

**CONTRACT FOR PROFESSIONAL SERVICES TO PROVIDE  
ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION AND  
LABOR COMPLIANCE SERVICES**

**BETWEEN THE CITY OF HERMOSA BEACH AND TINA GALL**

This AGREEMENT is entered into this 1<sup>st</sup> day of October, 2025, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and Tina Gall, an independent consultant ("CONSULTANT").

**RECITALS**

- A. The City desires to obtain on-call CDBG administrative and labor compliance services.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibits A and B of this Agreement. With respect to the Scope of Services, should a conflict exist between the CITY'S Request for Qualifications and the CONSULTANT'S Proposal exist, the terms of the City's Request for Proposals shall control over the Consultant's Proposal.

**NOW, THEREFORE**, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1** CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBITS A and B.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$250,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous

month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2** SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibits A and B and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3** PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in Exhibit C.

- 4** TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in the notice to proceed unless extended in writing by the CITY.

- 5** FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

- 6** KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is Tina Gall. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.

- 7** TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 1<sup>st</sup>, 2030, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

- 8** CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

- 9** TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 10** PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11** TERMINATION. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

- 12** INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

- 13 ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.
- 14 INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.
- 15 AUDIT OF RECORDS.** CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.
- 16 CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.
- 17 INSURANCE REQUIREMENTS.**

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.
  2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars

- (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
  4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.

5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.
- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 18 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 19 FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days

of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

**20** CORRECTIONS. In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City’s review of the Consultant’s report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

**21** NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT’S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT’S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

**22** NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Andrew Nguyen	Tina Gall 10722 Arrow Route, Suite 822 Rancho Cucamonga, CA 91730 ATTN: Tina Gall

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

- A. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
- C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
- D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
- E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
- F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.
- 23** ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 24** FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
- 25** TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

- 26** ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
- 27** STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.
- 28** OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
- 29** USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.
- 30** DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a

memorandum detailing the extent of Consultant’s disclosure obligations in accordance with the City’s Conflict of Interest Code.

City Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a “consultant” for the purpose of the California Political Reform Act because Consultant’s duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City’s Conflict of Interest Code.

City Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

\_\_\_\_\_  
Steve Napolitano, Interim City  
Manager

By: \_\_\_\_\_  
NAME/TITLE

ATTEST:

\_\_\_\_\_  
Myra Maravilla, City Clerk

\_\_\_\_\_  
Taxpayer ID No.

APPROVED AS TO FORM:

\_\_\_\_\_  
Jason Baltimore, Interim City Attorney

# EXHIBIT A

## REQUEST FOR QUALIFICATIONS

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 25-002**

**ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION ND LABOR  
COMPLIANCE SERVICES**

**IN THE CITY OF HERMOSA BEACH, CALIFORNIA**



CITY OF HERMOSA BEACH

Department of Public Works

1315 Valley Drive

Hermosa Beach, CA 90254

(310) 318-0210



# CITY OF HERMOSA BEACH

1315 Valley Drive, Hermosa Beach, CA, 90254

Phone: (310) 318-0210, FAX: (310) 937-5015

[www.hermosabeach.gov](http://www.hermosabeach.gov)

RFQ NUMBER:

RFQ# 25-002

RFQ TITLE:

**ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT  
ADMINISTRATION AND LABOR COMPLIANCE SERVICES**

REQUESTING DEPARTMENT: Public Works – Engineering Division

RELEASE DATE: July 24, 2025

DUE DATE: **Thursday, August 21, 2025 @ 3:00 p.m. PST**

Notice is hereby given that the Department of Public Works of the City of Hermosa Beach will receive statements of qualification for:

**RFQ# 25-002, ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION  
AND LABOR COMPLIANCE SERVICES**

Statements of qualification must be submitted as PDF via the PlanetBids Portal ([pbsystem.planetbids.com/portal/51313/portal-home](http://pbsystem.planetbids.com/portal/51313/portal-home)) and will be received until 3:00 p.m. PST, Thursday, August 21, 2025.

Statements of qualification will not be opened at that time but will be submitted to the Public Works Department for verification and compliance with specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Please direct any inquiries regarding this RFQ to Andrew Nguyen at [anguyen@hermosabeach.gov](mailto:anguyen@hermosabeach.gov). All questions regarding the content of the RFQ may be emailed to Andrew Nguyen referenced above or submitted on the PlanetBids Portal.

Dated: July 24, 2025

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# 1 Introduction

## 1.1 Invitation for Qualifications

The City of Hermosa Beach ("City") is seeking Statements of Qualifications from qualified individuals or firms ("Consultant") to provide on-call community development block grant (CDBG) administration and labor compliance services. The selected Consultant would assist the City's Public Works Department in administrative and labor compliance work for the City's CDBG program and other as-needed work in support of the Department's capital improvement projects (CIPs), operations, and programs. Consultants must have the expertise, experience, and resources available to perform the work described in this request for qualifications (RFQ).

The City intends to enter an agreement with up to two (2) qualified Consultants for the requested services in an amount not to exceed \$250,000 for a period of five years. The City anticipates a contract start date around September 2025. The City may change the amount of agreements that the City intends to award, the not to exceed agreement amount, and the period of the agreement. The City may also choose to not award any agreements.

This RFQ does not require Consultants to address any specific projects or task orders. As work is identified, the City will solicit proposals from one or more of the on-call Consultants. A task order will then be negotiated and executed between the City and the selected Consultant.

## 1.2 RFQ Timeline

RFQ posted	July 24, 2025
Deadline to submit written questions	August 7, 2025
Posting of responses to questions	August 12, 2025
<b>Deadline to submit qualifications</b>	<b>August 21, 2025 - 3 PM PST</b>
Interviews for selected firms if the City wishes to do so	TBD
Tentative award	September 30, 2025

### 1.3 Submittal Procedures

Respondents shall submit **one copy** of the statement of qualification and **one copy** of the rate schedule in PDF format (separate files) on the PlanetBids Portal.

No responses will be accepted after the listed date and time. The format, content, and procedures for submitting a statements of qualification are provided in further detail within the RFQ (see **Section 3**).

### 1.4 Protest Procedures

Proposers may file a “protest” of a proposal/statement of qualification with the City’s City Manager. In order for a Proposer’s protest to be considered valid, the protest must:

- A. Be filed in writing within five (5) calendar days after submittal deadline, or where the Protest relates solely to events occurring thereafter, within five (5) calendar days after the event or occurrence giving rise to the protest;
- B. Clearly identify the specific irregularity or accusation;
- C. Clearly identify the specific City staff determination or recommendation being protested;
- D. Specify in detail the grounds for protest and the facts supporting the protest;
- E. Include all relevant supporting documentation with the protest at time of filing; and
- F. Be transmitted concurrently to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

If the protest does not comply with each of these requirements, the City may reject the protest with or without further review.

If the protest is timely and complies with the above requirements, the City Manager, or other designated City staff member, shall review the protest, any response from the challenged Proposer(s), and all other relevant information, and will provide a written decision to the protestor.

#### 3. State or Federal Funding

If the subject matter of the solicitation or project is receiving any state or federal funds which requires a protest procedure different than the procedures stated above, then that protest procedure shall control.



In the event there is any lawsuit filed against the City relating to any federally funded project, the City will provide prompt notice of that lawsuit to all agencies who participated in the funding of the project.

#### 4. Mandatory Procedure

This administrative procedure and the time limits set forth herein are mandatory. Failure to comply with these mandatory procedures shall constitute a waiver of any right to pursue the protest, including filing a Government Code claim or any legal proceedings or actions.

## 1.5 Contact

Please direct any inquiries regarding this RFQ to **Andrew Nguyen** at **anguyen@hermosabeach.gov**. All questions regarding the content of the RFQ shall be submitted directly on the PlanetBids Portal. Responses to all questions will be posted on the PlanetBids portal.

## 1.6 General RFQ Conditions

The following instructions and conditions apply to this RFQ:

### Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a statement of qualifications in response to this RFQ.
- Submitting that response to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFQ, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

### Authority to Withdraw RFQ and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFQ at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFQ. The City expressly reserves the right to reject any and all responses to this RFQ without indicating any reasons for such rejection(s).

The release of this RFQ does not obligate or compel the City to enter into a contract or agreement.



### Authority to Revise RFQ and Request Additional Information

The City reserves the rights to amend the RFQ at any time, to determine the successful respondent(s), and to reject any or all responses or their components. Should it be necessary for the City to issue addendums to this RFQ during the advertisement period, the City will post addendums to the PlanetBids Portal. It is the responsibility of all prospective respondents to check PlanetBids regularly to see whether any addenda or supplemental materials have been issued. Statements of qualifications shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their response by completing the Certification of Qualifications Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.

### Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the statement of qualifications and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every statement of qualifications must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a statement of qualifications on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF QUALIFICATIONS.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous statement of qualifications after consideration of all criteria.
- **COMPLIANCE WITH LAWS.** All statement of qualifications shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Qualifications , the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider statement of qualifications from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one statement of qualifications for the same work unless alternate statement of qualifications are called for. Reasonable grounds for believing that any consultant is interested in more than one statement of qualifications for the same work will cause the rejection of all statement of qualifications for the work in which a consultant is interested. Consultants shall submit as part of their statement of qualifications documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFQ documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a statement of qualifications shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFQ documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the statement of qualifications. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFQ DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFQ. If any person is in doubt as to the true meaning of any part of this RFQ documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFQ by any person are unauthorized and invalid. Modifications to the RFQ, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement or submitted on the PlanetBids Portal. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFQ documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFQ documents. All such addenda shall become a part of the RFQ document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file through the PlanetBids online portal. Any prospective consultants who obtained a set of RFQ documents from the PlanetBids online portal are



responsible for checking PlanetBids to verify if any subsequent Addendums were issued.

- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one rate schedule.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFQ process become the property of the City upon submission. All documents submitted in response to this RFQ shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Statement of qualifications should not be marked as confidential or proprietary, and City may refuse to consider a statement of qualifications so marked. All information contained within the statement of qualifications will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its statement of qualifications that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFQ) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC OPENING/PUBLIC RECORDS ACT.** Statement of qualifications shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing statement of qualifications is not disclosed to other Consultants. Prices and other information concerning the statement of qualifications shall not be disclosed until a recommendation for award is made to the awarding authority.



- **PUBLIC RECORD.** All statement of qualifications submitted in response to this RFQ will become the property of the City upon submittal and a matter of public record when the City selects a proposer for recommendation to the City Council for its consideration pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted statement of qualifications are material and important, and will be relied on by the City in evaluation of the statement of qualifications . Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the statement of qualifications.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Qualifications are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the statement of qualifications includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFQ for which each proposed sub consultant would perform services. All sub consultant for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Statement of qualifications must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF STATEMENT OF QUALIFICATIONS.** Consultants' authorized representative may withdraw statement of qualifications only by written request received by this RFQ contact personal before the Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of Hermosa Beach Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.

## 2. Scope of Services

### 2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the “South Bay” area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The City limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach is thriving, and engaged community, with some 20,000 residents and naturally draws a high number of visitors to its beaches and downtown. As a participant in the Los Angeles Urban CDBG Program, the City receives an annual allocation of approximately \$80,000. These funds are used primarily for CIPs.

Governed by a five-member City Council with members elected at large, Hermosa Beach operates under the council/city manager form of government as a general law city. Like the community, the Council is informed, educated, and engaged. The programs and services provided by the City are accomplished through seven City departments: Administrative Services, City Clerk, City Manager, Community Development, Community Resources, Police, and Public Works. The City has adopted the bidding procedures for Public Works projects under the Uniform Public Construction Cost Accounting Act.

### 2.2 Description

The Public Works Department is responsible for engineering and oversight of the City's Capital Improvement Program (CIP), maintenance of City facilities and parks, public counter services including plan check and permit issuance, managing and maintaining the public right of way, grant management, storm drains and sewers, utility districts and utility coordination, and a wide variety of other programs and services.

The City of Hermosa Beach (“City”) Public Works Department is seeking Statements of Qualification from qualified individuals, firms, or teams of firms (“Consultant”) to provide on-call CDBG administration and labor compliance program. The selected Consultant would assist the City's Public Works Department in the preparation of the designs of Capital Improvement Projects (CIPs) and other as-needed work in support of the Department's programs, plans, and services. Consultants must have the expertise, experience, and resources available to perform the work described in this RFQ.

Please note that being selected for an on-call contract does not guarantee that a Consultant will be requested to submit a task order or be assigned any work. The City reserves the right to retain other consulting firms in its sole discretion when the City believes there will be an economic or other significant advantage for doing so.

## 2.2 General Scope of Work

Evaluation criteria will typically include RFQ understanding, demonstrated expertise, relevant experience, availability of the firm's team, and other factors. Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

On-call services are required for administration of the City's CDBG program and labor compliance of projects. Services may include, but are not limited to, the following:

- Provide technical assistance for the administration and implementation of the City's CDBG projects.
- Prepare annual "CDBG Agreements to Implement" through the Los Angeles County Community Development Authority (LACDA) online system, including project descriptions and budgets.
- Prepare reports and publish public hearing notices for citizen input on the allocation of annual funds and/or any changes in the CDBG allocation of funds.
- Present related items to the City Council and other Commissions as necessary.
- Prepare and process amendments to the "Agreement to Implement" for ongoing projects.
- Coordinate with City staff to gather all necessary documentation for LACDA program and financial monitoring.
- Prepare and complete LACDA and U.S. Department of Housing and Urban Development (HUD) reports and documents.
- Provide CDBG financial management assistance.
- Provide Davis-Bacon (prevailing wages) and HUD/Section 3 monitoring and contract compliance for construction projects, including conducting employee interviews on-site.
- Act as City's liaison and representative to the LACDA.
- Ensure compliance with all applicable Federal/State labor compliance file in conformance with applicable federal, state, and local laws, rules, regulations, and government policies requirements.
- Verify and document posting of wage rate information and labor compliance posters at the job-site.
- Examine Certified Payroll Reports (CPRs) on a continuous basis.



- Follow-up with contractor, either by telephone or through certified mail, missing document submittals or payroll discrepancies.
- Coordinate with City staff regarding withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements. In the same manner, if all documentation requirements have been submitted and there are no unresolved issues, notify City staff to proceed with payment request.
- Receive, pursue, address, and document labor complaints; recommend action to be undertaken for contractors continuously failing to comply with requests and requirements.
- Submit, upon request by City staff, all available records, financial or otherwise, dealing with activities performed on State or Federally funded projects;
- Prepare various monitoring and reporting documents, as may be requested by City.
- Assist the City staff with project file reviews conducted by authorized Federal and State agencies.
- Provide training to City staff on labor compliance requirements and review current procedures and best practices for City projects.
- Other related supporting services as necessary.

## 2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- [PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program, adopted 2017](#)

## 3. Submittal Instructions

### 3.1 Format

Proposers shall submit **one copy** of the statement of qualifications and **one copy** of the rate schedule in PDF format on the PlanetBids Portal.

### 3.2 Content

Statement of qualifications must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the offer. Statement of qualifications should include the sections as described in greater detail below. Do not include marketing brochures or other promotional material not connected with this RFQ.

#### 3.2.1 Cover Letter

Statement of qualifications must be accompanied by a short cover letter, signed by an individual authorized to bind the proposing entity to all commitments made in the submittal. An unsigned statement of qualifications is grounds for rejection. The cover letter should include:

- Brief introduction of the firm (or team of firms);
- Contact information for the person authorized to enter into an agreement with the City;
- Contact information for the **contract manager** that will serve as the day-to-day contact with the City. For this on-call contract, the City will expect a dedicated point person to manage all task orders; serve as the conduit of information between any task-specific project managers and sub-consultants; and ensure overall quality and responsiveness.
- Concise statement of understanding of the scope of work; and
- Acknowledgement of receipt of any addendums that were issued for this RFQ.

#### 3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name, address, email, and telephone number of the consultant's primary point of contact.

- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

### 3.2.3 Organizational Chart

Proposer shall include an organizational chart that reflects titles of key staff assigned to provide services under this statement of qualifications for the prime consultant and all subconsultants. The organizational chart should clearly identify names, titles, and professional licenses/certifications.

It is the City's requirement to have the key personnel identified in the Organizational Chart remain with the individual project during its duration. After contract execution the Consultant should not substitute key personnel (contract manager and others listed by name in the statement of qualifications) or sub-consultants without prior written approval by the City.

### 3.2.4 Bios of Key Staff

Proposer shall include bios of key staff identified in the organizational chart for the prime consultant and all subconsultants. The bios should indicate key relevant experience on similar projects, their areas of expertise, degrees, and any relevant professional licenses and certifications.

### 3.2.5 Relevant Experience and References

Proposers shall highlight their experience providing similar on-call services for other municipal clients. References for at least three (3) similar projects within the last five (5) years is required. Please include the following information, at a minimum for other similar projects:

- Name of contracting agency and department
- Description of project or services provided
- Year started and completed (if relevant)

- Key Personnel Assigned
- Name, email, and phone number for agency project manager
- Contract Value

### 3.2.6 Project Management Plan

In this section, proposers should detail their approach to responding to requests for as-needed work, ensuring clear communication between the Consultant's Contract Manager and the City, and oversight of task orders to ensure schedule and budget adherence and quality assurance/quality control.

### 3.2.7 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Qualifications.** Consultant is required to sign and submit the Certification of Qualifications including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFQ. (See section 6.2.1)
- **Non-Collusion Affidavit.** Consultant is required to sign and submit the Non-Collusion Affidavit. (See section 6.2.2)
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement. (See section 6.2.3)
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement. (See section 6.2.4)

### 3.2.8 Rate Schedule

Rate schedules shall be submitted through PlanetBids Portal as a separate file, labeled "Rate Schedule" and indicate the firm's name. The rate schedule shall detail hourly billable rates for key staff members (including their names, titles, and licenses) and other team member categories for various other services offered by the Consultant, and sub-consultants as appropriate.

Proposer must also state if rates are guaranteed for the term of the agreement or will be subject to future rate increases. Any proposed requests to change the adopted rates annually shall not exceed the relevant Consumer Price Index for the preceding 12-month period.

Rate schedule shall detail any other direct costs, intended to be charged to the City (e.g., travel, equipment, printing/materials).



No mark ups will be allowed for direct or miscellaneous costs and sub-consultant work, however, an appropriate number of hours for sub-consultant oversight will be allowed.

## 4. Evaluation and Selection

### 4.1 Review Process

The City will evaluate all statement of qualifications received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest fee schedule, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award, if one is made.

Following the review of RFQs by the City's team, the City may, if it chooses to do so, invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposer(s). Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of statement of qualifications. In conducting discussions, the City will not disclose information derived from statement of qualifications submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract the City may request modifications to the proposed scope or to the technical team or other elements of the statement of qualifications. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

### 4.2 Evaluation Criteria

Statement of qualifications will be evaluated on the basis of their response to all provisions of this RFQ. The City of Hermosa Beach will use the following criteria in its evaluation of statement of qualifications, interviews may be required with selected consultants, or verification of references. The categories will be weighted approximately as follows.

#### **Approach and Methods (40%):**

- Demonstration of the team's ability to be responsive to the City's needs and provide a high level of customer service.



- Evidence of the team's ability to successfully deliver project tasks and deliverables, within the identified project budget and minimize cost overruns.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management plan.
- A well thought-out and tailored approach to as-needed work that responds to the City's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance capabilities.

**Relevant Experience & Expertise (40%):**

- The consultant team's ability to dedicate a strong contract manager, knowledge with the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
- Recent experience providing similar services for other jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project.
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

**Administration (20%):**

- Billing rates and ability to comply with billing requirements.
- The extent and nature of any proposed amendments to the City's Professional Services Agreement.

# 5. Contract Expectations

## 5.1 Contract Period

The City anticipates the contract term would begin in September 2025.

## 5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the City’s Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.1. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City’s Professional Services Agreement.

## 5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

## 5.4 Invoicing and Payment

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.

Invoices are to be submitted monthly. The invoices shall reference the project title, and list charges by task, worker classification, hours, billing rate, and totals.

Each invoice shall contain a progress report describing the work completed during the billing period and the following summary information:

Contract Amount	Total Prior Contract Billings	Contract Work Performed this Period	Total Contract Amount Performed To Date	Contract Percent Complete	Total Amount Remaining for the Contract
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## 6. Attachments and Required Forms

### 6.1 Sample Professional Services Agreement

#### CONTRACT FOR PROFESSIONAL SERVICES TO

#### BETWEEN THE CITY OF HERMOSA BEACH AND \_\_\_\_\_

This AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and \_\_\_\_\_, a limited liability company ("CONSULTANT").

#### RECITALS

- A. The City desires to \_\_\_\_\_.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1 CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$ \_\_\_\_\_, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous



month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2 SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3 PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit A."
- 4 TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.
- 5 FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- 6 KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is \_\_\_\_\_. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.
- 7 TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on \_\_\_\_\_, 20\_\_\_\_, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 8 CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.



- 9 TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 10 PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11 TERMINATION. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

- 12 INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.



- 13 ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.
- 14 INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.
- 15 AUDIT OF RECORDS.** CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.
- 16 CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.
- 17 INSURANCE REQUIREMENTS.**

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.
  2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars



- (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
  4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.



4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.
- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 18 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 19 FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or

services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

**20 CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

**21 NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

**22 NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in



the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

- A. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
  - B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
  - C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
  - D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
  - E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
  - F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.
- 23** ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 24** FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the



natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

- 25** TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
- 26** ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
- 27** STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.
- 28** OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
- 29** USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.
- 30** DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be

required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

\_\_\_\_\_  
[MAYOR/CITY MANAGER]

By: \_\_\_\_\_  
NAME/TITLE

ATTEST:

\_\_\_\_\_  
Myra Maravilla, City Clerk

\_\_\_\_\_  
Taxpayer ID No.

APPROVED AS TO FORM:

\_\_\_\_\_

---

Todd Leishman, Interim City Attorney

## 6.2 Required Forms

### 6.2.1 Certification of Qualifications

RFQ #: \_\_\_\_\_

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

Signature of Authorized Representative:

---

Printed Name and Title:

---

6.2.2 Non-Collusion Affidavit

RFQ #: \_\_\_\_\_

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule 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 person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

\_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_

6.2.3 Compliance with Insurance Requirements

**RFQ #:** \_\_\_\_\_

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

\_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_

6.2.4 Acknowledgement of Professional Services Agreement

**RFQ #:** \_\_\_\_\_

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

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Signature of Authorized Representative:

---

Printed Name and Title:

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# EXHIBIT B

# PROPOSAL

August 20, 2025

Andrew Nguyen, Associate Engineer  
City of Hermosa Beach  
1315 Valley Drive  
Hermosa Beach, CA 90254

Subject: Request for Qualifications No. 25-002

Dear Mr. Nguyen:

I am pleased to submit this Statement of Qualifications to Hermosa Beach to provide Community Development Block Grant (CDBG) Program Administration and Labor Compliance Services. I possess thirty years of experience providing municipalities with a broad array of federal and state grant administration, implementation, and labor compliance services.

I currently provide CDBG administration and labor compliance services to approximately eight local municipalities. I have provided federal grant administration and labor compliance services to several large municipal agencies, including both Santa Barbara and Los Angeles counties. I am experienced in implementing and administering unique single-release federal grants, such as Community Development Block Grant - CARES Act (CDBG-CV) grants. In addition, I provide comprehensive federal and state grant compliance monitoring services for capital improvement projects.

I am a sole proprietor and will act as the dedicated CDBG Contract Manager to the City. I will be responsible for the City's CDBG administration and labor compliance task orders. I am authorized to enter into an agreement with the City. I will ensure the overall quality of work and responsiveness to both tasks assigned and will respond to staff throughout the contract period.

Please contact me at the following address, telephone number or e-mail should you have any questions:

Tina Gall  
10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730  
(909) 476-9696, extension 109 Office  
(818) 469-6822 Cell  
[tgall@mdg-ldm.com](mailto:tgall@mdg-ldm.com)

Thank you in advance for your consideration.

Sincerely,



Tina Gall

**CITY OF HERMOSA BEACH**

**STATEMENT OF QUALIFICATIONS – RFQ 25-002  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
ADMINISTRATIVE AND LABOR COMPLIANCE SERVICES**

**FIRM NAME: TINA GALL**

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**Section V.**

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**Section VI.**

Rate Schedule (Submitted separately through PlanetBids)

## **SECTION I. FIRM PROFILE**

Tina Gall possesses 30 years of experience in the community development field which includes current and advanced planning, grant writing, and grants management. Currently, Ms. Gall is responsible for providing clients with the administration and implementation of the federal Community Development Block Grant (CDBG) Program. Her area of expertise also includes federal and state labor compliance requirements, including federal Davis-Bacon and Related Acts (DBRA) and California Public Works labor and contract compliance. Ms. Gall also offers advanced planning services in areas such as housing policy analysis, transportation planning, environmental review, and contract administration.

### **Grants Management:**

Tina Gall leads the implementation, administration, monitoring and compliance for the CDBG Program in various cities. She provides clients with day-to-day administration of the CDBG Program, including oversight of public facilities and public infrastructure improvements, public service activities, economic development and housing-related projects. Services include development of annual CDBG Programs and review of CDBG program applications for eligibility and consistency with the goals of the Consolidated Plan. Ms. Gall acts as the liaison between cities, counties, federal, and state agencies. She develops program performance metrics, completes financial processing and monitoring, and is responsible for labor standards enforcement, subrecipient management, and capacity building.

Prior to consulting, Ms. Gall was employed by the city of Azusa and as a Contract Manager with the Los Angeles County Development Authority (LACDA). Her experience at LACDA makes her uniquely qualified to act as a liaison to LACDA on behalf of client cities, as well as provide cities the necessary expertise and technical assistance required to successfully implement all federal programs supported through LACDA.

### **Federal Labor Compliance:**

Tina Gall provides labor compliance monitoring services for the CDBG Program in various cities. Tina Gall is responsible for labor compliance monitoring of Davis-Bacon and Related Acts (DBRA), as well as state labor wage requirements. The typical scope of work includes review of bid documents for compliance with the requirements of Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3; ensure contractor and subcontractor eligibility; review contractor bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; compile and submit labor standards and related reports to HUD and

LACDA; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

As the official point of contact, Ms. Gall may be reached at the following address, telephone number or e-mail:

Tina Gall  
10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730  
(909) 476-9696, extension 109 Office  
(818) 469-6822 Cell  
[tgall@mdg-ldm.com](mailto:tgall@mdg-ldm.com)

- Authorized Signatory: Tina Gall
- Business Type: Ms. Gall is an independent contractor
- Tax Identification Number: If selected as the City's CDBG Consultant, Ms. Gall will provide a Social Security Number.
- Contract Failures or Refusals: None

## **SECTION II. ORGANIZATIONAL STRUCTURE:**

Tina Gall, Principal

Resume of Tina Gall - Exhibit 1

## **SECTION III. RELEVANT EXPERIENCE AND REFERENCES**

### **City of El Segundo - CDBG Consultant Since 1994**

Contact: Michael Allen, AICP, Community Development Director  
Community Development Department  
350 Main Street, El Segundo, California 90245-3895  
Office: 310-524-2345  
Email: [mallen@elsegundo.org](mailto:mallen@elsegundo.org)

Services provided: Implement, administer, and monitor the City's CDBG Program, including public service activities, housing-related projects and public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$62,000

# TINA GALL

**Address:**

10722 Arrow Route,  
Suite 822  
Rancho Cucamonga,  
CA 91730  
Office (909) 476-9696,  
ext 109  
Cell (818) 469-6822  
Email: tgall@mdg-  
ldm.com

**AREAS OF EXPERTISE**

Grant Writing and Grants  
Management  
CDBG Program  
Housing and Community  
Development  
Davis-Bacon and Related  
Acts (DBRA) – Prevailing  
Wages

**YEARS OF EXPERIENCE**

30 Years

**EDUCATION**

Master of Arts, Urban Planning  
University of California at Los  
Angeles  
  
Bachelor of Arts, Psychology,  
University of California at Los  
Angeles

**WORK HISTORY**

Community Development  
Consultant  
1994 - Present

Tina Gall possesses 30 years of experience in the community development field which includes current and advanced planning, grant writing, and grants management. Currently, Ms. Gall is responsible for providing clients with the administration and implementation of the federal Community Development Block Grant (CDBG) Program. Her area of expertise also includes federal and state labor compliance requirements, including federal Davis-Bacon and Related Acts (DBRA) and California Public Works labor and contract compliance. Ms. Gall also offers advanced planning services in areas such as housing policy analysis, transportation planning, environmental review, and contract administration.

**PROJECT SPECIFIC EXPERIENCE**

**CDBG Program Administration (multiple agencies)**

**Project Manager | 1994 - Current**

Tina Gall leads the implementation, administration, monitoring and compliance for the CDBG Program in various cities, including but not limited to El Segundo, Manhattan Beach, and Hermosa Beach. She provides clients with day-to-day administration of the CDBG Program, including oversight of public facilities and public infrastructure improvements, public service activities, economic development and housing-related projects. Services include development of the annual Notice of Funding Availability, review of program applications for CDBG eligibility and consistency with the goals of the Consolidated Plan. Ms. Gall acts as the liaison between cities, counties, federal, and state agencies. She develops program performance metrics, completes financial processing and monitoring, and is responsible for labor standards enforcement, subrecipient management, and capacity building.

**Federal Labor Compliance (multiple agencies)**

**Project Manager | 1995 – Current**

Tina Gall provides labor compliance monitoring services for the CDBG Program in various cities, including but not limited to El Segundo, Manhattan Beach and Hermosa Beach. Tina Gall is responsible for the labor compliance monitoring of Davis-Bacon and Related Acts (DBRA), as well as state labor wage requirements. This includes bid document review, HUD-11 employee field interviews, review of certified payroll reports, identification and resolution of any labor standard violations as well as MBE/WBE and Section 3 reporting and compliance. She is also responsible for determining Buy America Preference (BAP) applicability to infrastructure projects.

### **City of Manhattan Beach – CDBG Consultant Since 2017**

Contact: Gilbert Gamboa, Interim City Engineer  
Department of Public Works  
City of Manhattan Beach  
3621 Bell Avenue Manhattan Beach, CA 90266  
Office: (310) 802-5356  
Email: ggamboa@manhattanbeach.gov

Contact: Marzena Laskowska, Senior Civil Engineer  
City of Manhattan Beach  
3621 Bell Avenue Manhattan Beach, CA 90266  
Office: (310) 802-5325  
Email: mlaskowska@manhattanbeach.gov

Services provided: Implement, administer, and monitor the City's CDBG Program, including public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$101,000

### **City of Duarte - CDBG Consultant Since 2015**

Contact: Craig Hensley, Director of Community Development  
City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
Office: (626) 357.7931  
Email: chensley@accessduarte.com

Services Provided (through LDM Associates, Inc.): Implement, administer, and monitor the City's CDBG Program, including public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$121,000

## SECTION IV: PROJECT MANAGEMENT PLAN

To be responsive to the City's needs and provide a high level of customer service, Ms. Gall will clearly communicate with the City, providing oversight and direct implementation of task orders to ensure on-time performance, budget adherence and quality control. Specifically, in the performance of administering and managing Hermosa Beach's CDBG Program and Labor Compliance services, Ms. Gall will be responsible for CDBG contract management and implementation functions and will act as an extension of City staff.

Based on the Scope of Work and the City's 2025-2026 CDBG Program, Ms. Gall anticipates providing an average of four (4) on-site and/or remote hours weekly, depending upon the various phases of project implementation, or as requested by City staff. Ms. Gall will provide flexible scheduling to meet the needs of the City. Ms. Gall will be available to attend virtual meetings or participate in telephone calls with City staff, as needed, to discuss the CDBG Program and work plan.

### WORKPLAN

#### A. CDBG Administration and Management - Provide technical assistance for the administration and implementation of the City's CDBG projects.

- Prepare annual "CDBG Agreements to Implement" through the Los Angeles County Development Authority (LACDA ) online system, including project descriptions and budgets.
- Prepare reports and publish public hearing notices for citizen input on the allocation of annual funds and/or any changes in the CDBG allocation of funds.
- Present related items to the City Council and other Commissions, as necessary.
- Prepare and process amendments to the "Agreement to Implement" for ongoing projects.
- Monitor the drawdown of CDBG funds in order to comply with LACDA/HUD performance goals.
- Develop and maintain all necessary files and documentation for LACDA and City CDBG Program monitoring and audit preparation.
- Assist City staff with annual CDBG Program monitoring, audits, federal and/or state file reviews, and/or program performance reviews. Draft responses to any monitoring findings or concerns, including corrective action plans, if necessary.
- Prepare and complete LACDA and U.S. Department of Housing and Urban Development (HUD) reports and documents, including Quarterly Performance Reports, Semi-Annual Labor Standards Report and Contract/Subcontract Activity Report.
- Provide various administrative services to ensure compliance with all CDBG federal regulations and Los Angeles County Development Authority policies, as changes occur.
- Provide CDBG financial management assistance.
- Submit, upon request by City staff, all available records, financial or otherwise, for activities performed on State or Federally funded projects.
- Provide training to City staff on labor compliance requirements and review current

procedures and best practices for City projects.

- Act as City's liaison and representative to the LACDA. Attend required LACDA CDBG training workshops and/or meetings.
- Ensure compliance with all applicable federal, State, and local laws, rules, regulations, and policies.

B. Labor Compliance Services - Provide Davis-Bacon and Related Acts (DBRA) and Section 3 monitoring and contract compliance for CDBG-funded construction projects.

- Coordinate construction activities for CDBG-funded public works projects with the City Engineer or his/her designee, to ensure consistency with the CDBG project scope of work (Agreement to Implement), as approved by LACDA.
- Review construction contracts and bid specifications for compliance with Federal requirements to ensure that all appropriate forms are included in bid package.
- Submit construction bid document to LACDA prior to advertisement of bids.
- Verify contractor and subcontractor eligibility.
- Ensure, if applicable, Section 3 compliance. Verify eligibility of Section 3 workers and targeted Section 3 workers. Maintain Section 3 documentation. Complete LACDA and HUD Section 3 Compliance Reports. Provide technical assistance with Section 3 compliance.
- Participate in preconstruction conferences.
- Report and track wage modifications, or other changes in federal and state wage decisions.
- Review and verify accuracy of weekly Certified Payroll Reports.
- Conduct employee job site interviews to ensure compliance with prevailing wage requirements. Verify job site postings.
- Prepare and maintain labor and contract compliance files for LACDA and HUD monitoring.
- Follow-up with contractor, either by telephone, electronic mail, or through certified mail, as necessary, to address missing document submittals or payroll discrepancies.
- Coordinate with City staff regarding withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements. Similarly, if all documentation requirements have been met and there are no unresolved issues, notify City staff to proceed with payment request.
- Receive, pursue, address, and document labor complaints; recommend action to be undertaken for contractors continuously failing to comply with requests and requirements. If necessary, prepare labor violation reports, coordinate and process payment restitution to resolve labor violations.
- Review all construction contract files prior to project close-out.
- Prepare and submit documents and reports required by the U.S. Department of Labor (DOL), U.S. Department of Housing and Urban (HUD), and LACDA for construction projects.

## 6.2 Required Forms

### 6.2.1 Certification of Qualifications

RFQ #: 25-002

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum:   N/A  

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

Signature of Authorized Representative:

*Tina Gall*

Printed Name and Title:

Tina Gall, Principal

6.2.2 Non-Collusion Affidavit

RFQ #: 25-002

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule 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 person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Tina Gall, Principal



6.2.3 Compliance with Insurance Requirements

**RFQ #:** 25-002

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

*Tina Gall*

Printed Name and Title:

Tina Gall, Principal



6.2.4 Acknowledgement of Professional Services Agreement

**RFQ #:** 25-002

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Please note: I am an independent, sole practitioner. No other employees work with or for me. As such, I do not carry Workers Compensation insurance.

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Signature of Authorized Representative:



Printed Name and Title:

Tina Gall, Principal

# EXHIBIT C

## RATE SCHEDULE

**CITY OF HERMOSA BEACH  
STATEMENT OF QUALIFICATIONS RFQ 25-002  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
ADMINISTRATIVE AND LABOR COMPLIANCE SERVICES**

**FIRM NAME: TINA GALL**

**RATE SCHEDULE**

Tina Gall proposes providing an average of four (4) on-site and/or remote hours weekly, depending upon the various phases of project implementation, or as requested by City staff. Ms. Gall will provide flexible scheduling to meet the needs of the City. Ms. Gall will be available to attend virtual meetings or participate in telephone calls with City staff, as needed, to discuss the CDBG Program and work plan.

Based on the scope of work for the City's CDBG Program Year, July 1, 2025 through June 30, 2026, Ms. Gall will provide CDBG Program Administration and Labor Compliance services for \$130.00 per hour ~~at an annual not to exceed amount of \$25,000. Should a multi-year Agreement be offered, Tina Gall reserves the right to annually re-evaluate the hourly rate and "not to exceed amount".~~

Services will be invoiced monthly. Fees for consulting services are inclusive of all normal business overhead. Consultant requests payment of invoices by City within ten to fifteen business days, but not to exceed thirty (30) calendar days from date of submittal.

Rate increases for any one year period shall not exceed the percentage change in the United States Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles area.