projects.
- Formulated recommendations with input from other departments
- Represented staff and presented reports to City Council, Planning Commission, Zoning Administrator and other boards and commissions
- Supervised Planning/Zoning Counter staff and plan check review
- Staff liaison to the City's Design Review Board

City of Huntington Beach, Planning Division

April 1991 to February 1998

Assistant Planner

- Processed Advance Planning applications to Planning Commission and City Council.
- Planning Department plan checker
- Staff liaison to the City's Environmental Assessment Committee
- Processed City-sponsored applications to LAFCO and California Coastal Commission

EDUCATION

California State University, Long Beach

Master of Public Administration, 1998

University of California, Irvine

Bachelor of Arts, 1989

LISA C. EDWARDS
Assistant Planner

Relevant Experience & Qualifications

Land Use Planning Consultant, City of Beaverton, OR 2008-2009
Processed City-initiated zone change applications for annexed county properties.

Senior Planner, Baysinger Partners Architecture, Portland, OR 2006-2008
Processed a variety of commercial use applications for projects within City of Portland, City of Beaverton, City of Eugene, City of McMinnville, and City of Kelso.

Associate Planner, Civic Solutions, Inc., San Juan Capistrano, CA 2002-2004
Provided contract planning services for the City of Oxnard, City of Rancho Cucamonga, City of West Hollywood, City of Commerce, City of Bellflower, City of Norwalk, City of Orange, City of Westminster, City of San Clemente, and City of Encinitas.

Assistant Planner, City of San Gabriel, CA 2000-2002
Interviewed, trained and managed intern staff. Prepared development code amendments, design guidelines, and policies. Assisted at public counter and processed land use applications.

Planning Aide, City of Rancho Cucamonga, CA 1998-1999
Provided assistance with current planning projects. Processed various historical preservation applications.

Planning Intern, City of San Dimas, CA 1997-1999
Provided assistance with both current and long-range planning projects. Assisted at public counter and processed land use applications.

Education

B.S., Urban & Regional Planning, California State Polytechnic University, Pomona

M.P.A. (in progress), Public Policy & Administration, California State University, Long Beach

I. RIGHTS TO MATERIALS

We affirm all responses, inquires, and correspondences relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by Lilley Planning Group that are submitted as part of the proposal and not withdrawn, upon receipt by City, become property of the City of Santa Fe Springs.

J. PROPOSAL PRICING FORM

Submitted under separate sealed envelope along with required fee proposal.

**CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into this 25th day of July, 2013 by and between the CITY OF SANTA FE SPRINGS (CITY), and Lilley Planning Group, (CONSULTANT) is entered into in consideration of the mutual covenants and promises contained herein. The Parties do mutually agree as follows:

1. CONSULTANT will provide services (SERVICES) as outlined in the proposal submitted on March 25, 2013 which is hereby incorporated by reference and CONSULTANT shall organize, supervise, prepare and complete said SERVICES as set forth therein.
2. Said services shall be referred to as "Planning Services on an "as-needed" basis.
3. CITY shall compensate CONSULTANT for the SERVICES as detailed in the schedule of hourly rates attached. The hourly rate includes full compensation for direct labor and overhead costs. Such compensation shall become payable on a periodic time schedule as approved and agreed to by CITY and the CONSULTANT.
4. CONSULTANT hereby acknowledges that obtaining a City business license may be required to perform the SERVICES specified in this Agreement.
5. The parties hereto acknowledge and agree that the relationship between CITY and CONSULTANT is one of principal and independent CONSULTANT and no other. CONSULTANT is solely responsible for all labor and expenses associated with the performance of the SERVICES. Nothing contained in the Agreement shall create or be construed as creating a partnership, joint venture, employment relationship, or any other relationship except as set forth between the parties. This includes, but is not limited to the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provision of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code, 401(k) and other benefit payments and third party liability claims. CONSULTANT specifically acknowledges that CITY is not required to, nor shall, provide Worker's Compensation Benefits Insurance for CONSULTANT. Notwithstanding the above, CONSULTANT hereby specifically waives any claims and/or demands for such benefits.
6. CONSULTANT shall defend, indemnify, hold free and harmless the CITY and its appointed and elected officials, officers, employees and agents from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees and shall defend, indemnify, save and hold harmless CITY and its appointed and elected officials, officers, employees and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not by way of limitation, all civil claims, worker's' compensation claims, and all other claims

resulting from or arising out of the acts, errors or omission of CONSULTANT, whether intentional or negligent, in the performance of this Agreement.

7. CONSULTANT will not be required to follow or establish a regular or daily work schedule. Any advice given to the CONSULTANT regarding the accomplishment of SERVICES shall be considered a suggestion only, not an instruction. The CITY retains the right to inspect, stop, or alter the work of the CONSULTANT to assure its conformity with this Agreement.

8. CONSULTANT shall comply with CITY'S Harassment Policy. CITY prohibits any and all harassment in any form.

9. CONSULTANT shall obtain the following forms of insurance and provide City with copies therewith:

- a. Commercial General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and,
- b. Automobile Insurance covering all bodily injury and property damage incurred during the performance of this Agreement, with a minimum coverage of \$500,000 combined single limit per accident. Such automobile insurance shall include all vehicles used, whether or not owned by CONSULTANT.
- c. CONSULTANT shall comply with Workers' Compensation insurance laws of California.

CONSULTANT shall maintain the required insurances throughout the term of the contract, and shall have insurance agent send Certificate of Insurance to CITY, with CITY named as additional insured. A 30 day notice of cancellation is required.

10. This Agreement may be terminated by either party for any reason at any time by providing written notice of such termination to the other party.



NEW BUSINESS

Approval of Contract with Lew Edwards Group for Election-Related Communication Consulting Services

RECOMMENDATION:

That City Council authorize the City Manager to execute a contract with the Lew Edwards Group to provide Election-Related Communication Consulting Services in the amount of \$18,000.

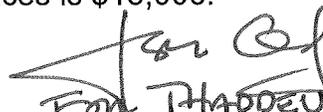
BACKGROUND

On July 11, 2013, the City Council adopted Resolution No. 9412 placing an adjustment to the City's Oil Barrel Tax Rate on the November 5, 2013 General Municipal Election ballot. In order to provide timely and comprehensive election information to voters, Staff is recommending that the City Council consider retaining the services of an elections communication consultant. Staff contacted and sought appropriate proposals from four (4) firms who provide these services to municipalities throughout the State of California. One firm was fully responsive (the Lew Edwards Group) and one was partially responsive. The remaining two firms did not provide a response.

The Lew Edwards Group (LEG)

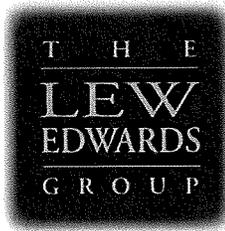
Established in 1997, the Lew Edwards Group has extensive experience in working with government agencies at various levels throughout the State of California. They have assisted nearly 150 public agencies on a variety of ballot measures. Additionally, by collaborating with the League of California Cities, Local Government Commission, California Municipal Treasurers Association, and the Institute for Local Governments, LEG understands the challenges and dynamics of local government ballot measures. In 2010, they assisted the City of Santa Fe Springs in a very similar role with the outreach and educational efforts related to Measure S (Utility User's Tax). A list of recent LEG municipal clients includes the cities of Artesia, Bellflower, Gardena, Huntington Beach, La Mirada, Norwalk, and South Pasadena.

LEG is well-prepared to assist the City in providing strategic direction, recommending messages, developing written materials, and maintaining broad support to the City. The fee for their services is \$18,000.


FOR THADDEUS McCORMACK
Thaddeus McCormack
City Manager

Attachment:

Proposal from Lew Edwards Group



To: *Mr. Jose A. Gomez, Director of Finance and Administrative Services
City of Santa Fe Springs*

From: Catherine Lew, Esq.
The Lew Edwards Group

Date: July 17, 2013

Re: Proposal to Provide Consulting Services for a November 2013 Revenue Ballot Measure

Via Email Transmission

Dear Mr. Gomez:

Thank you for your invitation to submit a Proposal to provide consulting services for a November 2013 Revenue Ballot Measure in the City of Santa Fe Springs. As the City is aware:

- **The Lew Edwards Group is the California leader in enacting revenue measures for local governments** and has a success rate that has consistently surpassed statewide averages for measure passage during the toughest economy in generations.
- **The Lew Edwards Group offers nationally recognized, award-winning communications approaches utilized successfully by the City of Santa Fe Springs** and scores of local governments throughout California. Our firm has represented nearly 150 public agencies effectively on their revenue and ballot measure planning needs. LEG experts are frequent lecturers and trainers for organizations that include the **League of California Cities, Local Government Commission, California Municipal Treasurers Association, and Institute for Local Governments** on how to effectively plan for successful revenue measures.

LEW EDWARDS GROUP QUALIFICATIONS

As the City of Santa Fe Spring's Lead Consultant on 2010's Measure S—enacted with 60.5% of the vote-- The Lew Edwards Group (LEG) has extensive experience and an archive of knowledge about the City based on our previously successful collaboration.

Since our 2010 collaboration, LEG has now enacted a total of more than \$30 Billion in California revenue measures, with a 95% success rate. All ballot measures represented by LEG in the June 2013 election cycle were successfully enacted. LEG's recent successes have included successful ballot measure projects for clients such as the County of Fresno and the cities of **Artesia, Bellflower, Benicia, Ceres, Concord, El**

Cerrito, Elk Grove, Emeryville, Fairfield, **Gardena**, Hercules, **Huntington Beach**, Indio, **La Mirada**, Lathrop, Moraga, Newark, **Norwalk**, Novato, Palm Springs, Pinole, Rancho Cucamonga, Ridgecrest, Riverside, Rohnert Park, San Leandro, Santa Maria, **South Pasadena**, Tracy, Vallejo, and Wildomar, among several others.

Additional Los Angeles County Clients

In addition to the cities listed above and the **City of Santa Fe Springs**, LEG has also represented the following Los Angeles County cities and public agencies:

City of Arcadia
City of Beverly Hills (multiple projects)
City of Hermosa Beach
City of Inglewood (multiple projects)
City of Lawndale (multiple projects)
City of Long Beach
City of Lynwood
City of Manhattan Beach
City of Pasadena
City of Redondo Beach (multiple projects)
City of Rolling Hills Estates
City of Santa Monica
City of South Gate
City of Torrance
City of Pasadena (multiple projects)
City of West Hollywood (multiple projects)

Arcadia Unified School District
Centinela Valley High School District (Local Classrooms Authority JPA)
El Camino Community College District (two measures)
Friends of the Long Beach Library
Long Beach Unified School District
Los Angeles Unified School District (4 successful agency voter education projects over 8 years)
Lynwood Unified School District
Mt. San Antonio Community College District
Norwalk-La Mirada School District (two measures)
Paramount Unified School District
Santa Monica-Malibu Unified School District
Temple City Unified School District

LEG is currently assisting the cities of Adelanto, Cloverdale, **Downey**, Gilroy, Indio, Larkspur, Los Banos, Modesto and South San Francisco among other clients in their 2013 and 2014 ballot measure planning needs. A comprehensive list of LEG's municipal government and other public agency clients can be found on our firm website: www.lewedwardsgroup.com

LEG's extensive experience in the community of Santa Fe Springs and with your City staff makes our firm uniquely qualified to step in quickly and seamlessly during a truncated planning period to serve the City's immediate needs without wasting precious time "getting up to speed." LEG experts are prepared to immediately initiate services on behalf of the City, and look forward to doing so if our firm is selected to partner with the City again.

CURRENT ENVIRONMENT

Despite the successful enactment of Measure S, in today's slowly recovering economy LEG has advised its clients that even revenue measures that are not taxes on property owners or residents – such as oil barrel taxes, transient occupancy or other types of business license taxes -- cannot be taken for granted, even for those cities that have enjoyed past community consensus. Specifically, all of these types of measures have received mixed outcomes in Artesia, Los Angeles, Beverly Hills, Long Beach and La Habra Heights. Unfortunately these types of measures are frequently characterized by misinformation, requiring decisive and strategic deployment on the part of the City to provide its constituents with accurate, factual and easy-to-understand information.

The City of Santa Fe Springs prides itself on a business-friendly environment. Any revenue measure that may be perceived as affecting these stakeholders will need to be effectively explained to your constituents. Consistent with our recent conversation, this proposal assumes that these conversations and overtures have already been made to the satisfaction of all affected parties.

SCOPE OF WORK AND COSTS

As the City is aware and consistent with LEG's best practices in our Measure S collaboration, no taxpayer dollars can be spent on partisan/political activities. All City-conducted communications activities must be informational-only to be legally permissible, and cannot constitute any prohibited political advocacy by the City of Santa Fe Springs or its staff. However, in general it is recognized that a City has a legal right to disseminate information without limitation so long as these materials are factual and consistent with the City's routine communications practices. As in our Measure S collaboration, this includes providing factual information throughout your project duration with the active participation and independent review of your City Attorney, which we welcome.

Scope of Services

To ensure that the City of Santa Fe Springs is effectively positioned for its November 2013 Revenue Ballot Measure, LEG will provide strategic direction and effective products for the City's public information activities related to the measure.

LEG prides itself on providing individualized, quality service to each of our clients as we did so for the City of Santa Fe Springs in 2010. LEG's refined Scope of Services for the City's 2013 project will include:

- Recommending facts, messages, themes and strategic considerations to be utilized or considered related to the City's Revenue Ballot Measure planning and informational outreach
- Developing factual materials that provide information about the City's fiscal needs and how the Measure assists in addressing those needs
- Information about the funding mechanism contemplated, and specific information about the fact that it is not a property tax on residents and will not affect valued business entities or stakeholders within the Santa Fe Springs community
- Writing text copy for the City website, FAQs, Civic Leader and/or E-news and social media updates, and Speakers' Bureau Outreach presentations

LEG will assist the City in focusing pertinent informational messages for use in all existing communications vehicles, with an emphasis on the fiscal needs the measure will address. LEG experts will develop and refine facts/information based on our institutional knowledge of your public's views, and recent projects since 2010 in Los Angeles County for other cities.

LEG will also recommend additional methods to effectively saturate your informational message, and advise staff on how to effectively respond to questions from your public. "Message discipline" and a clear, concise focus are critical to our communications effort. Information provided is factual, not advocacy, and approved by the City Attorney.

Proposed Consulting Fee

The fee for retaining LEG's services in 2010 for Measure S-related activities was \$25,000 exclusive of out-of-pocket or project expenses, our firm's standard fee.

As a potentially returning client, LEG is delighted to propose a cost-efficient proposal of \$18,000 for our 2013 services to the City of Santa Fe Springs, a 28% cost savings to the City.

Please note that consistent with our past practices, without exception The Lew Edwards Group does not charge on an hourly or time/materials basis.

LEG's proposed discounted rate is the City's cost to retain our professional expertise and does not include travel expenditures or other project costs such as postage, duplication or other expenditures desired by the City.

CONCLUSION

In closing, we would like to thank the City of Santa Fe Springs for reaching out to The Lew Edwards Group to serve your 2013 needs. It has been a privilege to serve the City successfully in the past, and we thank you for your consideration.



NEW BUSINESS

Authorization to Issue a Request for Proposals (RFP) to Provide Private Security for City Facility Rentals

RECOMMENDATION

That the City Council authorize the Director of Police Services to issue a Request for Proposals(RFP) to Provide Private Security for City Facility Rentals.

BACKGROUND

Department of Police Services Public Safety Officers (PSOs), among other duties, provide on-site security at City facilities that have been rented out to the public for events such as weddings, birthdays, and other social and business activities. These duties have been carried out by the PSOs since the inception of the Public Safety Officer program; providing patrons, City Staff, and Police personnel with essential public safety needs.

Although these duties continue to be performed by the PSOs, their ability to fully devote their time to the rental events while still attending to other duties and assignments has been challenging, given the redevelopment related reductions to staff. As a result, Staff has explored different methods of providing this service without sacrificing safety and incurring additional costs.

After a careful review of the options available to the Department, including alternative staffing schedules, it is Staff's recommendation that the City seek proposals from private security firms to provide this function. Contracting out to a private security firm will maximize the broader use of PSOs to enhance public safety and be cost neutral, in that a portion of the rental fees is already set aside for security purposes. It will also allow for heightened security at the rental events because the permit holders will be guaranteed a security presence for the entire duration of the event. Upon approval from the Council, the RFP will be issued and advertised accordingly. Proposals received in response to the RFP will be evaluated by Staff and a recommendation for award of a professional services contract will be brought back to the Council.

A handwritten signature in black ink that reads "Thaddeus McCormack".

Thaddeus McCormack
City Manager

Attachment:

Request for Proposals to Provide Private Security for City Facility Rentals

CITY OF SANTA FE SPRINGS

REQUEST FOR PROPOSALS

PRIVATE SECURITY FOR CITY FACILITY RENTALS



DEPARTMENT OF POLICE SERVICES

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REQUEST FOR PROPOSALS (RFP)

PRIVATE SECURITY FOR CITY FACILITY RENTALS

The Santa Fe Springs Department of Police Services is requesting proposals from professional firms to provide on-site security at City facilities rented to the public.

1. **SERVICE DESCRIPTION**

The City of Santa Fe Springs Department of Police Services is requesting proposals from professional firms ("Provider") to provide on-site unarmed security guards at City facilities rented to the public. Submittals should reflect expertise in performing security services in the public and private sector, and state recent related experience. The provider selected will be expected to work with designated City representatives to tailor security personnel responsibilities to the City's needs.

Santa Fe Springs is located in southeast Los Angeles County, generally situated southwest of Whittier, east of Downey, west of La Mirada, and north of Norwalk. The City is approximately nine (9) square miles with a residential population of about 17,000 and a daytime population of approximately 90,000.

2. **TIMELINE TO SOLICIT RFP**

In support of the selection process, the following timeline has been established:

| RFP EVENT | DATE/TIME |
|--------------------------------|-------------------------------------|
| Request for Proposals Released | Friday, July 26, 2013 |
| Deadline to Receive Proposals | Monday, August 26, 2013 at 1:00p.m. |

The City of Santa Fe Springs reserves the right to modify any element of the timeline should that become necessary.

3. **SUBMISSION OF RFP**

To be considered, Request For Proposals must be received by the Department of Police Services, City of Santa Fe Springs, by 1:00 p.m. on Monday, August 26, 2013. Providers must submit three (3) copies of their proposals labeled "Private Security for City Facility Rentals" to:

Dino Torres, Director of Police Services
City of Santa Fe Springs
11576 Telegraph Road
Santa Fe Springs, CA 90670-3658

Request For Proposals and amendments to Request For Proposals received after the date and time specified above will not be accepted and will be returned

to the Provider unopened. The Request For Proposal can be downloaded from the SFS website.

4. **DISSEMINATION OF RFP INFORMATION**

Information will be posted and available for downloading on the SFS website which can be found at (<http://www.santafesprings.org/services/bids.asp>).

From time to time, SFS may issue responses to requests for clarifications, questions, comments, addenda to this RFP, or other material related to this solicitation. It is the responsibility of Providers to check the SFS website regularly during the solicitation period for updated information. **By submitting a proposal, Providers are deemed to have constructive knowledge and notice of all information on the website.**

In the event information cannot be downloaded from the SFS website, Providers should contact Angie Rodriguez, Administrative Clerk II, by fax at (562) 409-1854 or by email at arodriguez2@santafesprings.org to request copies of the information they are unable to obtain through the SFS website.

5. **ADDENDA TO THE RFP**

Any change(s) to the requirements of this RFP initiated by SFS will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement. SFS will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Providers will be required to document that they are aware of all addenda issued by SFS in their proposal.

6. **QUESTIONS AND REQUESTS FOR CLARIFICATIONS**

a. **Contact Person for the Project**

All questions or contacts regarding this RFP must be directed to Dino Torres, Director of Police Services, who can be reached by email at dinotorres@santafesprings.org. Questions regarding this RFP must be received by 1:00 p.m. on August 26, 2013.

b. **Clarifications of the RFP**

Providers submitting an RFP are encouraged to promptly notify SFS of any apparent errors or inconsistencies in the RFP, inclusive of all attachments, exhibits and appendices. Should a Provider require clarifications to this RFP, the Provider shall notify SFS in writing in accordance with Subsection "a" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum clarifying the matter will be issued and posted on the SFS website at (<http://www.santafesprings.org/services/bids.asp>).

7. **COST OF PROPOSAL PREPARATION**

Any party responding to this RFP shall do so at their own risk and cost. SFS shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Provider who elects to submit a proposal in response to this RFP

or by any Provider that is selected. Pre-contractual expenses are defined as expenses incurred by Providers and the selected Provider, if any, in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to SFS;
- Negotiations with SFS on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Provider prior to the date of award, if any, of an agreement, and formal notice to proceed.

SFS will afford only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Provider.

8. CONFLICT OF INTEREST

Providers are advised that SFS intends to award a contract for "Private Security for City Facility Rentals" through a process of full and open competition. By responding to this RFP, each Provider represents to the best of its knowledge that:

- Neither Provider, nor any of its affiliates, proposed subconsultants, and associated staff, have communicated with any member of the Santa Fe Springs Department of Police Services Authority since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Provider, nor any of its affiliates, proposed subconsultants and associated staff, has obtained or used any information regarding this RFP and the proposed "Private Security for City Facility Rentals" that has not been generally available to all Providers, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with SFS.
- Neither Provider, nor any of its affiliates, proposed subconsultants, or associated staff, have any financial interest in any property that will be affected by the services provided.
- Neither Provider, nor any of its affiliates, proposed subconsultants, or associated staff, have a personal relationship with any member of the governing body, officer or employee of the Santa Fe Springs Department of Police Services who exercises any functions or responsibilities in connection with the services provided.

9. **SCOPE OF SERVICES**

The City of Santa Fe Springs avails many of its facilities for rent to the public for different types of occasions such as, weddings, birthdays, business functions, and other celebratory events on a consistent basis. These facilities vary in design and capacity and are located at different sites throughout the community in close proximity to each other. On occasion, multiple facility rentals occur on the same date and time. When alcohol consumption is part of the permit, the presence of an unarmed security guard is mandatory.

It is necessary for the provider and all personnel assigned to the contract, including the unarmed security guards, to have all the proper insurance coverage as dictated by the State of California for this type of service. It is also essential that the chosen security provider have the resources and ability to provide multiple on-site professional and qualified unarmed security guards to enforce the guidelines set forth by the City.

The ability for on-site unarmed security guards to actively and cooperatively work with City and public safety personnel is imperative. The City of Santa Fe Springs prides itself on providing the public with professional and courteous service and expects the same from all of its contractors.

10. **DELIVERABLES**

- Three (3) copies of the proposal.

11. **COST OF SERVICES**

The Provider's submittal shall comply with the following requirements:

- a. Proposals shall include, but not be limited to, the name of the designated contract manager, and the name of the company representative empowered to sign contracts on behalf of the firm. Basic hourly rates for specific personnel to be used for this service. Personnel hourly rates will reflect all costs for office overhead, if any, including direct and indirect costs. In addition, the proposal shall reflect all anticipated fee increases during the contract duration.

12. **BASIS FOR AWARD OF CONTRACT**

SFS intends to select the Provider on the basis of fair and competitive negotiations, demonstrated competence and professional qualifications in accordance with applicable State and Federal regulations. To that end, the contract is to be awarded to the Provider whose proposal best meets the requirements of the RFP as determined by SFS.

13. **NEGOTIATIONS AND AWARD OF CONTRACT**

Negotiations regarding a fair and reasonable price will begin after selection of the preferred Provider has been approved by the Director of Police Services. Should

SFS be unable to obtain a fair and reasonable price through negotiations with the highest qualified Provider, SFS shall enter into negotiations with the next highest qualified Provider and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, SFS shall enter into negotiations with the next highest qualified Provider in sequence until an agreement is reached.

14. CONTRACT TERM

The initial term of the agreement shall be for one (1) year. The contract may be renewed contingent upon satisfactory performance of the Provider and mutual agreement of both the City of Santa Fe Springs and Provider on an annual basis following the one year award period with City Council approval. The contract may be terminated at any time upon 30 day notice.

15. REQUIRED FORMAT FOR THE RFP

SFS is requiring all proposals submitted in response to this RFP to follow a specific format. The proposal, including the appendices, shall not exceed ten (10) pages in length, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font size shall not be smaller than 12 point for text or eight (8) point for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray team qualifications, etc. is discouraged.

Providers are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written proposal should be organized as described below. Each section of the written proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content.

a. **Letter of Offer.** The Letter of Offer shall be addressed to Dino Torres, Director of Police Services, City of Santa Fe Springs, and at a minimum, must contain the following:

- Identification of Provider, including name, address, and telephone number;
- Name, title, address, e-mail, and telephone number of contact person;
- A statement to the effect that the Proposal shall remain valid for a period of not less than 180 calendar days from the date of submittal; and
- Signature of a person authorized to bind the Provider to the terms of the Proposal.

b. **Cover Letter/Executive Summary.** The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total page

count for the proposal. One copy of the Proposal (Cover Letter) shall be signed by a duly authorized official of the prime service provider's firm. The cover letter shall, at a minimum, contain the following:

- Identification of the person within the Provider's firm that has the authority to negotiate with SFS and to execute on behalf of the Provider any agreement that may result from such negotiations. Identification shall include legal name of the company, corporate address, telephone and fax number. Include name, title, address, telephone number and email address of the individual who will be responsible for any negotiations with SFS and any contact person for Provider during the period of proposal evaluation.
- Acknowledgement that Provider is obligated by all addenda to this RFP.
- A statement that the proposal submitted shall remain valid for one hundred eighty (180) days from the submittal deadline.
- Signature of a person authorized to bind Provider to the terms of the Proposal.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

c. **Qualifications of the Firm.** This section of the Proposal shall explain the ability of the Provider to satisfactorily perform the required service. More specifically, in this section, the Proposer shall:

- Provide a profile of the Provider including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Provider's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers that may impede Provider's ability to provide the services requested.)
- Provide information on the strength and stability of the Provider; current staffing capability and availability; current work load; and proven record of meeting a client's needs on similar types of contract services.

d. **Assigned Representatives.** The City will assign a responsible representative to administer the contract, and to assist the Provider in obtaining information. The Provider also shall assign a responsible

representative (service Provider's manager) and an alternate, who shall be identified in the proposal. The Provider's representative will remain in responsible charge of the Provider's duties through the contract duration. If the Provider's primary representative should be unable to continue with the Provider's services, then the alternate representative identified in the proposal shall become the service Provider's manager. The City's representative shall first approve any substitution of representatives identified in the proposal in writing. The City reserves the right to review and approve/disapprove all key staff substitutions or removals, and may consider such changes not approved to be a breach of contract.

- e. **Work Approach.** This section of the proposal shall include a narrative that addresses the Scope of Services and demonstrates that Provider understands the scope of the services required. More specifically, the Proposal should include the following:
- Provider's general approach for completing the type of work specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Provider's ability to accomplish the services required.
 - The methods Provider will use to ensure quality control throughout the contract period.
 - A description of any special issues or problems that are likely to be encountered for a service of this type and the approach Provider would use to address them.
- f. **Client References.** List your (5) most recent similar clients (including name, address, contact person, phone number, start and end dates of service, client contract manager name, phone number, and e-mail address). The City is most interested in government and California clients and may randomly select agencies to contact from your list as part of the evaluation process.
- g. **Appendices.** This part shall include brief resumes of proposed contract management staff. Provider information and general marketing materials will not be considered in the ranking of the Proposals.
- h. **Rights to Materials.** All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Provider that are submitted as part of the proposal and not withdrawn shall, upon receipt by City, become property of the City.
- i. **Fees.** A fee schedule as described in section 11 – COST OF SERVICES.

16. PROPOSAL EVALUATION PROCESS AND CRITERIA

All proposals will be evaluated based on the qualifications presented in the proposal, reference checks, and other information, which may be gathered independently. Requests for clarifications and/or additional information from any proposer may be requested at any point in the evaluation process. Pricing will be an important criterion; however, the City reserves the right to select a firm that presents the best qualifications, but not necessarily at the lowest price. Criteria for the evaluation of the proposals may include but is not limited to the following:

- a. Completeness of proposal;
- b. Provider and key assigned contract team member's experience in performing similar work;
- c. Quality of work previously performed by the Provider as verified by reference checks;
- d. Relevant experience;
- e. Verification that Provider can meet the scope of contract requirements; and
- f. Pricing.

The final selection will be the provider which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the proposals received. The City also reserves the right to reject any and all proposals, and accept or reject all or any proposal, as well as re-issue or modify the RFP.

The Provider should have available the contract manager and key personnel to discuss the following:

- a. The major elements of the proposal and be prepared to answer questions clarifying their proposal.
- b. A description of previously related experience for key contract team member(s).
- c. The proposed personnel resources.

17. EXCEPTIONS OR ADDITIONS

The proposal shall include a detailed description of all of the exceptions to the provisions and conditions of this RFP upon which the proposer's submittal is contingent and which shall take precedence over this RFP.

18. INSURANCE REQUIREMENTS

Prior to the start of contract negotiations, the highest qualified Provider will be required to submit to SFS the required insurance certificates for the Provider and its team. Insurance certificates will also be required, in advance, for any Provider subsequently identified for negotiations with SFS. The Provider selected will be required to maintain the following levels of insurance coverage for the duration of the contract:

- Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits not less than \$1,000,000 per accident.
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence.
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

19. RIGHTS OF THE CITY

SFS reserves the right, in its sole discretion and without prior notice, to terminate this RFP; to issue subsequent RFPs; to procure any project-related service by other means; to modify the Scope of Service; to modify SFS obligations or selection criteria; or take other actions needed to meet SFS' goals. In addition, SFS reserves the following rights:

- The right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to postpone proposal openings for its own convenience.
- The right to omit or add to the pre-defined Service.
- The right to request or obtain additional information about any and all proposals.
- The right to conduct a background check of any Provider. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential candidate.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a proposal.

- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of SFS decisions and the schedule for presentations.
- The right to disqualify any potential candidate on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to SFS.
- The right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed qualified.
- Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate providers. City reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations for the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level or additional services.

This RFP is not a contract or commitment of any kind by SFS, it does not commit SFS to enter into negotiations with any Provider and SFS makes no representations that any contract will be awarded to any Provider that responds to this RFP. Proposals received by SFS are public information and will be made available to any person upon request after SFS has completed the proposal evaluation. Submitted proposals are not to be copyrighted.

Should a contract be subsequently entered into between SFS and Provider, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful Provider shall secure a SFS business license through the City's Finance and Administrative Services Department at the time the contract is awarded.

Waiver of Proposals

Proposals may be withdrawn by submitting written notice to the SFS Contact Person at any time prior to the submittal deadline. Upon submission, the Proposal and all collateral material shall become the property of SFS.

20. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES

The Provider acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by law. If the Provider believes any information submitted

should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected. Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded and a contract is awarded.

21. DISCLAIMERS

This RFP is not a contract or a commitment of any kind by the City and does not commit the City to enter into negotiations, or to accept any part of any proposal. The contents of this RFP and any and all attachments are not warranted or guaranteed by the City, and respondents are urged to make independent investigations and evaluations as they deem advisable and to reach independent conclusions concerning statements made in this RFP.



NEW BUSINESS

On-Call Surveying Services – Authorization to Issue a Request for Proposals

RECOMMENDATION

That the City Council authorize the Director of Public Works to issue a Request for Proposals to retain a firm to provide On-Call Surveying Services on an as needed basis.

BACKGROUND

Staff is proposing to solicit proposals from qualified firms to provide On-Call Surveying Services on an as needed basis. The term of the On-Call Surveying Services Agreement shall be thirty six (36) months.

The following are the anticipated types of surveys to be performed by the Consultant.

- Parcel Map and Development Plan Check Review - Review and approval of parcel maps, legal descriptions, lot line adjustments and other development-related survey work, as required by the Subdivision Map Act under California Government Code section 66442.
- Topographic Survey - A survey locating topographic features, natural and man made, such as buildings, improvements, fences, elevations, trees, streams, contours of the land, etc. The products of topographic surveys and topographic maps are the basis for planning studies and engineering designs.
- Pavement Elevation Survey. This is required for projects consisting of rehabilitation and other improvements of existing facilities, in order to develop accurate plans, specifications, and estimates.
- Boundary Survey. A survey for the express purpose of locating the corners and boundary lines of a given parcel of land. This involves record and field research, measurements, and computations to establish boundary lines in conformance with the Professional Land Surveyors Act. Easement lines may also be located and/or established with this type of survey.
- Site Planning Survey. A combination of boundary and topographic surveys for preparation of a site plan to be used for designing improvements or developments.
- Utility Survey. This survey is undertaken to locate existing utilities for (a) consideration in engineering design, (b) purposes of utility relocation, and (c) right-of-way acquisition and negotiation. Survey limits and types of utilities to be located should be shown on the Survey Report. It is important to locate all significant utility facilities.

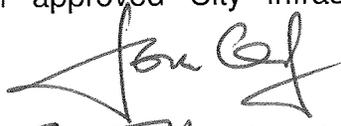
- Construction Survey. Construction staking of improvements shown on improvement plans for control of construction on developments for roads, buildings, pipelines, etc. Construction surveys establish basic line and grade for project construction. From these “control” stakes the contractor sets supplemental “working stakes.” The control stakes are used also by the Project Engineer in checking the work for contract compliance. This shall also include markings of improvements, facilities, etc. to be removed during construction.
- Spot Location or Monitoring Surveys. Monitoring surveys are undertaken for monitoring wells, bore-hole sites, and other needs.

FISCAL IMPACT

The funding needed to cover the cost of On-Call Surveying Services is included in the approved Public Works budget for FY 2013/14.

INFRASTRUCTURE IMPACT

The procurement of On-Call Survey Services will significantly contribute to the quality and timely completion of approved City infrastructure and capital improvement projects.



FOR THADDEUS MCCORMACK
Thaddeus McCormack
City Manager

Attachment:

1. Request for Proposals- On-Call Surveying Services

CITY OF SANTA FE SPRINGS

REQUEST FOR PROPOSALS

ON-CALL SURVEYING SERVICES



DEPARTMENT OF PUBLIC WORKS

INQUIRIES REGARDING THIS PROJECT
MAY BE DIRECTED TO:

Robert A. Garcia, Project Manager
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Phone (562) 868-0511, Extension 7545

REQUEST FOR PROPOSALS
ON-CALL SURVEYING SERVICES

The City of Santa Fe Springs (“City”) is requesting proposals from qualified professional consultants to provide on-call land surveying services on an as-needed basis for a period of up to three (3) years. The Consultant’s services will generally include topographic, design, and construction surveys of Capital Improvement projects (roadway, water lines, sewer, storm drain, etc.) The work to be done by the Consultant shall be as specified in a Work Order, to be issued by the City to the Consultant prior to starting any work.

The City of Santa Fe Springs invites proposals for the above-stated services and will receive such proposals in the Director of Public Works Office, City of Santa Fe Springs, 11710 Telegraph Road, Santa Fe Springs, California 90670, **until 3:00 p.m. on Tuesday, August 27, 2013.**

Interested proposers must submit six (6) copies of their proposal labeled “Proposal for On-Call Surveying Services” to:

Noe Negrete
Director of Public Works
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Proposals received after the time and date specified above will not be accepted and will be returned to the proposer unopened. No pre-submittal meeting has been scheduled for this project.

The City reserves the right to reject any or all proposals, to waive any irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received and to take all proposals under advisement for a period of 45 days. The award, if made, will be made to the Consultant whose proposal best meets the technical requirements of the RFP as determined by the City. The proposal submitted by the selected Consultant shall be incorporated as part of the final contract accordingly.

All questions regarding this project must be directed to Robert A. Garcia, Project Manager at (562) 868-0511, ext. 3611

INSTRUCTIONS TO PROPOSERS

1. TIMELINE TO SOLICIT PROPOSALS

In support of the selection process, the following timeline has been established:

| DESCRIPTION | DATE/TIME |
|--------------------------------|---------------------------------------|
| Request for Proposals Released | Monday, July 29, 2013 |
| Deadline to Submit Questions | Monday August 19, 2013 at 4:00 p.m. |
| Deadline to Receive Proposals | Tuesday, August 27, 2013 at 3:00 p.m. |

The City reserves the right to modify any element of the timeline should that become necessary.

2. PRE-SUBMITTAL MEETING

No Pre-Submittal Meeting has been scheduled for this project.

3. SUBMISSION OF PROPOSALS

To be considered, the Proposals must be received by the Department of Public Works, City of Santa Fe Springs, by 3:00 p.m. on Tuesday, August 27, 2013. Consultants must submit six (6) copies of their Proposal labeled "Proposal for On-Call Surveying Services" to:

Noe Negrete, Director of Public Works
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670-3658

Proposals, and amendments to proposals, received after the date and time specified above will not be accepted and will be returned to the Consultant unopened.

4. DISSEMINATION OF RFP INFORMATION

From time to time, the City may issue responses to requests for clarifications, questions, comments, and addenda to this Request for Proposals ("RFP"), or other material related to this solicitation. **By submitting a proposal, Consultants are deemed to have constructive knowledge and notice of all information pertaining to this RFP.**

5. ADDENDA TO THE RFP

Any change(s) to the requirements of this RFP initiated by the City will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement.

The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Consultants will be required to document that they are aware of all addenda issued by the City in their proposal.

6. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

A. Contact Person for the Project

All questions or contacts regarding this RFP must be directed to Mr. Robert A. Garcia who can be reached at (562) 868-0511, ext. 7545 or by email at robertgarcia@santafesprings.org

B. Clarifications of the RFP

Consultants are encouraged to promptly notify SFS of any apparent errors or inconsistencies in the RFP, inclusive of all attachments, exhibits and appendices. Should a Consultant require clarifications to this RFP, the Consultant shall notify the City in writing in accordance with Subsection "a" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum clarifying the matter will be issued.

C. Submitting Requests

All questions must be submitted to the City by 4:00 p.m. on Monday, August 19, 2013. The City is not responsible for failure to respond to a request or question that has not been labeled correctly. Questions can be submitted via U.S. Mail, Personal Courier, Fax or Email as long as they are received no later than the date and time specified above. The City is not liable for any late arrivals due to courier method or electronic delivery.

Requests for clarifications, questions and comments received after 4:00 p.m. on Monday, August 19, 2013 will not be responded to.

D. City Responses

The City, in its sole discretion, will respond to requests for clarifications, questions and comments. Responses will be emailed to proposers on or before 5:00 p.m. on Wednesday, August 21, 2013.

7. COST OF PROPOSAL PREPARATION

Any party responding to this RFP shall do so at their own risk and cost. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Consultant who elects to submit a proposal in response to this RFP or by any Consultant

that is selected. Pre-contractual expenses are defined as expenses incurred by Consultants and the selected Consultant, if any, in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to the City;
- Negotiations with the City on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Consultant prior to the date of award, if any, of an agreement, and formal notice to proceed.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Consultant.

8. CONFLICT OF INTEREST

By responding to this RFP, each Consultant represents to the best of its knowledge that:

- Neither Consultant, nor any of its affiliates, proposed subconsultants, and associated staff, have communicated with any member of the City since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Consultant, nor any of its affiliates, proposed subconsultants and associated staff, has obtained or used any information regarding this RFP and the proposed services that has not been generally available to all Consultants, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with the City.
- Neither Consultant, nor any of its affiliates, proposed subconsultants, or associated staff, have any financial interest in any property that will be affected by any of the referenced projects.
- Neither Consultant, nor any of its affiliates, proposed subconsultants, or associated staff, have a personal relationship with any member of the governing body, officer or employee of the City who exercises any functions or responsibilities in connection with the referenced projects.

9. KEY PERSONNEL

It is imperative that key personnel proposed to provide services have the background, experience and qualifications to properly undertake all necessary services for the successful completion of the referenced projects. The Consultant must identify all proposed key personnel in its Proposal. The Team must be well qualified and have sufficient experience in the areas described in the Scope of Services.

The City reserves the right to approve all key personnel individually for any and all projects authorized by the City as a result of this solicitation. After an agreement has been executed, the selected consultant may not replace any key staff without written approval from the City. The City must approve replacement staff before a substitute person is assigned to a project. The City reserves the right to require the Consultant to replace a staff person assigned to the contract should the City consider replacement to be for the good of the project. Replacement staff will be subject to the City's approval prior to assignment by Consultant.

10. BASIS FOR AWARD OF CONTRACT

SFS intends to select the Consultant on the basis of demonstrated competence and professional qualifications in accordance with applicable State and Federal regulations. To that end, the contract is to be awarded to the Consultant whose proposal best meets the technical requirements of the RFP as determined by the City. Should an award be made, the proposal submitted by Consultant shall be incorporated as part of the final contract accordingly.

11. TERM OF AGREEMENT

The term of the Professional Services Agreement with the selected Consultant is thirty six (36) months, effective the date of executing the Agreement.

The City will compensate the Consultant for actual hours worked by assigned personnel on a monthly basis. Compensation will be based on the fee schedule in the proposal. The consultant will provide an invoice clearly documenting the services performed each day and the number of hours worked.

12. REQUIRED FORMAT FOR PROPOSALS

The City is requiring all proposals submitted in response to this RFP to follow a specific format. The Proposal, including the Appendices, shall not exceed thirty (30) pages in length, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font size shall not be smaller than 12 point for text or eight (8) point for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray team qualifications, etc. is discouraged.

Consultants are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written proposal should be organized as described below. Each section of the written proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content:

A. Letter of Offer

The Letter of Offer shall be addressed to Noe Negrete, Director of Public Works, City of Santa Fe Springs, and at a minimum, must contain the following:

- Identification of Consultant, including name, address and telephone number.
- Name, title, address, and telephone number of contact person.
- A statement to the effect that the Proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
- Identification of all proposed sub-consultants or subcontractors, including legal name of the company, address and contact person.
- Acknowledgement that Consultant is obligated by all addenda to this RFP.
- A statement that the Proposal submitted shall remain valid for forty five (45) calendar days from the submittal deadline.
- Signature of a person authorized to bind Consultant to the terms of the Proposal.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

B. Qualifications of the Firm

This section of the Proposal shall explain the ability of the Consultant to satisfactorily perform the required work. More specifically, in this section, the Consultant shall:

- Provide a profile of the Consultant including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Consultant's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers that may impede Consultant's ability to provide On-Call Surveying Services.)
- Provide a list of previous projects in which the Consultant and subconsultants have worked together. The list should clearly identify the

previous projects and include a summary of the roles and responsibilities of each party.

- Provide information on the strength and stability of the Consultant; current staffing capability and availability; current work load; and proven record of meeting schedules on similar types of projects.

C. Proposed Staffing and Project Organization

This section of the Proposal should establish the method that will be used by the Consultant to organize and provide the On-Call Surveying Services. In addition, this section should also identify key personnel to be assigned and their qualifications and experience.

The Proposal should include the following information:

- The education, experience and applicable professional credentials of project staff. Include applicable professional credentials of “key” staff.
- Brief resumes, not more than two (2) pages each, for the individuals proposed as key personnel. Key personnel must have extensive knowledge and experience with topographic, design, and construction surveys .
- The identity of key personnel proposed to perform the work in the specified tasks, including major areas of the work. Include the person’s name, current location, and proposed position for this project, current assignment, and level of commitment to that assignment, availability for this assignment and how long each person has been with the firm. Include two (2) references for each key person with contact information for the reference.
- A statement that key personnel will be available to the extent proposed for the duration of the On-Call Surveying Services and an acknowledgement that no person designated as key personnel shall be removed or replaced without the prior written concurrence of the City. Identify any constraints, conflicts or situations that would prevent the Consultant from being able to begin work on this assignment.

D. Consultants and/or Sub-consultants

The City desires to enter into a contract with one Consultant that will be responsible for all work, products, and services. There is to be no assignment of any aspect of this project without the prior written authorization of the City. If the Consultant plans on using consultants and/or subcontractors as part of its implementation plan, then company profile, name, address, and telephone for all consultants and/or subcontractors providing support during the term of this project is required. Define the responsibilities and give a description of services to be provided by consultants and/or subcontractors. Describe the Firm’s business and reporting relationship with any consultants and/or subcontractors. Include

references and resumes for all third party Firms in your proposal. The City has the right to accept or reject any changes made to the proposed project team members, including the use of consultants and/or subcontractors.

E. Work Approach

This section of the Proposal shall include a narrative that addresses the Scope of Services and demonstrates that Consultant understands the scope of this project. More specifically, the Proposal should include the Consultant's general approach for completing the activities specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Consultant's ability to accomplish the project tasks.

F. Client References

List your five (5) most recent similar clients (including name, address, contact person, and phone number). The City is most interested in government and California clients and may randomly select agencies to contact from your list as part of the evaluation process.

G. Appendices

This part shall include brief resumes of proposed staff. Consultant information and general marketing materials will not be considered in the ranking of the Proposals.

H. Rights to Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the proposal and not withdrawn shall, upon receipt by City, become property of City.

13. PROPOSAL EVALUATION PROCESS AND CRITERIA

A. GENERAL

All proposals will be evaluated based on the technical information and qualifications presented in the proposal, reference checks, and other information, which may be gathered independently. Requests for clarification and/or additional information from any proposer may be requested at any point in the evaluation process. Pricing (Consultant fees) will be an important criterion; however, the City reserves the right to select a firm that presents the best qualifications, but not necessarily the lowest price.

B. EVALUATION CRITERIA

- Completeness of proposal.
- Consultant and key project team member's experience in performing similar work.
- Consultant and key project team member's record in accomplishing work assignments for projects.
- Consultant's demonstrated understanding of the scope of work.
- Quality of work previously performed by the firm as verified by reference checks.
- Relevant project experience.
- Fee proposal.

C. EVALUATION AND RANKING

After evaluating all proposals received, the City will rank the firms and the three (3) most qualified firms will be invited to an interview with the City Evaluation Committee.

D. INTERVIEW

The Consultant should have available the project manager and key project personnel to discuss the following:

- The major elements of the proposal and be prepared to answer questions clarifying the proposal.
- A description of previously related experience for key project team member(s). Work sample exhibits may also be used.

E. FINAL SELECTION

The final selection will be the consultant which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the proposals received.

14. EXCEPTIONS OR ADDITIONS

The Proposal shall include a detailed description of all of the exceptions to the provisions and conditions of this RFP upon which the Consultant's submittal is contingent and which shall take precedence over this RFP.

15. INSURANCE REQUIREMENTS

Prior to the start of contract negotiations, the highest qualified Consultant will be required to submit to the City the required insurance certificates for the Consultant and its team. Insurance certificates will also be required, in advance, for any Consultant subsequently identified for negotiations with the City.

The successful Consultant shall indemnify and hold City and its officers, agents, employees, and assigns harmless from any liability imposed for injury whether arising before or after completion of work hereunder or in any manner directly or indirectly caused, occasioned, or contributed to, or claims to be caused, occasioned, or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of Consultant, or of anyone acting under Consultant's direction or control or on its behalf, in connection with, or incident to, or arising out of the performance of this contract.

The Consultant selected will be required to maintain the following levels of insurance coverage for the duration of the services provided, as well as any sub-consultants hired by the Consultant:

- Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits not less than \$1,000,000 per accident
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$2,000,000 per occurrence
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per occurrence.

16. RIGHTS OF THE CITY

The City reserves the right, in its sole discretion and without prior notice, to terminate this RFP; to issue subsequent RFPs; to procure any project-related service by other means; to modify the scope of the Project; to modify the City's obligations or selection criteria; or take other actions needed to meet the City's goals. In addition, the City reserves the following rights:

- The right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to postpone proposal openings for its own convenience.
- The right to request or obtain additional information about any and all proposals.
- The right to conduct a back ground check of any Consultant. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential candidate.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.
- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of RFP decisions and the schedule for presentations.
- The right to disqualify any potential candidate on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to the City.
- The right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed qualified.
- Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate consultants. City reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level or additional services.

This RFP is not a contract or commitment of any kind by the City. This RFP does not commit the City to enter into negotiations with any consultant and the City makes no representations that any contract will be awarded to any consultant that responds to this RFP. Proposals received by the City are public information and will be made available to any person upon request after the City has completed the proposal evaluation. Submitted proposals are not to be copyrighted.

Should a contract be subsequently entered into between the City and Consultant, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful Consultant shall secure a City of Santa Fe Springs business license through the City's Finance and Administrative Services Department at the time the contract is awarded.

Waiver of Proposals

Proposals may be withdrawn by submitting written notice to the City's Contact Person at any time prior to the submittal deadline. Upon submission, the Proposal and all collateral material shall become the property of the City.

17. **CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES**

The Consultant acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by law. If the Consultant believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.

ON-CALL SURVEYING SERVICES SCOPE OF SERVICES

The Consultant's services will generally include topographic, design, and construction surveys of Capital Improvements projects (roadway, water lines, sewer, storm drain, etc.). The work to be done by the Consultant shall be as specified in a Work Order, to be issued by the City to the Consultant prior to starting any work.

Following are the anticipated types of surveys to be performed by the Consultant.

- Topographic Survey - A survey locating topographic features, natural and man made, such as buildings, improvements, fences, elevations, trees, streams, contours of the land, etc. The products of topographic surveys and topographic maps are the basis for planning studies and engineering designs.
- Pavement Elevation Survey. This is required for projects consisting of rehabilitation and other improvements of existing facilities, in order to develop accurate plans, specifications, and estimates.
- Boundary Survey. A survey for the express purpose of locating the corners and boundary lines of a given parcel of land. This involves record and field research, measurements, and computations to establish boundary lines in conformance with the Professional Land Surveyors Act. Easement lines may also be located and/or established with this type of survey.
- Site Planning Survey. A combination of boundary and topographic surveys for preparation of a site plan to be used for designing improvements or developments.
- Utility Survey. This survey is undertaken to locate existing utilities for (a) consideration in engineering design, (b) purposes of utility relocation, and (c) right-of-way acquisition and negotiation. Survey limits and types of utilities to be located should be shown on the Survey Report. It is important to locate all significant utility facilities.
- Construction Survey. Construction staking of improvements shown on improvement plans for control of construction on developments for roads, buildings, pipelines, etc. Construction surveys establish basic line and grade for project construction. From these "control" stakes the contractor sets supplemental "working stakes." The control stakes are used also by the Project Engineer in checking the work for contract compliance. This shall also include markings of improvements, facilities, etc. to be removed during construction.
- Spot Location or Monitoring Surveys. Monitoring surveys are undertaken for monitoring wells, bore hole sites, and other needs.
- Approving and Signing of Parcel Maps.



PRESENTATION

Recognition of the Santa Fe High School Boys Varsity Tennis Team - CIF Division V Champions

RECOMMENDATION:

The Mayor may wish to call upon Management Assistant Wayne Bergeron to assist with this presentation.

BACKGROUND

On May 17, 2013, the Santa Fe High School Boys' Varsity Tennis Team defeated El Rancho High School of Pico Rivera to capture the California Interscholastic Federation (CIF) Division V Championship. This capped off a 15-win and 3-loss season, one of the best in the school's history. What makes this season even more remarkable is that the team was able to achieve this while maintaining a team Grade Point Average of 3.83, despite grueling conditioning, practice, and playing schedules.

The 11 members of the Santa Fe High School Boys' Varsity Tennis Team have been invited to tonight's City Council meeting to be recognized for their excellent athletic and academic achievements. The recipients' families and school representatives have also been invited to share in this special occasion.

A handwritten signature in black ink that reads "Thaddeus McCormack".

FOR THADDEUS MCCORMACK

Thaddeus McCormack
City Manager



PRESENTATION

2013 Recipients for Beautification Awards Program

RECOMMENDATION

The Mayor may wish to call upon Jeannie Madrid, Program Coordinator in the Parks & Recreation Services Division, to assist with the presentation.

BACKGROUND

The Beautification Committee, which is comprised of residents in the City, has toured the community in an effort to locate and recognize homeowners and business owners that exhibit pride in the appearance of their property. This pride is reflected in property improvements and meticulous landscaping. The primary purpose of the Beautification Program is to encourage maintenance of personal and commercial properties in an effort to boost property values throughout the City.

This year, 10 residences and 9 businesses were selected by the Beautification Committee as having met the exceptionally high and demanding standards to receive a Beautification Award. The recipients will receive a plaque with a commemorative photograph of their property, as well as a yard sign to inform neighbors and passersby that their house or business is among the most visually appealing and exquisitely maintained properties in the City of Santa Fe Springs and has earned the right to be called a Beautification Award Recipient.

This year's residential and business recipients of the Beautification Awards have been invited to the July 25 City Council meeting to be recognized by the City Council for this prestigious achievement.


Thaddeus McCormack
City Manager

Attachment:

List of Residential and Business Recipients of the Beautification Awards

2013 Residential & Industrial Winners

Residential Winners

1. 11509 Davenrich St. - Zollman Family
2. 11629 Glenworth St. – Rivera / Rodriquez Family
3. 11644 Glenworth St. – Velasco Family
4. 12147 Lakeland Rd. Villa #3 – Perez Family
5. 11555 Elkhurst St. – Lopez Family
6. 11238 Sibert St. – Huerta Family (rental)
7. 11315 Flossmoor Rd. – Aguilar Family
8. 11402 Fredson St.– Dorado Family
9. 9114 Vicki Dr. – Wright Family
10. 11241 Roxabel St. – Contreras Family

Industrial Winners

1. Kemp Brothers
10135 Geary Ave.
2. Cascade Pump
10107 Norwalk Blvd.
3. Continental Heat Treating
10643 Norwalk Blvd.
4. Vector Control
12545 Florence Ave.
5. Skyline Exhibits
10715 Bloomfield Ave.
6. Golden State Storage
13020 Telegraph Rd.
7. Rio Hondo Fire Academy
11400 Greenstone Ave.
8. Blaine Laboratories
11037 Lockport Pl,
9. Phillips Industries
12012 Burke St.



PRESENTATION

2013 Teachers of the Year

Susan Rosales, St. Paul High School
Maria Gutierrez, Lakeview Elementary School
Diana Mireles, Aeolian Elementary School

RECOMMENDATION

The Mayor may wish to call upon Julie Herrera, Public Relations Specialist, to assist with the presentation.

BACKGROUND

Each year, local school districts and St. Paul High School select and recognize a Teacher of the Year for their outstanding accomplishments in the field of education. This year's recipients have been invited to tonight's meeting to be recognized by the City Council. School Principals have been invited to assist with the introductions.

A handwritten signature in black ink, appearing to read "Thaddeus McCormack".

For Thaddeus McCormack

Thaddeus McCormack
City Manager

Attachment(s)

None.



APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

| Committee | Vacancy | Councilmember |
|----------------------------|----------------|----------------------|
| Beautification | 3 | González |
| Beautification | 1 | Moore |
| Beautification | 2 | Rios |
| Community Program | 2 | Rios |
| Community Program | 3 | Rounds |
| Community Program | 5 | Trujillo |
| Family & Human Services | 1 | Trujillo |
| Historical | 2 | Rios |
| Historical | 2 | Rounds |
| Historical | 3 | Trujillo |
| Parks & Recreation | 1 | González |
| Parks & Recreation | 1 | Moore |
| Parks & Recreation | 1 | Rios |
| Parks & Recreation | 1 | Trujillo |
| Senior Citizens Advisory | 1 | González |
| Senior Citizens Advisory | 3 | Rios |
| Senior Citizens Advisory | 2 | Rounds |
| Senior Citizens Advisory | 3 | Trujillo |
| Sister City | 1 | Moore |
| Sister City | 1 | Rios |
| Sister City | 2 | Rounds |
| Sister City | 1 | Trujillo |
| Youth Leadership Committee | 3 | Moore |
| Youth Leadership Committee | 1 | Rios |
| Youth Leadership Committee | 3 | Rounds |
| Youth Leadership Committee | 2 | Trujillo |

Recent Activity: Alma Martinez resigned from the Historical Committee. Martha Villanueva was appointed to the Family & Human Services Committee. Gabriel Perez and Jesus Ramirez submitted applications to the

Youth Leadership Committee. The following members of the Youth Leadership Committee have graduated from High School and are therefore no longer eligible to be members: Lisa Baeza, Drew Bobadilla, Ariana Gonzalez, Martin Guerrero, Wendy Pasillas, Kevin Ramirez, Gabriela Rodriguez, Andrea Valencia, and Daniel Wood.



For Thaddeus McCormack
Thaddeus McCormack
City Manager

Attachments:
Committee Lists
Prospective Member List

Prospective Members for Various Committees/Commissions

Beautification

Community Program

Family & Human Services

Heritage Arts

Historical

Personnel Advisory Board

Parks & Recreation

Planning Commission

Senior Citizens Advisory

Sister City

Traffic Commission

Youth Leadership

Gabriel Perez

Jesus Ramirez

Joshua Rojo

BEAUTIFICATION COMMITTEE

Meets the fourth Wednesday of each month, except July, Aug, Dec.
9:30 a.m., Town Center Hall

Membership: 25

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|---------------------|---------------------|
| Gonzalez | Vacant | (14) |
| | Irene Pasillas | (14) |
| | Vacant | (14) |
| | May Sharp | (15) |
| | Vacant | (15) |
| Moore | Juliet Ray | (14) |
| | Paula Minnehan | (14) |
| | Annie Petris | (15) |
| | Guadalupe Placencia | (15) |
| | Vacant | (15) |
| Rios | Mary Reed | (14) |
| | Charlotte Zevallos | (14) |
| | Vacant | (14) |
| | Vada Conrad | (15) |
| | Vacant | (15) |
| Rounds | Sadie Calderon | (14) |
| | Rita Argott | (14) |
| | Mary Arias | (15) |
| | Marlene Vernava | (15) |
| | Debra Cabrera | (15) |
| Trujillo | Mary Jo Haller | (14) |
| | Eleanor Connelly | (14) |
| | Margaret Bustos* | (14) |
| | Rosalie Miller | (15) |
| | A.J. Hayes | (15) |

*Asterisk indicates person currently serves on three committees

COMMUNITY PROGRAM COMMITTEE

Meets the third Wednesday in Jan., May, and Sept., at 7:00 p.m., in City Hall.

Membership: 25

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|--------------------|---------------------|
| Gonzalez | Jeanne Teran | (14) |
| | Miguel Estevez | (14) |
| | Kim Mette | (14) |
| | Cecilia Leader | (15) |
| | Frank Leader | (15) |
| Moore | Rosalie Miller | (14) |
| | Margaret Palomino | (14) |
| | Mary Jo Haller | (15) |
| | Lynda Short | (15) |
| | Bryan Collins | (15) |
| Rios | Francis Carbajal | (14) |
| | Mary Anderson | (15) |
| | Dolores H. Romero* | (15) |
| | Vacant | (14) |
| | Vacant | (15) |
| Rounds | Mark Scoggins* | (14) |
| | Marlene Vernava | (14) |
| | Vacant | (14) |
| | Vacant | (15) |
| | Vacant | (15) |
| Trujillo | Vacant | (14) |
| | Vacant | (14) |
| | Vacant | (14) |
| | Vacant | (15) |
| | Vacant | (15) |

*Asterisk indicates person currently serves on three committees

FAMILY & HUMAN SERVICES ADVISORY COMMITTEE

Meets the third Wednesday of the month, except Jul., Aug., Sept., and Dec., at 5:30 p.m., Gus Velasco Neighborhood Center

Membership: 15 Residents Appointed by City Council
5 Social Service Agency Representatives Appointed by the Committee

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|----------------------|---------------------|
| Gonzalez | Mercedes Diaz | (14) |
| | Josephine Santa-Anna | (14) |
| | Angelica Miranda | (15) |
| Moore | Arcelia Miranda | (14) |
| | Martha Villanueva | (15) |
| | Margaret Bustos* | (15) |
| Rios | Lydia Gonzales | (14) |
| | Manny Zevallos | (15) |
| | Gilbert Aguirre* | (15) |
| Rounds | Annette Rodriguez | (14) |
| | Janie Aguirre* | (15) |
| | Ted Radoumis | (15) |
| Trujillo | Dolores H. Romero* | (14) |
| | Gloria Duran* | (14) |
| | Vacant | (15) |

Organizational Representatives: Nancy Stowe
Evelyn Castro-Guillen
Elvia Torres
(SPIRITT Family Services)

*Asterisk indicates person currently serves on three committees

HERITAGE ARTS ADVISORY COMMITTEE

Meets the Last Tuesday of the month, except Dec., at 9:00 a.m., at the Gus Velasco Neighborhood Center Room 1

Membership: 9 Voting Members
6 Non-Voting Members

| APPOINTED BY | NAME | TERM EXP. |
|--------------|----------------|-----------|
| Gonzalez | Gloria Duran* | 6/30/2014 |
| Moore | May Sharp | 6/30/2014 |
| Rios | Paula Minnehan | 6/30/2014 |
| Rounds | A.J. Hayes | 6/30/2014 |
| Trujillo | Amparo Oblea | 6/30/2014 |

Committee Representatives

| | | |
|--------------------------|-----------------|-----------|
| Beautification Committee | Marlene Vernava | 6/30/2015 |
| Historical Committee | Larry Oblea | 6/30/2015 |
| Planning Commission | Manuel Zevallos | 6/30/2015 |
| Chamber of Commerce | Tom Summerfield | 6/30/2015 |

Council/Staff Representatives

| | |
|--------------------------------|--------------------|
| Council | Richard Moore |
| Council Alternate | Laurie Rios |
| City Manager | Thaddeus McCormack |
| Director of Community Services | Maricela Balderas |
| Director of Planning | Wayne Morrell |

**Asterisk indicates person currently serves on three committees*

HISTORICAL COMMITTEE

Meets Quarterly - The 2nd Tuesday of Jan. and the 1st Tuesday of April, July, and Oct.,
at 5:30 p.m., Carraige Barn

Membership: 20

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|------------------|---------------------|
| Gonzalez | Ed Duran | (14) |
| | Gilbert Aguirre* | (15) |
| | Janie Aguirre* | (15) |
| | Sally Gaitan | (15) |
| Moore | Astrid Gonzalez | (14) |
| | Tony Reyes | (14) |
| | Amparo Oblea | (15) |
| | Francine Rippy | (15) |
| Rios | Vacant | (14) |
| | Hilda Zamora | (14) |
| | Vacant | (15) |
| | Larry Oblea | (15) |
| Rounds | Vacant | (14) |
| | Vacant | (14) |
| | Mark Scoggins* | (15) |
| | Janice Smith | (15) |
| Trujillo | Vacant | (14) |
| | Vacant | (14) |
| | Merrie Hathaway | (15) |
| | Vacant | (15) |

**Asterisk indicates person currently serves on three committees*

PARKS & RECREATION ADVISORY COMMITTEE

Meets the First Wednesday of the month, except Jul., Aug., and Dec., 7:00 p.m., Council Chambers.

Subcommittee Meets at 6:00 p.m., Council Chambers

Membership: 25

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|------------------------|---------------------|
| Gonzalez | Jennie Carlos | (14) |
| | Frank Leader | (14) |
| | Brandy Ordway-Roach | (15) |
| | Raul Miranda, Jr. | (14) |
| | Vacant | (15) |
| Moore | Jimmy Mendoza | (14) |
| | John Salgado | (14) |
| | Janet Rock | (15) |
| | Vacant | (15) |
| | Sheila Archuleta | (15) |
| Rios | Lynda Short | (14) |
| | Bernie Landin | (14) |
| | Vacant | (14) |
| | Sally Gaitan | (15) |
| | Fred Earl | (15) |
| Rounds | Kenneth Arnold | (14) |
| | Richard Legarreta, Sr. | (14) |
| | Luigi Trujillo | (14) |
| | Angelica Miranda | (15) |
| | Mark Scoggins* | (15) |
| Trujillo | Miguel Estevez | (14) |
| | Andrea Lopez | (14) |
| | Vacant | (15) |
| | Jesus Mendoza | (15) |
| | Arcelia Miranda | (15) |

*Asterisk indicates person currently serves on three committees

PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Membership: 5 (2 Appointed by City Council, 1 by Personnel Board, 1 by Firemen's Association, 1 by Employees' Association)

Terms: Four Years

| APPOINTED BY | NAME | TERM EXPIRES |
|---------------------------------|-----------------|--------------|
| Council | Angel Munoz | 6/30/2015 |
| | Ron Biggs | 6/30/2015 |
| Personnel Advisory Board | Jim Contreras | 6/30/2013 |
| Firemen's Association | Wayne Tomlinson | 6/30/2013 |
| Employees' Association | Anita Ayala | 6/30/2015 |

PLANNING COMMISSION

Meets the second Monday of every Month at 4:30 p.m.,
Council Chambers

Membership: 5

APPOINTED BY

NAME

Gonzalez

Jaime Velasco

Moore

Manny Zevallos

Rios

Michael Madrigal

Rounds

Susan Johnston

Trujillo

Frank Ybarra

SENIOR CITIZENS ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jul., Aug., Sep., and Dec., at 10:00 a.m., Gus Velasco Neighborhood Center

Membership: 25

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|----------------------|---------------------|
| Gonzalez | Gloria Duran* | (14) |
| | Josephine Santa-Anna | (14) |
| | Vacant | (15) |
| | Janie Aguirre* | (15) |
| | Ed Duran | (15) |
| Moore | Yoshi Komaki | (14) |
| | Yoko Nakamura | (14) |
| | Paul Nakamura | (14) |
| | Astrid Gonzales | (15) |
| | Pete Vallejo | (15) |
| Rios | Vacant | (14) |
| | Louis Serrano | (14) |
| | Vacant | (14) |
| | Amelia Acosta | (15) |
| | Vacant | (15) |
| Rounds | Vacant | (14) |
| | Vacant | (14) |
| | Gloria Vasquez | (15) |
| | Lorena Huitron | (15) |
| | Berta Sera | (15) |
| Trujillo | Vacant | (14) |
| | Vacant | (14) |
| | Gilbert Aguirre* | (15) |
| | Margaret Bustos* | (15) |
| | Vacant | (15) |

*Asterisk indicates person currently serves on three committees

SISTER CITY COMMITTEE

Meets the First Monday of every month, except Dec., at 6:30 p.m., Town Center Hall, Mtg. Room #1. If the regular meeting date falls on a holiday, the meeting is held on the second Monday of the month.

Membership: 25

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|--------------------|---------------------|
| Gonzalez | Amanda Tomsick | (14) |
| | Kimberly Mette | (14) |
| | Jimmy Mendoza | (15) |
| | Dominique Velasco | (14) |
| | Lucy Gomez | (15) |
| Moore | Martha Villanueva | (14) |
| | Vacant | (14) |
| | Mary K. Reed | (15) |
| | Peggy Radoumis | (15) |
| | Jeannette Wolfe | (15) |
| Rios | Charlotte Zevallos | (14) |
| | Francis Carbajal | (14) |
| | Marlene Vernava | (15) |
| | Doris Yarwood | (15) |
| | Vacant | (15) |
| Rounds | Manny Zevallos | (14) |
| | Susan Johnston | (14) |
| | Vacant | (14) |
| | Ted Radoumis | (15) |
| | Vacant | (15) |
| Trujillo | Rigo Estrada | (14) |
| | Andrea Lopez | (14) |
| | Dolores H. Romero* | (15) |
| | Marcella Obregon | (15) |
| | Vacant | (15) |

*Asterisk indicates person currently serves on three committees.

TRAFFIC COMMISSION

Meets the Third Thursday of every month, at 6:00 p.m., Council Chambers

Membership: 5

APPOINTED BY

NAME

Gonzalez

Ruben Madrid

Moore

Lillian Puentes

Rios

Sally Gaitan

Rounds

Ted Radoumis

Trujillo

Greg Berg

YOUTH LEADERSHIP COMMITTEE

Meets the First Monday of every month, at 6:30 p.m., Council Chambers

Membership: 20

| APPOINTED BY | NAME | TERM EXPIRATION YR. |
|-----------------|------------------|---------------------|
| Gonzalez | Dominique Walker | () |
| | Victoria Molina | () |
| | Felipe Rangel | (14) |
| | Victor Garza | (14) |
| Moore | Destiny Cardona | (14) |
| | Vacant | () |
| | Vacant | () |
| | Vacant | () |
| Rios | Precious Ramirez | (14) |
| | Danielle Garcia | (14) |
| | Marisa Gonzalez | (15) |
| | Vacant | () |
| Rounds | Vacant | () |
| | Vacant | () |
| | Laurence Ordaz | (16) |
| | Vacant | () |
| Trujillo | Paul Legarreta | (17) |
| | Vacant | () |
| | Cameron Velasco | (16) |
| | Vacant | () |