

**CITY OF VICTORVILLE**

**REQUEST FOR PROPOSALS (RFP)**



**CONSULTANT/PROFESSIONAL SERVICES FOR THE  
DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN  
AND CONTINUITY OF OPERATIONS PLAN**

**PROJECT# ES22-043**

**SUBMITTAL DUE DATE & TIME:**

**January 20, 2022  
2:00 P.M.**

**CITY OF VICTORVILLE**  
**RFP# ES22-043**  
**CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN**  
**EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**  
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**CITY OF VICTORVILLE**  
**SECTION I – REQUEST FOR PROPOSALS**  
**CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN**  
**EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**  
**RFP# ES22-043**

- I. **PROJECT SUMMARY:** The City of Victorville is seeking proposals from qualified consultant/professional firms with experience to develop an EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN (COOP).
- II. **SUBMITTAL LOCATION, CLOSING DATE AND TIME:**  
Sealed Proposals must be received by the Finance Department, Purchasing Division, of the City of Victorville at **14343 Civic Drive, Victorville, CA 92392 by 2:00 p.m. PST on January 20, 2022.**
- III. **CONTRACT DOCUMENTS:** Complete bid package and applicable addenda are available at the City of Victorville’s website at <http://www.victorvilleca.gov> under Bids and Ebidboard.com. RFP may also be obtained from City of Victorville, Finance Department by calling Elizabeth Salcido at (760) 243-6341 or via email at [esalcido@victorvilleca.gov](mailto:esalcido@victorvilleca.gov).
- IV. **PROPOSAL LABELING:** The proposal shall be submitted in a sealed envelope with all original pages intact. Proposal envelopes must be plainly marked and submitted as follows:  
  
“**ES22-043 SEALED PROPOSAL FOR: CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**” and **Section III - Cost Proposal, Page 17** shall be on a separate envelope clearly marked “**COST PROPOSAL**”.
- V. **INQUIRIES:** Any prospective proposer desiring an explanation or interpretation of the solicitations, scope of work, etc., must request it in writing to the Purchasing Section **by no later than January 10, 2022 @ 12:00 p.m. PST**, in order to allow a reply to reach all prospective bidders before the submission of their bids. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective bidder concerning a solicitation will be furnished promptly to all prospective bidders as an amendment to the solicitation, if that information is necessary to submit bids or if the lack of it would be prejudicial to other prospective bidders.

Answers to all relevant questions will be addressed in addenda if deemed necessary.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Thompson, City Clerk

**CITY OF VICTORVILLE**  
**RFP# ES22-043**  
**CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN**  
**EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**

**SECTION II**  
**CONTRACT TERMS AND CONDITIONS**

NOTE: IT IS THE OFFERER'S RESPONSIBILITY TO EXAMINE  
THE "REQUEST FOR PROPOSAL" SOLICITATION IN ITS ENTIRETY  
PRIOR TO SUBMITTING A PROPOSAL.

1. **AWARD OF CONTRACT:** The award of the contract, if awarded, will be made within forty-five (45) days after opening of the Proposals. The Consultant's signature on the Cost Proposal form shall constitute a commitment on the part of the proposer to perform the work in a workmanship manner as set forth in the Proposal Form, the Terms and Conditions, and the Request for Proposal. The Consultant to whom the contract is awarded shall be notified upon approval of the contract by the Purchasing Section of the Finance Department. The Proposal Form, the Terms and Conditions, the Request for Proposal, and the Scope of Services, together with any plans and/or attachments, shall all be considered as part of the contract between the City and the Consultant to whom a Purchase Order is issued
  - a. The City reserves the right to accept or reject any and all proposals and to award a contract to the consultant who best meets its requirements. Relevant factors which shall be considered in evaluating the bids are: Cost proposal; qualifications and experience of the entity and key personnel assigned to the project; proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed services; timeline for commencement and completion of the proposed services with a preference to ***completing the plans, and any required revisions***, as soon as practicable; and pertinent references
  - b. The City further reserves the right to award the contract to other than the lowest Consultant if such action is deemed to be in the best interest of the City of Victorville.
2. **CONTRACT EXECUTION**  
The successful Consultant shall execute a Contract with The City for the services to be provided. A sample contract is provided as attached at the end of this RFP.
3. **SAFETY, SANITARY, AND MEDICAL REQUIREMENTS**  
The Consultant, Consultant's employees, shall promptly and fully carry out the existing safety, sanitary, and medical requirements as prescribed by the Division of Industrial Safety and by County or State Health Departments to the end that proper work shall be done, and the safety and health of the employees and of the community may be conserved and safeguarded. In case such regulations and orders are not observed by the Consultant, they may be enforced by the Fire Chief at the Consultant's expense.
4. **INSURANCE**
  - A. **COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY INSURANCE**
    - a. Consultant shall procure and maintain at its own expense, during the Initial Term of this Agreement (and during the Option Period, if applicable), Commercial General Liability

Insurance, of not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate, for bodily injury, personal injury, death, loss, or damage resulting from the wrongful or negligent acts by Consultant or its officers, employees, servants, volunteers, and agents and independent contractors.

b. Consultant shall further procure and maintain, at its own expense, during the Initial Term of this Agreement, (and during the Option Period, if applicable), Commercial Vehicle Liability Insurance covering personal injury and property damage, of not less than One Million Dollars (\$1,000,000) combined single limit, covering any vehicle utilized by Consultant or its officers, employees, servants, volunteers, agents and independent contractors in performing the services required by this Agreement.

#### **B. WORKERS' COMPENSATION INSURANCE**

a. Consultant shall procure and maintain at its own expense, during the Initial Term of this Agreement (and during the Option Period, if applicable), Workers' Compensation Insurance, providing coverage as required by the California State Workers' Compensation Law.

b. If any class of employees employed by the Consultant pursuant to this Agreement is not protected by the California State Workers' Compensation Law, Consultant shall provide adequate insurance for the protection of such employees to the satisfaction of the City.

#### **C. PROFESSIONAL LIABILITY INSURANCE**

Professional Liability Insurance or Errors and Omissions insurance as appropriate to Consultant's profession shall be required and written on a policy form specifically designed to provide coverage for and protect against the negligent acts, errors and omissions of the Consultant in the performance of the services required by this Agreement. A minimum limit of \$1,000,000 per claim and in the aggregate must be provided.

#### **D. ADDITIONAL INSURED**

Notwithstanding any inconsistent statement in any required insurance policies or any subsequent endorsements attached thereto, all insurance policies, except for the Workers' Compensation and Professional Liability, shall be endorsed to name the City and its officers, employees, servants, volunteers, agents and independent contractors, including, without limitation, the City Attorney, as Additional Insureds.

#### **E. WAIVER OF SUBROGATION RIGHTS**

Consultant shall require the carriers of all required insurance policies, with exception to Professional Liability, to waive all rights of subrogation against the City and its officers, employees, servants, volunteers, agents, and independent contractors and subcontractors. Each policy of insurance shall be endorsed to reflect such waiver.

#### **F. PROOF OF INSURANCE COVERAGE; REQUIRED ENDORSEMENTS**

a. Consultant shall secure from a good and responsible company or companies authorized to transact insurance business in the State of California, the policies of insurance required by this Agreement and furnish to the City Clerk certificates of insurance

evidencing the required coverage, and policy endorsements at least one (1) business day prior to the commencement of any services to be performed under this Agreement.

b. The policies and certificates of insurance shall be endorsed to provide that in the event of cancellation or amendment of any required insurance policy for any reason whatsoever, the City shall be notified by mail, postage prepaid, not less than thirty (30) days before the cancellation or amendment is effective. In the case of cancellation for non-payment, ten (10) days advance written notice shall be given.

c. Each policy and certificate of insurance shall be endorsed to provide that the policy shall not be terminated or expire without first providing thirty (30) days written notice to the City of such termination or expiration.

d. Each policy and certificate of insurance shall be endorsed to provide that the policy will be maintained throughout the Initial Term (and during the Option Period, if applicable), of this Agreement.

e. The Commercial General Liability and Vehicle Liability policies shall be endorsed to contain the following provision: "For any claims related to this Agreement, Consultant's coverage shall be primary with respect to the City. Any insurance maintained by the City shall be in excess of Consultant's insurance and shall not contribute with it."

Consultant shall review the sample agreement, attached hereto, for additional required insurance criteria.

5. **WITHDRAWAL OF PROPOSAL BEFORE CLOSING**

Any Consultant may request the withdrawal of their submitted proposal, by written request, at any time **prior** to the scheduled closing date and time. Upon receiving the written request to withdraw any proposal, the City will consider the Consultant's proposal null and void and return the proposal to the Consultant unopened. Withdrawal of Consultant's proposal will not prejudice Consultant's re-submittal for this or any future proposal(s).

6. **MISTAKES IN PROPOSAL**

Any Consultant may withdraw their proposal after the proposal opening, subject to the time restrictions indicated below, **only** if the Consultant can establish to the City's satisfaction, that a mistake was made in preparing the proposal.

a. A Consultant declaring a mistake must provide a written notice to the City within five (5) calendar days following the scheduled closing date, specifying in detail how the mistake occurred, and how the mistake made the proposal materially different than it was intended.

b. Withdrawal of the proposal will **only** be permitted for mistakes made in the completion of the proposal. A Consultant who claims a mistake shall be **prohibited** from submitting further proposals on the Project on which the mistake was claimed. (*Public Contract Code 5105*).

7. **WRITTEN QUESTIONS AND ANSWERS**

Any proposal received prior to the date and time specified for the receipt of proposals maybe withdrawn or modified by written request questions. All written questions shall be directed via mail, fax, or email to:

- Address:
- City of Victorville  
Finance Department  
14343 Civic Drive  
Victorville, CA 92392-2399
- Attention: Elizabeth Salcido, Buyer
- FAX: (760) 269-0045
- Email: [esalcido@victorvilleca.gov](mailto:esalcido@victorvilleca.gov)
- Phone#: (760) 243-6371

In order for all competing Consultants to receive the same information, no response shall be given to verbal questions submitted by telephone or in person. Personal and/or telephonic contact with the City staff in regard to this RFP is prohibited. The City may reject the proposal of such Consultant.

Any prospective proposer desiring an explanation or interpretation of the solicitations, scope of work, etc., must request it in writing to the Purchasing Section **by no later than January 10, 2022 @ 12:00 p.m. PST**, in order to allow a reply to reach all prospective bidders before the submission of their bids. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective bidder concerning a solicitation will be furnished promptly to all prospective bidders as an amendment to the solicitation, if that information is necessary to submit bids or if the lack of it would be prejudicial to other prospective bidders.

Answers to all relevant questions will be addressed in addenda if deemed necessary.

8. **PROPOSAL ACCEPTANCE**

The City reserves the right to accept or reject any and all proposals and waive any irregularities or informalities in any proposals or in the proposal process. The City of Victorville further reserves the right to award the contract to other than the lowest Consultant if such action is deemed to be in the best interest of the City.

9. **PROPOSAL PREPARATION COSTS**: The City is not, nor shall be deemed liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.

10. **INTERPRETATION OF DOCUMENTS**

During the proposal solicitation period, should a Consultant find discrepancies or omissions in any part of the RFP, or should the Consultant be in doubt as to their interpretation, the Consultant shall immediately notify the contact indicated in paragraph 11, entitled "Written Questions and Answers". Should it be found necessary, an addendum will be sent to all Consultants. Any addenda issued prior to the scheduled proposal closing date and time, shall form a part of this solicitation, and shall become a part of the submitted proposal.

11. **PUBLIC RECORD**

**PUBLIC RECORD**: Be advised that **all** information contained in submitted proposals shall become a matter of public record and subject to public disclosure pursuant to a valid request made under the California Public Records Act, *Gov. Code §§ 6250 et seq.* (the "CPRA"), upon award of a contract. The City will not disclose any part of any proposal before it announces a recommendation for selection on the grounds that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals will be subject to public disclosure. Should Proposer believe that submitted



information is exempt from disclosure under the CPRA, Proposer must identify all such material by conspicuously marking the same “**confidential**” or “**proprietary**”. In addition, Proposer shall identify the specific exemption of the CPRA justifying nondisclosure of the information. In the event Proposer requests notification from the City of receipt of a CPRA request seeking such information, the City will provide notification of such a request to Proposer as soon as is reasonably practicable. The City will produce or exempt material in accordance with the CPRA in its sole and absolute discretion. In the event Proposer believes such information should be withheld or exempted, Proposer may bring appropriate legal action, including, without limitation, a reverse Public Records Act suit, to protect its alleged interests.

12. **ACCEPTANCE AND PAYMENT**

Consultant’s invoice(s) shall include reference to the Purchase Order number issued for the services, and be accompanied by detailed supporting documentation, to include information on services rendered. The City shall pay the Consultant’s properly executed invoice, subject to approval by the Fire Chief or his designee, within thirty (30) days following receipt of the invoice. Total payment for all work shall not exceed the sum of the estimated cost of all completed phases plus the partial payments for partially completed phases. Payment will be withheld for any services which do not meet or exceed City’s requirements or have proven unacceptable until such services are replaced, resubmitted, and accepted by the City.

13. **FEDERAL, STATE AND LOCAL LAWS**

The Consultant and all subconsultant shall comply with all applicable federal, state, local laws, rules, and regulations.

14. **DRUG-FREE WORKPLACE REQUIREMENTS**

The Consultant shall comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Sections 8350 et seq.).

15. **AMERICANS WITH DISABILITIES**

The Consultant shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

16. **CONFLICT OF INTEREST**

No member, officer, or employee of the City or of a local public body during his tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Furthermore, the parties hereto covenant and agree that to their knowledge no board member, officer or employee of the City has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the City, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with Section 1120) of Division 4 of Title I of the Government Code of the State of California.

17. **DISPUTES**

Any controversy or claim arising out of or relating to the provisions of this Agreement or the breach thereof shall be settled by arbitration, in accordance with the Rules of the American Arbitration Association, unless the parties agree, in writing, to some other form of alternative dispute resolution.



18. **LICENSE**

The awarded Consultant and subconsultant shall obtain a **City of Victorville business license** prior to commencing work for the City.

19. **TERMINATION FOR CONVENIENCE**

The City, may, by written notice, terminate this contract in whole or in part, when deemed in the City's interest. Upon termination of this contract, the City shall only be liable for payment under the payment provisions of this contract for services rendered or supplies furnished prior to the effective date of termination.

20. **TERMINATION FOR DEFAULT**

The City, may, by written notice of default to the Consultant, terminate this contract in whole or in part if the Consultant fails to:

1. Deliver or to perform the services within the time specified in this contract or any extension; or
2. Make progress, to endanger performance of this contract; or
3. Perform any of the other provisions of this contract.

21. **ENTIRE AGREEMENT**

This contract, including any attachments hereto, constitutes the sole and only agreement between the parties. It correctly sets forth the obligations of the parties to each other in respect to any such matters as of this date. Any agreements, discussions, statements, or representations of any kind between the parties respecting any such matters, not expressly set forth, in this agreement are null and void.

22. **INDEMNIFICATION**

a. Except as set forth in Subsection b of this Section 23, and to the fullest extent permitted by law, Consultant shall immediately defend, indemnify, and hold harmless the City, its officers, employees, representatives, and agents (the "City Indemnitees"), from and against those actions, suits, proceedings, claims, demands, losses, costs, and expenses, including legal costs and reasonable attorneys' fees, for any personal injuries, deaths, or property damage, including property owned by the City (collectively "Claims") which may arise out of Consultant's negligence or willful misconduct in the performance of the services described in this Agreement, unless such Claims are proven to be caused by the negligence or willful misconduct of the City Indemnitees.

b. The provisions of this Subsection b apply only in the event that Consultant is a design professional within the meaning of California Civil Code section 2782.8 ("Design Professional"). The term Design Professional, as defined in said section, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code.

(1) Notwithstanding the provisions of Subsection a. above, to the extent that the services to be provided under this Agreement are those of a Design Professional, Consultant's duty to indemnify, hold harmless, and defend the City Indemnitees shall be limited to the extent that any Claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, its officers, agents, employees or subconsultants in the performance of the services described in this Agreement.

(2) In no event shall the costs of defense charged to Consultant exceed the Consultant's proportionate percentage of fault, except as otherwise set forth in said Civil Code section 2782.8, the provisions of which are incorporated into this Agreement by this reference. Nothing in this Subsection b shall be construed to require Consultant to provide indemnification for Claims caused by the active negligence or willful misconduct of the City Indemnitees.

c. The City does not and shall not waive any rights that it may have against Consultant under this Section, because of the acceptance by the City, or the deposit with the City, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless and indemnification provisions of this Section 23 shall apply regardless of whether said insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense described herein.

d. The obligation to indemnify and defend, as set forth in this Section 23, is binding on the successors, assigns, or heirs of Consultant and shall survive the expiration or any early termination of this Agreement.

**CITY OF VICTORVILLE**  
**RFP# ES22-043**  
**CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN**  
**EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**

**SECTION III**  
**SCOPE OF SERVICES**

**BACKGROUND**

Located in Southern California at the high point between Los Angeles and Las Vegas, Victorville is the leading city for both industry and retail in the High Desert region. Victorville is a growing, vibrant community that is home to approximately 125,000 residents and some of the area's largest employers. Clean air, abundant mountain vistas, family-friendly recreational activities, spectacular sunsets and breathtaking night skies entice locals and visitors alike to fall in love with this city that is within a few hours of SoCal beaches, National Parks, mountain retreats, and other major attractions. Ontario International Airport is less than an hour away.

The City of Victorville is tasked with the facilitation and promotion of the City's economic development, community risk reduction, and quality of life through strategic planning, facilitating self-sufficiency, and the encouragement of strong transparent governance. A component of these factors is a comprehensive Emergency Operations Plan (EOP) and a continuity of Operations Plan (COOP) to ensure a quick recovery and sustainability should a disaster occur.

The City of Victorville utilizes the Standardized Emergency Management System (SEMS) during emergency operations and coordinates its' activities with the San Bernardino County Operational Area. The City will commit its resources before requesting mutual aid assistance and will request mutual aid assistance when disaster response requirements exceed the City's capability to meet them.

**PURPOSE**

The City of Victorville is seeking proposals from qualified consultant/professional firms with experience to develop an EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN (COOP). The selected company will be tasked with the development of an EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN specific to Victorville. The company will also perform training of City staff on the plans developed. The professional company will be responsible for gathering important and pertinent information on City infrastructure, resources, and other data to create and develop a comprehensive plan. The plans should incorporate the State's Standardized Emergency Management System, while meeting the requirements of FEMA's planning guidance.

The new plans should not address day-to-day emergencies and should only address the response to extraordinary emergency situations associated with natural disasters, technological incidents, national security emergencies, pandemics, and other catastrophic events outlined in Section II of this document. The plans will be a preparedness document designed to be read, understood, and exercised prior to an emergency.

The Emergency Operations Plan will assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of one department, division, or agency. It will set forth lines of authority and organizational relationships and will show how actions will be coordinated.

## **EMERGENCY OPERATIONS PLAN**

The company selected will develop specific steps to avoid risk and resume operations in the aftermath of a catastrophic natural disaster, national emergency, technological or biological emergency, or other emergency that requires a response from the City. Steps shall include, but are not limited to:

- Prevention – Property and lives protection by identifying and deterring an incident from occurring.
- Mitigation – Reduce the chance of an emergency happening, or by reducing the damaging effects of unavoidable emergencies.
- Preparedness and Training – The City’s ability to respond when a disaster occurs.
- Recovery – Starts after the immediate threat to human life has subsided with the goal to bring the affected area back to a degree of normalcy.
- Identification – Set forth clear lines of authority and organizational relationships, and show how all actions will be coordinated and identify personnel, equipment and facilities, supplies, and other resources available within the jurisdiction, or by agreement with other jurisdictions, for use during response and recovery operations.

## **CONTINUITY OF OPERATIONS PLAN (COOP)**

The company selected will develop specific steps to ensure that critical business functions will be available to residents, customers, government agents, regulators, and other entities that must have access to those functions during a disaster and the recovery. Steps to include, but not limited to:

- Prevention – Identification and specific actions to protect and ensure availability of Victorville’s critical municipal functions and any deterrents to prevent unavailability.
- Mitigation – Reduce the chance of the unavailability of municipal functions, or by reducing the damaging effects of unavoidable emergencies.
- Preparedness and Training – Victorville’s ability to respond when a disaster occurs and the training of staff to handle these incidents.
- Response – Plans that enable the efficient coordination of resources and response actions to carry out immediately before, during, and after the Emergency Operations plan has begun to focus on municipal functionality.
- Recovery – Starts after the Emergency Operations plan has begun and life safety matters have been stabilized, with the goal of bringing the affected area back to a degree of normalcy.

## **SECTION II – DISASTERS, EMERGENCIES, AND INCIDENTS TO BE INCORPORATED INTO THE PLANS**

The following list contains disasters, incidents, or emergencies that shall be addressed in the completed Emergency Operations plan. The professional company is expected to present any additional items that should be considered by the City of Victorville, including, but not limited to:

- Biological or Hazardous Materials
- Diseases or Viral Infections
- Chemical or Hazardous Materials Spills
- High Pressure Natural Gas or Petroleum Pipelines – within or City adjacent
- Natural Disasters (Earthquake, Wildfires, Floods, Drought, etc.)
- Homeland Security
- Active Shooter(s)
- Bombs/Bombings

- Aircraft Crash
- Train Wreck

### **JURISDICTIONAL COORDINATION**

The professional company selected will be expected to coordinate with all of the appropriate officials and emergency management offices when obtaining information and while creating the plan. Some of the offices are listed below, but this list is not exhaustive. The City expects the plan developer to identify all relevant officials and offices required for plan development.

- City of Victorville (Fire, Public Works, Building/Safety, Planning, Administration, Water, Engineering, etc.).
- City of Victorville Office of Emergency Services
- San Bernardino County Office of Emergency Services
- American Medical Response
- California Office of Emergency Services
- FEMA
- US Army Corps of Engineers

### **QUALIFICATIONS AND EXPERIENCE OF PROJECT TEAM**

The Consultant shall designate a project team comprised of experienced professionals and technical staff to perform the work competently and efficiently with either the Consultant's own personnel and/or sub-consultant(s). The prime consultant and sub-consultant(s) shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the work under this RFP. The proposal shall include only references to similar projects performed by the Consultant and sub-consultants.

### **METHOD AND CRITERIA FOR SELECTION**

A consultant selection committee, with a minimum of three members, will be appointed at the beginning of the consultant selection process. The committee will review each written proposal submitted by consultants to determine if they meet the requirements of this RFP. Failure to meet the essential requirements for this RFP may be cause for rejection of the proposal. The committee will make independent random checks of the consultant's references as well as major sub-consultants.

Consultant shall be selected based on demonstrated competence and professional qualifications to provide the requested services. Consultants that are considered as equally qualified, cost can be considered as a decisive factor. The selection committee will rank the responding consultants' proposals and will develop a list of the top three (3) consultants. At the conclusion of the ranking process, the sealed fee proposal for the top three ranked consultants will be opened. Subsequently, the City will enter negotiation with the top-ranked consultant, with the goal of agreeing on a final contract that will deliver to the City the services and/or products required at a reasonable and fair compensation. If a fair and reasonable compensation cannot be negotiated with the top-ranked consultant, a new negotiation will be started with the next highest-ranked consultant. If this new negotiation fails, the process will be repeated until a contract is negotiated successfully.

The City may exercise the **option** of inviting the three top ranking consulting firms for a one-hour interview/presentation. The team representing the consulting firm in the interview/presentation must consist of those individuals who will be directly involved in the project. In that case, the final selection of a consultant will be based on the interview/presentation.

## **DELIVERABLES**

Submit 1 original and 3 printed sets of proposal. There is no maximum number of pages, but *please be concise* (consideration will not be given for bulk). **Submit one (1) cost proposal in a separate sealed envelope, using the *Cost Proposal Form* as included on Section 3 Forms Page 17**

The successful bidder is expected to deliver an Emergency Operations Plan and the Continuity of Operations Plan to the City by June 2022.

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following and be organized in the manner specified below:

1. Letter of Transmittal

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved. The letter should clearly identify the local address of the office of the firm performing the work, telephone number and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Qualifications

- a. Describe recent experience with similar engagements to which the proposal relates.
- b. Include resumes of all key professional members who will be assigned to the project. Resumes should be included for all professional members of the team. The resumes should include specific engagements or clients to whom similar services have been provided, if possible.
- c. Describe the firm's policy on notification of changes in key personnel.
- d. Briefly describe the firm's system of quality control to ensure the work meets a high-quality standard.
- e. Include client references.
- f. Include one example of a recently completed review similar in scope to the requested project.

**EVALUATION CRITERIA**

Bids will be evaluated based on the following list of criteria:

<b>MAXIMUM POINTS</b>	<b>CRITERIA</b>
20	Cost Proposal.
20	Qualifications and experience of the entity and key personnel assigned to the project.
20	Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed services.
20	Timeline for commencement and completion of the proposed services with a preference to commencing the study as soon as practicable.
20	Reference check regarding consultant’s history of providing (1) quality work, (2) cost effective performance, and (3) responsiveness and timely service.
100	TOTAL

Implementation and training of each plan, if awarded, would be required to begin within two months of a completed CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN. Both plans shall be considered completed upon Council approval and adoption.



**CITY OF VICTORVILLE**  
**RFP# ES22-043**  
**CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN**  
**EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**

**SECTION IV**  
**SUBMISSION CERTIFICATION**

I hereby submit to The City of Victorville the following bid proposal for work outlined in plans and specifications entitled **“ES22-043 CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN”**

All of the following documents (check below) are completed, fully executed, and included in my proposal as required in the RFP document:

- \_\_\_\_\_ Submission Certification
- \_\_\_\_\_ Cost Proposal Form
- \_\_\_\_\_ Proposer Identification
- \_\_\_\_\_ Worker’s Compensation Certificate
- \_\_\_\_\_ Non-Collusion Declaration
- \_\_\_\_\_ Customer References
- \_\_\_\_\_ Debarred Certification Acknowledgement
- \_\_\_\_\_ Exception Form
- \_\_\_\_\_ Acknowledgement Pages for all Bid Addenda
- \_\_\_\_\_ Qualifications and Resume of Personnel

My signature on this Submittal Certification is affirmation that all items listed above are fully completed and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of my proposal.

---

Business Name

---

Authorized Signature Printed Name and Title

---

Date Signed Telephone Number

**CITY OF VICTORVILLE**  
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**COST PROPOSAL FORM**

The undersigned declares he has carefully examined the locations of the proposed work, the Scope of Services, and Contract Documents; and being familiar with all the conditions surrounding the work. All of the aforementioned shall be done in accordance with said Scope of Services and all applicable addenda.

**COST**

EMERGENCY OPERATIONS PLAN	\$
CONTINUITY OF OPERATIONS PLAN	\$
TOTAL COST	\$

The City will not pay any separate costs for travel, lodging, per diem, printing, shipping, etc. Provide breakdown on a separate sheet, if applicable.

**TOTAL COST IN WORDS:** \_\_\_\_\_

Consultant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Signature

Title

Date

**NOTE: COST PROPOSAL SHEETS (PAGE 17) MUST BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS "SEALED DOLLAR COST FOR ES22-043 CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN."**

**CITY OF VICTORVILLE**  
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**PROPOSER IDENTIFICATION**

1. Legal name of Proposer: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Business Telephone: \_\_\_\_\_
5. Facsimile Telephone: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Type of Business:  
 Sole Proprietor    Partnership    Corporation   Other: \_\_\_\_\_  
If corporation, indicate State where incorporated: \_\_\_\_\_
8. Business License number issued by The City where the Proposer's principal place of business is located.  
Number: \_\_\_\_\_ Issuing City: \_\_\_\_\_
9. Contractors License number and expiration date.  
Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_
10. Federal Tax Identification Number: \_\_\_\_\_
11. Proposer's Project Manager: \_\_\_\_\_
12. Name & Title of Authorized person to sign legal document: \_\_\_\_\_  
\_\_\_\_\_

**CITY OF VICTORVILLE**  
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**WORKERS' COMPENSATION CERTIFICATE**

The Proposer shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and on behalf of my firm, I will comply with such provisions before commencing the performance of the services of any contract entered into.

_____ Signature	_____ Company Name
_____ Printed Name	_____ Business License Number
_____ Title	_____ Date

**CITY OF VICTORVILLE**  
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**NON-COLLUSION DECLARATION**  
**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**  
**(Public Contract Code Section 7106)**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Title

**CITY OF VICTORVILLE**  
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**CUSTOMER REFERENCES**

Proposer: \_\_\_\_\_

<b>LIST THREE AGENCIES YOU HAVE DONE BUSINESS WITH WITHIN THE LAST FIVE YEARS WITH SIMILAR SCOPE OF SERVICES</b>		
1.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	
	Email Address	
2.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	
	Email Address	
3.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	
	Email Address	

**CITY OF VICTORVILLE**  
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**DEBARRED CERTIFICATION ACKNOWLEDGEMENT**

(a)(1) The Offeror/Bidder certifies, to the best of its knowledge and belief, that—

(i) The Offeror/Bidder and/or any of its Principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a three-year period preceding this solicitation, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of bids; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(ii) The Offeror/Bidder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (**e.g.**, general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror/Bidder shall provide immediate written notice to the City if, at any time prior to contract award, the Offeror/Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s/Bidder’s responsibility. Failure of the Offeror/Bidder to furnish a certification or provide such additional information as requested by the SCLAA may render the Offeror/Bidder nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror/Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror/Bidder knowingly rendered an erroneous certification, in addition to other remedies available to the City, the City may terminate the contract resulting from this solicitation for default.

**The Offeror/Bidder certifies that the foregoing is true and correct:**

Offeror/Bidder: \_\_\_\_\_ Federal I.D. No: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

**CITY OF VICTORVILLE  
RFP# ES22-043  
CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN  
EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN**

**EXCEPTION FORM**

Should Proposer take exception to **ANY** of the terms and conditions or other contents provided in the RFB for Professional Auditing Services, list the exceptions below. **THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PROPOSAL.** If no exception(s) are taken, enter "**NONE**" for the first item. *(Make additional copies of this form as necessary)*

Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: \_\_\_\_\_

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Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: \_\_\_\_\_

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Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: \_\_\_\_\_

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**ATTACHMENT “A”  
SAMPLE**

**CONSULTANT PROFESSIONAL  
AGREEMENT**

**CONSULTANT/PROFESSIONAL SERVICES PROVIDER AGREEMENT  
BY AND BETWEEN  
THE CITY OF VICTORVILLE  
VICTORVILLE MUNICIPAL UTILITY SERVICES  
AND  
CONSULTANT COMPANY NAME  
FOR  
PROJECT TITLE AND NUMBER**

THIS CONSULTANT/PROFESSIONAL SERVICES PROVIDER AGREEMENT (hereinafter "Agreement"), is made and entered into by and between THE CITY OF VICTORVILLE, a municipal corporation located in the County of San Bernardino, State of California, hereinafter referred to as the "City", and [CONSULTANT], [STATE FORM OF BUSINESS], hereinafter referred to as "Consultant." City and Consultant are sometimes hereinafter referred to individually as a "Party" and collectively referred to as the "Parties."

**RECITALS:**

**WHEREAS**, the City requires Consultant/Professional Services Provider Agreement for **PROJECT TITLE AND PROJECT # (the "Project); and**

**WHEREAS**, Consultant represents that it is fully qualified to perform the consulting and/or professional services required for performance under this Agreement by virtue of its experience and the training, education and expertise of its principals and its employees; and

**WHEREAS**, in light of the facts set forth above, the City desires to retain the services of a qualified Consultant to provide, on an independent contractor basis, **PROJECT TITLE** and

**NOW THEREFORE, IN CONSIDERATION OF THE COVENANTS, CONDITIONS, AND PROMISES CONTAINED HEREIN AND FOR SUCH OTHER GOOD AND VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:**

**Section 1. RECITALS(CHANGE AS APPLICABLE)**

The Recitals set forth above are true and correct and are hereby incorporated into this Agreement by this reference, as though set forth fully herein.

**Section 2. PROPOSAL**

Consultant shall provide to the City those services set forth in the Proposal, attached hereto as Exhibit "A", and incorporated as part of this Agreement by this reference.

**Section 3. COMPENSATION**

The City shall pay to Consultant a sum not to exceed **SPELL OUT AMOUNT and 00/100 Dollars (\$0000000)** for faithful performance of the services to be rendered under this Agreement, subject to the Proposal provisions of Section 4, below. No expense reimbursements, including, but not limited to, reimbursements for travel, parking, lodging, and/or meals shall be paid to Consultant unless such expense reimbursements: (i) are specifically provided for and described by nature and type in Exhibit "A", below; (ii) appear on Consultant's monthly invoices to City; (iii) are supported by the appropriate receipts and other

such documentation as the City shall require; and (iv) are directly related to the Scope of Services to be performed under this Agreement. In addition, any and all reimbursements shall be made in accordance with any City policy governing same.

**Section 4. PROPOSAL (change as applicable)**

The City shall pay Consultant as provided in the Proposal, attached hereto as Exhibit "A", and incorporated as part of this Agreement by this reference. The provisions of Exhibit "A" notwithstanding, in order to receive payments, Consultant shall be required to submit to the City detailed monthly invoices which include, if applicable, a description of all services/tasks performed, the number of hours expended on each service/task, the name of the person performing the service/task, and expense reimbursement information, if any, as required by Section 3, above. Provided that services have been satisfactorily rendered, invoices shall be paid by the City approximately thirty (30) working days following receipt of Consultant's invoice.

**Section 5. RESERVED**

**Section 6. TERM OF AGREEMENT**

This Agreement shall be for an Initial Term of **[NUMBER of MONTHS]**, commencing on **(COMMENCEMENT DATE)** (the "Commencement Date") and expiring on **(TERMINATION DATE)** (the "Termination Date") (the "Term"), unless terminated earlier pursuant to Section 21 of this Agreement. From and after the Termination Date, and upon subsequent agreement by the Parties, this Agreement may continue on a month-to-month basis until terminated pursuant to Section 21 below.

**[IF NO OPTION PERIODS -- DELETE THIS SECTION FROM THE AGREEMENT IN IT'S**

**ENTIRETY]--** This Agreement may be extended for **ONE (1)** additional one-year period (hereinafter "Option Period"), at the option of City, subject to satisfactory performance as determined by the City. City shall give Consultant sixty (60) days advance written notice prior to the expiration the initial Term and sixty (60) days advance written notice prior to the expiration date of each subsequently exercised Option Period, if any, should the City decide to exercise its option(s) to extend. In the event City does not give Consultant such written notice of its option to extend, this Agreement shall terminate at the end of the then-current Term or Option Period without further notice from either Party, unless terminated earlier pursuant to the provisions of Section 21 below. Should the City fail to give Consultant the sixty (60) days written notice of its intention to exercise any Option Period, the City may, in its sole discretion, elect to exercise any Option Period at a later date, following written inquiry from Consultant.

**Section 7. INDEPENDENT CONTRACTOR STATUS**

It is the express intention of the Parties that Consultant is an independent contractor and not an employee, agent, joint venture, or partner of the City. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City and Consultant or any employee or agent of Consultant. Both Parties acknowledge that Consultant is not an employee for state or federal tax purposes or any other purpose. Consultant shall retain the right to perform services for others during the term of this Agreement.

**Section 8. REPRESENTATIONS AND ACKNOWLEDGMENTS REGARDING INDEPENDENT CONTRACTOR'S STATUS OF CONSULTANT**

a. Consultant represents and acknowledges the following:

- (1) The City is not required to provide any training or legal counsel to Consultant or its employees in order for Consultant to perform the services described in this Agreement.
- (2) Performance of the services described in this Agreement does not have to be integrated into the daily business operations of the City.

(3) The services described in this Agreement can be performed without the use of City equipment, materials, tools, or facilities, unless otherwise provided under a separate agreement.

(4) Nothing in this Agreement shall be interpreted to imply that the City must maintain any contractual relationship with Consultant on a continuing basis after termination of this Agreement.

(5) The City will not be requested or demanded to assume any liability for the direct payment of any salary, wage, or other such compensation to any person employed by Consultant to perform the services described in this Agreement.

(6) Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the City.

b. The City represents and acknowledges the following:

(1) Consultant is solely responsible for determining who, under the supervision or direction of Consultant, will perform the services set forth in this Agreement.

(2) The City will not hire, supervise, or pay any employees or assistants working for Consultant pursuant to this Agreement. Nothing contained in this Agreement shall prevent the City from hiring Consultant's employees or assistants after termination of this Agreement.

(3) Nothing in this Agreement shall be interpreted to imply that Consultant must maintain any contractual relationship with the City on a continuing basis after termination of this Agreement.

(4) It is the sole responsibility of Consultant to set the hours in which Consultant performs or plans to perform the services set forth in this Agreement.

(5) Consultant is not required to devote full time to the business operations of the City in order to perform the services set forth in this Agreement.

(6) Unless deemed necessary under certain circumstances, Consultant is not required to perform the services set forth in this Agreement at City Hall or on City-owned property.

(7) Other than attendance at required public meetings and public hearings, and complying with the provisions of the Proposal set forth in Exhibit A and any procedural requirements set forth by law, Consultant is not required to perform the services set forth in this Agreement in any particular order or sequence.

(8) Nothing in this Agreement shall be interpreted to preclude Consultant from working for other persons or firms, provided that such work does not create a conflict of interest.

**Section 9. NOT AGENT OF THE CITY**

a. Nothing contained in this Agreement shall be deemed, construed, or represented by the City or Consultant or by any third person to create the relationship of principal and agent.

b. Consultant shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind the City to any obligation whatsoever.

**Section 10. LICENSES AND PERMITS**

Consultant represents that it has obtained and will maintain at all times during the Initial Term (and during the Option Period, if applicable) of this Agreement all business licenses, including but not limited to a City of Victorville business license, professional licenses or certifications, or permits necessary for performing the services described in this Agreement.

**Section 11. STANDARD OF PERFORMANCE; WARRANTY**

a. Consultant agrees to perform all services required by this Agreement in a professional and competent manner, in accordance with the degree of skill and diligence which is normally employed by reputable professionals performing similar services under similar conditions in the same or similar locality. Such services shall also be performed in a manner which is reasonably satisfactory to **(DEPARTMENT HEAD AND TITLE)**, or his designee.

b. By executing this Agreement, Consultant warrants that it:

- (1) Has thoroughly investigated and considered the services and work to be performed;
- (2) Has investigated the issues regarding the scope of services to be provided;
- (3) Has carefully considered how the services and related work should be performed;

and

(4) Fully understands the facilities, difficulties and restrictions associated with performance of the services required by this Agreement.

### **Section 12. FAMILIARITY WITH WORK**

Should Consultant discover any latent or unknown conditions materially differing from those inherent in the services or as represented by the City, Consultant shall immediately inform the City of such fact and shall not provide any services, except at Consultant's risk, until written instructions are received from **(DEPARTMENT HEAD AND TITLE)**, or his designee.

### **Section 13. CONFLICTS OF INTEREST**

Consultant covenants that it does not have any interest, nor shall it acquire any interest, directly or indirectly, which would conflict in any manner with the performance of Consultant's services under this Agreement. Consultant further covenants that in the performance of services under this Agreement, no officer, employee or agent of Consultant having such interest shall be employed by it. In the event the City determines that Consultant must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests, Consultant shall file such Form 700 with the City Clerk's Office pursuant to the written instructions provided by the City Clerk. Acquisition or maintenance of a conflicting interest by Consultant may result in termination of this Agreement by the City.

### **Section 14. COMPLIANCE WITH LAWS**

Consultant shall comply with all local, state, and federal laws and regulations applicable to the services to be rendered hereunder, including any rule, regulation, or bylaw governing the conduct or performance of Consultant or its employees, officers, or board members.

### **Section 15. COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY INSURANCE**

a. Consultant shall procure and maintain at its own expense, during the Initial Term of this Agreement (and during the Option Period, if applicable), Commercial General Liability Insurance, of not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate, for bodily injury, personal injury, death, loss, or damage resulting from the wrongful or negligent acts by Consultant or its officers, employees, servants, volunteers, and agents and independent contractors.

b. Consultant shall further procure and maintain, at its own expense, during the Initial Term of this Agreement, (and during the Option Period, if applicable), Commercial Vehicle Liability Insurance covering personal injury and property damage, of not less than One Million Dollars (\$1,000,000) combined single limit, covering any vehicle utilized by Consultant or its officers, employees, servants, volunteers, agents and independent contractors in performing the services required by this Agreement.



**Section 16. WORKERS' COMPENSATION INSURANCE**

a. Consultant shall procure and maintain at its own expense, during the Initial Term of this Agreement (and during the Option Period, if applicable), Workers' Compensation Insurance, providing coverage as required by the California State Workers' Compensation Law.

b. If any class of employees employed by the Consultant pursuant to this Agreement is not protected by the California State Workers' Compensation Law, Consultant shall provide adequate insurance for the protection of such employees to the satisfaction of the City.

**Section 17. PROFESSIONAL LIABILITY INSURANCE**

Professional Liability Insurance or Errors and Omissions insurance as appropriate to Consultant's profession shall be required and written on a policy form specifically designed to provide coverage for and protect against the negligent acts, errors and omissions of the Consultant in the performance of the services required by this Agreement. A minimum limit of \$1,000,000 per claim and in the aggregate must be provided.

**Section 18. ADDITIONAL INSURED**

Notwithstanding any inconsistent statement in any required insurance policies or any subsequent endorsements attached thereto, all insurance policies, except for the Workers' Compensation and Professional Liability, shall be endorsed to name the City and its officers, employees, servants, volunteers, agents and independent contractors, including, without limitation, the City Attorney, as Additional Insureds.

**Section 19. WAIVER OF SUBROGATION RIGHTS**

Consultant shall require the carriers of all required insurance policies, with exception to Professional Liability, to waive all rights of subrogation against the City and its officers, employees, servants, volunteers, agents, and independent contractors and subcontractors. Each policy of insurance shall be endorsed to reflect such waiver.

**Section 20. PROOF OF INSURANCE COVERAGE; REQUIRED ENDORSEMENTS**

a. Consultant shall secure from a good and responsible company or companies authorized to transact insurance business in the State of California, the policies of insurance required by this Agreement and furnish to the City Clerk certificates of insurance evidencing the required coverage, and policy endorsements at least one (1) business day prior to the commencement of any services to be performed under this Agreement.

b. The policies and certificates of insurance shall be endorsed to provide that in the event of cancellation or amendment of any required insurance policy for any reason whatsoever, the City shall be notified by mail, postage prepaid, not less than thirty (30) days before the cancellation or amendment is effective. In the case of cancellation for non-payment, ten (10) days advance written notice shall be given.

c. Each policy and certificate of insurance shall be endorsed to provide that the policy shall not be terminated or expire without first providing thirty (30) days written notice to the City of such termination or expiration.

d. Each policy and certificate of insurance shall be endorsed to provide that the policy will be maintained throughout the Initial Term (and during the Option Period, if applicable), of this Agreement.

e. The Commercial General Liability and Vehicle Liability policies shall be endorsed to contain the following provision: "For any claims related to this Agreement, Consultant's coverage shall be primary with respect to the City. Any insurance maintained by the City shall be in excess of Consultant's insurance and shall not contribute with it."

**Section 21. TERMINATION OR SUSPENSION**

a. This Agreement may be terminated or suspended without cause by either Party at any time, provided that the Party initiating the termination provides the other Party at least thirty (30) days advance written notice of such termination or suspension. In the event of such termination, the City shall only be liable for payment under the payment provisions of this Agreement for satisfactory services rendered or supplies actually furnished prior to the effective date of termination.

b. This Agreement may be terminated or suspended with cause by either Party at any time, provided that the Party initiating termination provides the other Party at least ten (10) days advance written notice of such termination or suspension. In the event of such termination, the City shall only be liable for payment under the payment provisions of this Agreement for satisfactory services rendered or supplies actually furnished prior to the effective date of termination.

**Section 22. TIME OF THE ESSENCE**

Time is of the essence in the performance of this Agreement.

**Section 23. INDEMNIFICATION**

b. Except as set forth in Subsection b of this Section 23, and to the fullest extent permitted by law, Consultant shall immediately defend, indemnify, and hold harmless the City, its officers, employees, representatives, and agents (the "City Indemnitees"), from and against those actions, suits, proceedings, claims, demands, losses, costs, and expenses, including legal costs and reasonable attorneys' fees, for any personal injuries, deaths, or property damage, including property owned by the City (collectively "Claims") which may arise out of Consultant's negligence or willful misconduct in the performance of the services described in this Agreement, unless such Claims are proven to be caused by the negligence or willful misconduct of the City Indemnitees.

b. The provisions of this Subsection b apply only in the event that Consultant is a design professional within the meaning of California Civil Code section 2782.8 ("Design Professional"). The term Design Professional, as defined in said section, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code.

(1) Notwithstanding the provisions of Subsection a above, to the extent that the services to be provided under this Agreement are those of a Design Professional, Consultant's duty to indemnify, hold harmless, and defend the City Indemnitees shall be limited to the extent that any Claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, its officers, agents, employees or subconsultants in the performance of the services described in this Agreement.

(2) In no event shall the costs of defense charged to Consultant exceed the Consultant's proportionate percentage of fault, except as otherwise set forth in said Civil Code section 2782.8, the provisions of which are incorporated into this Agreement by this reference. Nothing in this Subsection b shall be construed to require Consultant to provide indemnification for Claims caused by the active negligence or willful misconduct of the City Indemnitees.

c. The City does not and shall not waive any rights that it may have against Consultant under this Section, because of the acceptance by the City, or the deposit with the City, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless and indemnification provisions of this Section 23 shall apply regardless of whether said insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense described herein.

d. The obligation to indemnify and defend, as set forth in this Section 23, is binding on the successors, assigns, or heirs of Consultant and shall survive the expiration or any early termination of this Agreement.

**Section 24.                    REPORTS**

Upon request by **(DEPARTMENT HEAD AND TITLE)**, or his designee, or as otherwise required by this Agreement, including but not limited to, the Scope of Services set forth in Exhibit "A", Consultant shall prepare and submit reports to the City concerning Consultant's performance of the services required by this Agreement.

**Section 25.                    RECORDS**

a.        Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable **(DEPARTMENT HEAD AND TITLE)**, or, or his designee, to evaluate the cost and the performance of such services.

b.        Books and records pertaining to costs shall be kept and prepared in accordance with generally accepted accounting principles.

c.        **(DEPARTMENT HEAD AND TITLE)**, or his designee, shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

d.        Records and supporting documents pertaining to the use of funds paid to Consultant hereunder shall be retained by Consultant and made available to **(DEPARTMENT HEAD AND TITLE)**, or his designee, for purposes of performing an audit for a period of five (5) years from the date of termination of this Agreement.

**Section 26.                    RESERVED**

**Section 27.                    CONFIDENTIALITY; OWNERSHIP OF WORK**

a.        Any and all documents and information obtained from the City or prepared by Consultant for the City shall be kept strictly confidential unless otherwise provided by applicable law. All City data, documents and information shall be returned to the City upon termination of the Agreement.

b.        Any drawings, specifications, reports, records, documents, or other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly without the prior written approval of to **(DEPARTMENT HEAD AND TITLE)**, or his designee, or as required by applicable law.

c.        Consultant shall not disclose to any other entity or person any information regarding the activities of the City, except with the prior written approval of **(DEPARTMENT HEAD AND TITLE)**, or his designee, or as required by applicable law.

d.        All original documents, reports, designs, computer files and all other materials prepared by Consultant in the course of performing the services pursuant to this Agreement, whether completed or in progress, are the property of the City and shall be surrendered to the City upon the completion of Consultant's services or when requested by **(DEPARTMENT HEAD AND TITLE)**, or his designee. Such materials may be used, reused or otherwise disposed of by the City without the permission of Consultant.

e.        Consultant's covenants under this Section 27 shall survive the termination of this Agreement.

**Section 28.                    PRINCIPAL REPRESENTATIVES**

a.        **[SERVICE REPRESENTATIVE]**, is designated as the principal representative of Consultant for purposes of communicating with the City on any matter associated with the performance of the services set forth in this Agreement.

b. **(DEPARTMENT HEAD AND TITLE)**, or his designee, shall be the principal representative of the City for purposes of communicating with Consultant on any matter associated with the performance of the services set forth in this Agreement.

c. Either Party may designate another individual as its principal representative by giving written notice of such designation to the other Party.

**Section 29.                      MODIFICATIONS AND AMENDMENTS; EXTRA SERVICES**

a. This Agreement may be modified or amended only by a written instrument signed by both Parties.

b. During the Initial Term, the City may request that the Consultant perform Extra Services. As used herein, "Extra Services" means any services, which are determined by the City to be necessary for the proper completion of **PROJECT TITLE**, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. A written instrument signed by both Parties shall be required to authorize performance of and payment for Extra Services.

**Section 30.                      ENTIRE AGREEMENT**

a. This Agreement supersedes any and all prior or contemporaneous agreements, either oral or written, between the City and Consultant with respect to the subject matter of this Agreement.

b. This Agreement contains all of the covenants and agreements between the Parties with respect to the subject matter of this Agreement, and each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any Party, except those covenants and agreements in this Agreement.

c. No agreement, statement, or promise with respect to the subject matter of this Agreement, which is not contained in this Agreement, or in a valid modification or amendment to this Agreement, shall be valid or binding on either Party.

**Section 31.                      AMBIGUITIES**

This Agreement is in all respects intended by each Party hereto to be deemed and construed to have been jointly prepared by the Parties and the Parties hereby expressly agree that any uncertainty or ambiguity existing herein shall not be interpreted against either of them. Except as expressly limited by this paragraph, all of the applicable rules of interpretation of contract shall govern the interpretation of any uncertainty or ambiguity of this Agreement.

Notwithstanding the foregoing, the Parties agree that **Exhibit "A" (CHANGE AS NEEDED)** is attached hereto for reference purposes and to the extent there are any ambiguities, inconsistencies or conflicts between the terms of this Consultant/Professional Services Standard Provider Agreement and **Exhibit "A"** the terms of this Consultant/Professional Services Standard Provider Agreement shall control and nothing set forth in **Exhibit "A"** shall be deemed to supersede any of the provisions of this Consultant/Professional Services Standard Provider Agreement.

**Section 32.                      NOTICES**

a. Any notice to be provided pursuant to this Agreement shall be in writing, and all such notices shall be delivered by personal service or by deposit in the United States mail, certified or registered, return receipt requested, with postage prepaid, and addressed to the Parties as follows:

To the City: [DEPT. HEAD]  
Victorville Municipal Utility Services  
City of Victorville  
14343 Civic Drive  
Victorville, CA 92392

To Consultant: [REPRESENTATIVE]  
[COMPANY]  
[ADDRESS]  
[CITY], [STATE] [ZIP CODE]

b. Notices, payments, and other documents shall be deemed delivered upon receipt by personal service or as of the second (2nd) day after deposit in the United States mail.

**Section 33. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES**

No officer or employee of the City shall be personally liable to Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to Consultant or to its successor(s), or for any breach of any obligation of the terms of this Agreement.

**Section 34. REVIEW BY ATTORNEYS**

Each Party hereto has had its attorney(s) review this Agreement and all related documents. Each Party hereto has consulted with its attorney(s) and has negotiated the terms of this Agreement based on such consultation.

**Section 35. WAIVER**

- a. No waiver shall be binding unless executed in writing by the Party making the waiver.
- b. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.
- c. Failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of such provision or any of the remaining provisions of this Agreement.

**Section 36. ASSIGNMENT**

This Agreement shall not be assigned by either Party without prior written consent of the other Party.

**Section 37. CARE OF WORK**

The performance of services by Consultant or the payment of money by the City shall not relieve Consultant from any obligation to correct any incomplete, inaccurate, or defective work at no further cost to the City, when such incomplete, inaccurate or defective work is due to the negligence of Consultant.

**Section 38. CAPTIONS AND HEADINGS**

The captions and headings contained in this Agreement are provided for identification purposes only and shall not be interpreted to limit or define the content of the provisions described under the respective caption or heading.

**Section 39. SUCCESSORS, HEIRS, AND ASSIGNS**

Except as otherwise expressly provided herein, this Agreement shall be binding upon the successors, endorsees, assigns, heirs, and personal representatives of each of the Parties to this Agreement and, likewise, shall inure to the benefit of the successors, endorsees, assigns, heirs, and personal representatives of each of the Parties.

**Section 40.                    GENDER**

In this Agreement, unless the context clearly requires otherwise, the masculine, feminine and neuter genders and the singular and the plural shall include one another.

**Section 41.                    SEVERABILITY**

If any one or more of the sentences, clauses, paragraphs, or sections contained herein is declared invalid, void, or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair, or invalidate any of the remaining sentences, clauses, paragraphs, or sections contained herein.

**Section 42.                    GOVERNING LAW**

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties under this Agreement, shall be construed pursuant to and in accordance with California law.

**Section 43.                    DEFAULT**

a. Failure or delay by any Party to this Agreement to perform any material term or provision of this Agreement shall constitute a default under this Agreement; provided however, that if the Party who is otherwise claimed to be in default by the other Party commences to cure, correct, or remedy the alleged default within fifteen (15) days after receipt of written notice specifying such default and shall diligently complete such cure, correction, or remedy, such Party shall not be deemed to be in default hereunder.

b. The Party claiming that a default has occurred shall give written notice of default to the Party in default, specifying the alleged default. Delay in giving such notice shall not constitute a waiver of any default nor shall it change the time of default; provided, however, the injured Party shall have no right to exercise any remedy for a default hereunder without delivering the written default notice, as specified herein.

c. Any failure or delay by a Party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any rights or remedies associated with a default.

d. In the event that a default by any Party to this Agreement may remain uncured for more than fifteen (15) days following written notice, as provided above, the injured Party shall be entitled to seek any appropriate remedy or damages by initiating legal proceedings.

**Section 44.                    CUMULATIVE REMEDIES**

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default of any other default by the other Party.

**Section 45.                    VENUE**

All proceedings involving disputes over the terms, provisions, covenants, or conditions contained in this Agreement and all proceedings involving any enforcement action related to this Agreement shall be initiated and conducted in the applicable court or forum in San Bernardino County, California.

**Section 46.                    ATTORNEYS' FEES**

In the event any action, suit, or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this Agreement, or as a result of any alleged breach of any provision of this Agreement, the prevailing Party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorneys' fees, from the losing Party, and any judgment or decree rendered in such a proceeding shall include an award thereof.

**Section 47. EFFECTIVENESS OF AGREEMENT**

This Agreement shall not be binding upon the City, until signed by the authorized representative(s) of Consultant, approved by the City's Risk Manager, and executed by the authorized City personnel or Mayor.

**Section 48. REPRESENTATIONS OF PARTIES AND PERSONS EXECUTING AGREEMENT**

a. Each of the Parties to this Agreement hereby represents that all necessary and appropriate actions of their governing bodies have been taken to make this Agreement a binding obligation of each of the Parties hereto.

b. The persons executing this Agreement warrant that they are duly authorized to execute this Agreement on behalf of and bind the Parties each purports to represent.

**Section 49. COUNTERPARTS**

This Agreement may be executed by the Parties in counterparts, and when executed by each of the Parties, each counterpart shall be deemed to be a part of this Agreement.

(END OF THIS PAGE)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the dates written below.

**THE CITY OF VICTORVILLE**

**CONSULANT**

By: \_\_\_\_\_  
(INSERT DEPT. HEAD NAME AND TITLE)  
(MAYOR NAME AND TITLE IF OVER \$50K)

By: \_\_\_\_\_  
(INSERT NAME & TITLE OF  
PERSON SIGNING ON BEHALF,  
OF CONSULTANT

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST (over 50K)

By: \_\_\_\_\_  
**Jennifer Thompson,**  
**City Clerk**

Dated: \_\_\_\_\_

**THE CITY OF VICTORVILLE**

**APPROVED AS TO STANDARD FORM:**

By: \_\_\_\_\_  
**Lee Brown,**  
**Risk Manager**

By: \_\_\_\_\_  
**Andre de Bortnowsky,**  
**City Attorney**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_