

**AGREEMENT NO. \_\_\_\_\_**  
**BETWEEN THE CITY OF LOS ANGELES**  
**AND**  
**RAMBOLL ENVIRON US CORPORATION**

THIS AGREEMENT ("Agreement") is made and entered into by and between the CITY OF LOS ANGELES, a municipal corporation ("City") acting by and through its Board of Harbor Commissioners ("Board"), and RAMBOLL ENVIRON US COPROPORATION, a commonwealth of Virginia corporation, whose address is 707 Wilshire Boulevard, Suite 4950, Los Angeles, California 90017 ("Consultant").

WHEREAS, City requires professional, scientific, expert or technical services of a temporary and occasional character, including as-needed services on a wide-range of environmental review documentation preparation and defense and stand-alone environmental services to assist the City in meeting local, state and federal environmental laws and regulations including expert litigation consulting services under the direction of the Office of the City Attorney; and

WHEREAS, Consultant is an organization that provides services, including, but not limited to, those services required by the City and, by virtue of training and experience, is well-qualified to provide such services to the City; and

WHEREAS, by reason of the nature and length of the services required by City, it is not economical or feasible for City to have such services performed by its own employees;

NOW, THEREFORE, in consideration of the covenants, terms and conditions hereinafter contained to be kept and performed by the respective parties hereto, it is mutually agreed as follows:

1. Incorporation of Recitals.

1.1 The recitals to this Agreement above are incorporated herein and made a part hereof.

2. Services To Be Performed By Consultant.

2.1 All of the services Consultant shall perform for City are set forth in Exhibit "A" hereto and hereinafter shall be referred to as "Scope of Work." Among other things, Exhibit "A" breaks down the Scope of Work into individual tasks and, in some cases, further breaks down such tasks into subtasks, which hereinafter shall be referred to generically as "Tasks" and "Subtasks." The aggregate of all Tasks and, as applicable, Subtasks, comprises the Scope of Work.

2.2 Consultant's performance of Tasks and, as applicable, Subtasks shall occur as follows:

a. The Director of the Environmental Management Division of City's Harbor Department ("Director") shall issue a written document in the form attached hereto as Exhibit "B" that has been signed by the General Counsel for the Office of the City Attorney, Harbor Department ("General Counsel") and the Deputy Executive Director of Marketing & Customer Relations for the City's Harbor Department and that specifies, without limitation: the Task or Subtask to be performed; the specific services required in connection with such Task or Subtask; the deliverables required in the performance of such Task or Subtask; the schedule for the performance of such Task or Subtask; authorized personnel who may perform the Task or Subtask; authorized compensation for such Task or Subtask; and MBE/WBE/SBE/VSBE/DVBE/OBE utilization ("Directive").

b. Consultant, to reflect its agreement with all the terms of such Directive, shall sign, date and return such Directive to Director.

c. Following Director's receipt of the Directive signed by Consultant, Director shall issue a written document in the form attached hereto as Exhibit "C" that has been signed by Director and General Counsel and that authorizes Consultant to commence performance of the services contemplated by such Directive ("Notice to Proceed").

2.3 Consultant acknowledges and agrees that it lacks authority to perform and that Director and General Counsel lacks authority to request the performance of any services outside the Scope of Work. Consultant further acknowledges and agrees that any services it performs outside the Scope of Work or a Directive, or in the absence of both a Directive and a Notice to Proceed, are performed as a volunteer and shall not be compensable under this Agreement.

2.4 The Scope of Work shall be performed by personnel qualified and competent in the sole reasonable discretion of Director and General Counsel, whether performance is undertaken by Consultant or third-parties with whom Consultant has contracted and whom are listed on Exhibit "K" on the effective date of this Agreement, or whom Director and General Counsel may subsequently approve in writing ("Subconsultants"). Obligations of this Agreement, whether undertaken by Consultant or Subconsultants, are and shall be the responsibility of Consultant. Consultant acknowledges and agrees that this Agreement creates no rights in Subconsultants with respect to City and that obligations that may be owed to Subconsultants, including, but not limited to, the obligation to pay Subconsultants for services performed, are those of Consultant alone. Upon Director's written request, Consultant shall supply City's Harbor Department with all agreements between it and its Subconsultants.

2.5 Consultant's performance of the Scope of Work shall adhere in all respects to the schedule set forth in Exhibit "D" hereto and to the scheduling requirements, if any, set forth in a Directive.

2.6 Consultant, at its sole cost and expense, shall furnish all services, materials, equipment, subsistence, transportation and all other items necessary to perform the Scope of Work. As between City and Consultant, Consultant is solely responsible for any taxes or fees which may be assessed against it or its employees resulting from performance of the Scope of Work, whether social security, payroll or other, and regardless of whether assessed by the federal government, any state, the

City, or any other governmental entity. City shall pay applicable state or local fees necessary to obtain approval, plan checks, permits and variances for the Project.

2.7 Director and General Counsel shall resolve in his or her sole reasonable discretion any issues or questions which may arise during the term of this Agreement as to the quality or acceptability of Consultant's performance of the Scope of Work, the manner of performance, the interpretation of direction given to Consultant, the acceptable completion of a Directive, and the amount of compensation due. Upon written notice from Director and General Counsel, Consultant shall assign replacement personnel and/or shall remedy any deficient services or work product to Director's and General Counsel's reasonable satisfaction and at Consultant's sole cost and expense. Compliance with the requirements of this Section 2.7 is a condition to payment by City of compensation to Consultant pursuant to this Agreement.

2.8 Consultant's representative responsible for administering this Agreement, Lit-Mian Chan("Project Manager"), shall not be changed without Director's and General Counsel's written approval. Director and General Counsel may, for any reason in his or her sole reasonable discretion, require Consultant to substitute a new Project Manager. If City requests such a substitution, the substitute Project Manager shall expend whatever time and costs necessary to become familiar with the Project and any portions of the Scope of Work already performed at Consultant's sole cost and expense.

2.9 If the law requires Consultant, in performing the Scope of Work, to follow a different standard of care than the ordinary standard of care applied to a reasonable person, Consultant shall perform such services with the degree of diligence, skill, judgment, and care applicable to Consultant's profession ("professional standard"). Consultants not required to follow a professional standard shall exercise the degree of care required of ordinary persons.

2.10 For portions of the Scope of Work to be performed on a time and material basis, Consultant shall assign personnel, whether employees or Subconsultants, with the lowest applicable hourly rate who are fully competent to provide the services required. If Consultant finds it necessary to have any portion of the Scope of Work, which this Section 2.10 would require to be performed by personnel at a lower rate, to be performed by personnel at a higher rate, Consultant shall, nevertheless, invoice City at the lower rate.

2.11 Consultant shall promptly consider and implement, to the reasonable satisfaction of Director and General Counsel, any written comments of Director and General Counsel.

2.12 Consultant shall review information provided by City's Harbor Department. Any such information reasonably believed by Consultant to be inaccurate, incomplete or inapplicable shall be brought promptly to the attention of Director and General Counsel in writing.

2.13 Consultant shall perform the Scope of Work as expeditiously as possible and at the time or times required by the Director and General Counsel. Time is of the essence in the performance of the Scope of Work. Consultant's failure to conform to the schedule set forth in Exhibit "D" shall entitle City to have services completed by others, shall obligate Consultant to pay City City's cost to undertake completion of such

services, and shall authorize City to withhold such amounts from any payments otherwise due to Consultant. Consultant's failure to timely perform in accordance with the schedule set forth in Exhibit "D" shall result in economic losses to the City, including, but not limited to, the timely bidding and awarding of contracts, completion of the project in connection with which Consultant's services are rendered and the use of such project by City's Harbor Department, its tenants and the public.

3. Services To Be Performed By City.

3.1 City's Harbor Department shall provide Consultant with available and/or necessary horizontal and vertical survey data in the form of field notes or electronic format as maintained by City's Harbor Department, access to public records, prints of existing aerial photos, existing planimetric maps, environmental documents, existing oceanographic studies and existing soil reports in the vicinity, previous specifications and other information which, in the sole reasonable discretion of Director and General Counsel, shall assist in completing the Scope of Work.

3.2 City's Harbor Department shall provide all necessary copies and prints of the Final PSEs for bid advertisement and construction.

3.3 City's Harbor Department shall provide survey, construction inspection, construction contract administration and soil compaction-testing services unless the Scope of Work provides otherwise.

3.4 Consultant shall provide Director and General Counsel with reasonable advance written notice if it requires access to premises of City's Harbor Department. Subsequent access rights, if any, shall be granted to Consultant at the sole reasonable discretion of Director and General Counsel, specifying conditions Consultant must satisfy in connection with such access. Consultant acknowledges that such premises may be occupied or used by tenants or contractors of City and that access rights granted by City's Harbor Department to Consultant shall be consistent with any such occupancy or use.

3.5 City shall not be obligated to provide information and/or services except as specified in this Agreement.

4. Effective Date and Term.

4.1 After approval by City in accordance with Section 245 of City's Charter, the effective date of this Agreement shall be the date of its execution by City's Harbor Department Executive Director ("Executive Director"). Consultant acknowledges that Section 245 of City's Charter furnishes to the City Council of City ("Council") the right to review this Agreement and that this Agreement shall not become effective until the sixth Council meeting day after approval of this Agreement by Board or Council's approval of the Agreement.

4.2 The term of this Agreement shall not exceed three (3) years, commencing on the Agreement's effective date. This Agreement shall be in full force and effect until:

a. Director and General Counsel determines that Consultant has completed the Scope of Work and provides Consultant written notice thereof; or

b. Board, in its sole discretion, terminates this Agreement, which termination shall become effective five (5) calendar days following Executive Director's transmittal of written notice advising Consultant of such action by Board. Upon receipt of such written notice, Consultant shall cease the performance of the Scope of Work. Consultant shall be entitled to compensation only for services actually performed prior to such termination. Director and General Counsel, in his or her sole reasonable discretion, shall determine the amount of services actually performed and shall allocate a portion of the total compensation due Consultant accordingly. If Board so terminates this Agreement, Consultant shall deliver all drawings, specifications, plans, reports, studies, calculations, estimates, documents and other work product produced pursuant to this Agreement to City in an organized, usable form with all items properly labeled to the degree of detail specified by the Director and General Counsel. No compensation shall be due Consultant until it complies with the requirements of this paragraph; or

c. Three (3) years have elapsed from the effective date of the Agreement.

4.3. Notwithstanding the foregoing, this Agreement is subject to the provisions of City's Charter which, among other things, precludes City from making any expenditure of funds or incurring any liability, including contractual commitments, in excess of the amount appropriated therefor. Board, in awarding this Agreement, is expected to appropriate sufficient funds to meet the estimated expenditure of funds through June 30 of the current fiscal year and to make further appropriations in each succeeding fiscal year during the life of the Agreement. However, Board is under no legal obligation to do so. City, its boards, officers, and employees are not bound by the terms of this Agreement or obligated to make payment thereunder in any fiscal year in which the Board does not appropriate funds therefor. Consultant is not entitled to any compensation in any fiscal year in which funds have not been appropriated for the Agreement by Board.

Although Consultant is not obligated to perform any services required by the Scope of Work in any fiscal year in which no appropriation for the Agreement has been made, Consultant shall resume performance of the Scope of Work on the same terms and conditions for a period of sixty (60) days after the end of the fiscal year if an appropriation therefor is approved by Board within that sixty (60) day period. Consultant is responsible for maintaining all insurance and bonds during this sixty (60) day period. The time for performance shall be extended during this period until the appropriation is made; however, such extension of time is not compensable.

If in any subsequent fiscal year funds are not appropriated by Board for this Agreement, this Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

## 5. Compensation.

5.1 For the full and satisfactory performance of the Scope of Work, City shall pay Consultant and Consultant shall accept a sum not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000) to be paid as specified in Exhibit "E." If Exhibit "E" allocates a specific amount to the performance of a Task or Subtask and if, following the completion of such Task or Subtask, unexpended sums remain in relation to such specific amount, Executive Director may, upon written notice to Consultant, allocate such unexpended sums to the performance of a subsequent Task or Subtask.

5.2 Compensation payable under this Agreement includes payment for all labor, travel, per diem, fringe benefits, general and administrative expenses, overhead, profit, materials, supplies, transportation, and all other direct and indirect costs and expenses incurred by Consultant ("Expenses"). As such, Consultant shall not be entitled to separate reimbursement of Expenses under this Agreement. No markups or premiums shall be applied to services performed by Subconsultants unless Exhibit "E" expressly so allows. Compensation payable under this Agreement shall be on a (1) fixed fee, (2) hourly, or (3) combined fixed fee and hourly basis in accordance with the terms below, as may be more particularly specified in Exhibit "E" and Exhibit "F."

a. Fixed Fee. Lump sum compensation for satisfactory performance of Tasks as may be identified as "Lump Sum" in Exhibit "E."

b. Hourly Fee. An amount equal to the product of the hours expended by Consultant and the applicable hourly rates set forth in Exhibit "F" for time actually spent in the performance of Tasks as may be identified as "Not-to-Exceed" in Exhibit "E." The rates identified in Exhibit "F" state the maximum rates Consultant shall charge under this Agreement. No premium rates, including, but not limited to, overtime or hazardous duty premiums, shall be charged.

5.3 If the term of this Agreement exceeds one (1) year and if Executive Director so consents in writing, Consultant may increase the rates set forth in Exhibit "F" after each twelve (12) months of service as long as such increases (a) are equal to or lower than the rates Consultant charges to other municipal or governmental entities and (b) represent an increase of no more than four percent (4%) over the rates charged during the prior twelve (12) month period. Such increases in rates, if any, shall not result in increases of the amount of total compensation payable under this Agreement set forth in Section 5.1. In the event of any such rate increase, Exhibit "F" shall be revised, replaced and renumbered as Exhibit "F-1," Exhibit "F-2," etc., as applicable.

5.4 Each month during the term of this Agreement, as a prerequisite to payment for services, Consultant shall submit a written invoice to City's Harbor Department for services performed during the prior month, accompanied by such records and receipts as may be specifically required in Exhibit "E." Each such invoice shall bear a City Business Tax Registration Number and a Taxpayer Identification Number. Each invoice shall identify all services performed by Subconsultants. If payments are to be based on the performance of established milestones, Consultant shall bill as each milestone is completed, but not more often than once a month.

Consultant shall submit one (1) original and four (4) copies of each such invoice for payment in the format that contains the information specified in Exhibit "G" and that includes the following certification:

"I certify under penalty of perjury that the above bill is just and correct according to the terms of Agreement No. \_\_\_\_\_ and that payment has not been received. I further certify that I have complied with the provisions of the City's Living Wage Ordinance.

\_\_\_\_\_  
(signed)

5.5 Consultant shall submit supporting documents with each invoice as may be set forth in a Directive. Such documents may include, but are not limited to, provider invoices, payrolls, and time sheets.

5.6 If Consultant utilizes Subconsultants to perform aspects of the Scope of Work, Consultant shall submit to City, with each monthly invoice, a Monthly Subconsultant Monitoring Report in the form attached hereto as Exhibit "H." Consultant shall provide an explanation for any item that does not meet or exceed the participation levels required by a particular Directive, with specific plans and recommendations for improved subconsultant utilization. Invoices will not be paid without a completed Monthly Subconsultant Monitoring Report form. Consultant is not required to submit support for direct costs items of \$25 or less.

5.7 All sums due and payable to Consultant shall be paid as soon as, in the ordinary course of City business, the same may be reviewed and approved. City shall use all reasonable effort to pay said sums within sixty (60) days of receipt of each statement.

For payment and processing, all invoices shall be mailed to the following address:

Accounts Payable Section  
Harbor Department, City of Los Angeles  
P.O. Box 191  
San Pedro, CA 90733-0191

6. Recordkeeping and Audit Rights.

6.1 Consultant shall keep and maintain full, complete and accurate books of accounts and records of the services performed under this Agreement in accordance with generally accepted accounting principles consistently applied, which books and records shall be readily accessible to and open for inspection and copying at the premises by City, its auditors or other authorized representatives. Notwithstanding any other provision of this Agreement, failure to do so shall constitute a conclusive waiver of any right to compensation for such services as are otherwise compensable hereunder. Such books and records shall be maintained by Consultant for a period of three (3) years after completion of services to be performed under this Agreement or until all

disputes, appeals, litigation or claims arising from this Agreement have been resolved.

6.2 During the term of this Agreement, City may audit, review and copy any and all writings (as that term is defined in Section 250 of the California Evidence Code) of Consultant and Subconsultants arising from or related to this Agreement or performance of the Scope of Work, whether such writings are (a) in final form or not, (b) prepared by Consultant, Subconsultants or any individual or entity acting for or on behalf of Consultant or a Subconsultant, and (c) without regard to whether such writings have previously been provided to City. Consultant shall be responsible for obtaining access to and providing writings of Subconsultants. Consultant shall provide City at Consultant's sole cost and expense a copy of all such writings within fourteen (14) calendar days of a written request by City. City's right shall also include inspection at reasonable times of the Consultant's office or facilities which are engaged in the performance of the Scope of Work. Consultant shall, at no cost to City, furnish reasonable facilities and assistance for such review and audit. Consultant's failure to comply with this Section 6.2 shall constitute a material breach of this Agreement and shall entitle City to withhold any payment due under this Agreement until such breach is cured.

7. Consultant Is An Independent Contractor.

Consultant, in the performance of the Scope of Work, is an independent contractor and not an agent or employee of City. Consultant shall not represent itself as an agent or employee of the City and shall have no power to bind the City in contract or otherwise.

8. Business Tax Registration Certificate.

City's Office of Finance requires the implementation and enforcement of Los Angeles Municipal Code Section 21.09 et seq. This section provides that every person, other than a municipal employee, who engages in any business within City, is required to obtain the necessary Business Tax Registration Certificate and pay business taxes. The City Controller has determined that this Code Section applies to consulting firms that are doing work for City's Harbor Department. See Exhibit "I."

9. Indemnification and Insurance.

9.1 Indemnification

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Consultant undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Consultant's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or

willful misconduct incident to the performance of this Agreement by Consultant or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Agreement and those allowed under the laws of the United States, the State of California, and the City.

#### 9.2 Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Consultant's insurance documents. Consultant's insurance broker or agent shall register with the City's online insurance compliance system **Track4LA**™ at <http://track4la.lacity.org/> and submit the appropriate proof of insurance on Consultant's behalf.

#### 9.3 General Liability Insurance

Consultant shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) combined single limit for injury or claim. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The retention or self-insurance provided shall provide that any other insurance maintained by the Harbor Department shall be excess of Consultant's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds, a 10-days notice of cancellation for nonpayment of premium, and a 30-days notice of cancellation for any other reasons.

#### 9.4 Automobile Liability Insurance

Consultant shall procure and maintain at its expense and keep in force at all times during the term of this Agreement, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds, a 10-days notice of cancellation for nonpayment of premium, and a 30-days notice of cancellation for any other reasons.

#### 9.5 Workers' Compensation and Employer's Liability

Consultant shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Consultant shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such Worker's Compensation and occupational disease requirements shall include coverage for all employees of Consultant, and for all employees of any subcontractor or other vendor retained by Consultant.

#### 9.6 Carrier Requirements

All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best's rating shall meet comparable standards in another rating service acceptable to City.

#### 9.7 Notice of Cancellation

Each insurance policy described above shall provide that it will not be canceled or reduced in coverage until after the Board of Harbor Commissioners, Attention: Risk Manager and the City Attorney of City have each been given thirty (30) days' prior written notice by registered mail addressed to 425 S. Palos Verdes Street, San Pedro, California 90731.

#### 9.8 Modification of Coverage

Executive Director, at his or her discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts and types of insurance coverage required hereunder at any time during the term hereof by giving ninety (90) days' prior written notice to Consultant.

#### 9.9 Renewal of Policies

At least thirty (30) days prior to the expiration of each policy, Consultant shall direct their insurance broker or agent to submit to the City's online insurance compliance system **Track4LA**™ at <http://track4la.lacity.org/> a renewal endorsement or renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified above. If Consultant neglects or fails to secure or maintain the insurance required above, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect City's interests. The cost of such insurance will be deducted from the next payment due Consultant.

#### 9.10 Right to Self-Insure

Upon written approval by the Executive Director, Consultant may self-insure if the following conditions are met:

1. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.
2. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.
3. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.
4. Consultant agrees that any insurance carried by Department is excess of Consultant's self-insurance and will not contribute to it.
5. Consultant provides the name and address of its claims administrator.
6. Consultant submits its most recently filed 10-Q or its 10-K or audited annual financial statements for the three most recent fiscal years prior to Executive Director's consideration of approval of self-insurance and annually thereafter.
7. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.
8. Consultant has complied with all laws pertaining to self-insurance.

#### 9.11 Accident Reports

Consultant shall report in writing to Executive Director within fifteen (15) calendar days after it, its officers or managing agents have knowledge of any accident or occurrence involving death of or injury to any person or persons, or damage in excess of Five Hundred Dollars (\$500.00) to property, occurring upon the premises, or elsewhere within the Port of Los Angeles if Consultant's officers, agents or employees are involved in such an accident or occurrence. Such report shall contain to the extent available (1) the name and address of the persons involved, (2) a general statement as to the nature and extent of injury or damage, (3) the date and hour of occurrence, (4) the names and addresses of known witnesses, and (5) such other information as may be known to Consultant, its officers or managing agents.

#### 10. Personal Services Agreement.

10.1 During the term of this Agreement, Consultant agrees that it will not enter into other contracts or perform any work without the written permission of the Executive Director where the work may conflict with the interests of City's Harbor Department.

10.2 Consultant acknowledges that it has been selected to perform the Scope of Work because of its experience, qualifications and expertise. Any assignment or other transfer of this Agreement or any part hereof shall be void provided, however, that Consultant may permit Subconsultant(s) to perform portions of the Scope of Work in accordance with Section 2.3. All Subconsultants whom Consultant utilizes, however, shall be deemed to be its agents. Subconsultants' performance of the Scope of Work shall not be deemed to release Consultant from its obligations under this Agreement or to impose any obligation on the City to such Subconsultant(s) or give the Subconsultant(s) any rights against the City.

11. Confidentiality.

Consultant shall not disclose any proprietary or confidential information of City to any third party or parties during or after the term of this Agreement without the prior written consent of City. The data, documents, reports, or other materials which contain information relating to the review, documentation, analysis and evaluation of the Scope of Work and any recommendations made by Consultant relative thereto shall be considered confidential and shall not be reproduced, altered, used or disseminated by Consultant or its employees or agents in any manner except and only to the extent necessary in the performance of the work under this Agreement. In addition, Consultant is required to safeguard such information from access by unauthorized personnel.

12. Affirmative Action.

Consultant shall not discriminate in its employment practices against any employee or applicant for employment because of employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition. The provisions of Section 10.8.4 of the Los Angeles Administrative Code are incorporated herein by this reference and made a part of this Agreement. All subcontracts awarded shall contain a like nondiscrimination provision. See Exhibit "J."

13. Small/Very Small Business Enterprise Program and Local Business Preference Program.

It is the policy of City's Harbor Department to provide Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE) and Minority-Owned, Women-Owned, Disabled Veteran Business Enterprises (DVBE) and all Other Business Enterprises (MBE/WBE/OBE) an equal opportunity to participate in the performance of all City contracts in all areas where such contracts afford such participation opportunities. Consultant shall assist City's Harbor Department in implementing this policy and shall use its best efforts to afford the opportunity for SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs to achieve participation in subcontracts where such participation opportunities present themselves and attempt to ensure that all available business enterprises, including SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs, have equal participation opportunities which might be presented under this Agreement. See Exhibit "K."

It is also the policy of the Department to support an increase in local and regional jobs. The Department's Local Business Preference Program aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for Local Business Enterprises to achieve participation in subcontracts where such participation opportunities present themselves.

NOTE: Prior to being awarded a contract with the City, Consultant and all Subconsultants must be registered on the City's Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN), at <http://www.labavn.org>.

14. Conflict of Interest.

Consultant has reviewed and understands the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees, as well as the Los Angeles Municipal Code ("LAMC") Municipal Ethics and Conflict of Interest provisions of Section 49.5.1 et seq. and the Conflict of Interest Codes of the City and City's Harbor Department. All parties hereto agree that they are unaware of any financial or economic interest of any public officer or employee of City relating to this Agreement. Notwithstanding any other provision of this Agreement, it is further understood and agreed that if such financial interest does exist at the inception of this Agreement, City may immediately terminate this Agreement by giving written notice thereof. Consultant's signature of this Agreement constitutes its affirmation that any former employees of City or City's Harbor Department that are employed by Consultant and that assist in performing the Scope of Work shall be free of any conflicts of interest with respect to City and City's Harbor Department.

15. Compliance with Applicable Laws.

Consultant's activities under this Agreement, including its performance of the Scope of Work, shall comply with all federal, state, municipal, local and departmental laws, ordinances, rules, regulations, and orders. If in any instance a City standard is more stringent than a state, federal or other requirement, the City standard shall be followed unless the Director notifies the Consultant otherwise in writing, in which case the requirements of said notification shall apply.

16. Trademarks, Copyrights and Patents.

Consultant shall promptly and fully inform Director and General Counsel in writing of any patents, trademarks or copyrights related to services provided under this Agreement or patent trademark or copyright disputes, existing or potential, which Consultant has knowledge of, relating to any idea, design, method, material, equipment or other matter connected to this Agreement. Consultant agrees to save, keep, hold harmless, protect and indemnify City and any of its officers or agents from any damages, cost, or expenses in law or equity from infringement of any patent, trademark, service mark or copyright of any person or persons, or corporations in consequence of the use by City of any materials supplied by Consultant in the performance of this Agreement.

17. Proprietary Information.

Writings, as that term is defined in Section 250 of the California Evidence Code (including, without limitation, drawings, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks, submittals and other items of any type whatsoever, whether in the form of writing, figures or delineations), which are obtained, generated, compiled or derived in connection with this Agreement (collectively hereafter referred to as "property"), are owned by City as soon as they are developed, whether in draft or final form. City has the right to use or permit the use of property and any ideas or methods represented by such property for any purpose and at any time without compensation other than that provided in this Agreement. Consultant hereby warrants and represents that City at all times owns rights provided for in this section free and clear of all third-party claims whether presently existing or arising in the future, whether or not presently known. Consultant need not obtain for City the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless such patent is owned by Consultant or one of its employees, or its Subconsultant or the Subconsultant's employees, in which case such right shall be obtained without additional compensation. Whether or not Consultant's initial proposal or proposals made during this Agreement are accepted by City, it is agreed that all information of any nature whatsoever connected with the Scope of Work, regardless of the form of communication, which has been or may be given by Consultant, its Subconsultants or on either's behalf, whether prior or subsequent to this Agreement becoming effective, to the City, its boards, officers, agents or employees, is not given in confidence. Accordingly, City or its designees may use or disclose such information without liability of any kind, except as may arise under valid patents.

18. Royalty-Free License.

If research or development is furnished in connection with this Agreement and if, in the course of such research or development, patentable work product is produced by Consultant, its officers, agents, employees, or Subconsultants, the City shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make and use, itself or by anyone on its behalf, such work product in connection with any activity now or hereafter engaged in or permitted by City. Upon City's request, Consultant, at its sole cost and expense, shall promptly furnish or obtain from the appropriate person a form of license satisfactory to the City. It is expressly understood and agreed that, as between City and Consultant, the referenced license shall arise for City's benefit immediately upon the production of the work product, and is not dependent on the written license specified above. City may transfer such license to its successors in the operation or ownership of any real or personal property now or hereafter owned or operated by City.

19. City's Disclosure Obligations.

Consultant acknowledges that City is subject to laws, rules and/or regulations generally requiring it to disclose records upon request, which laws, rules and/or regulations include, but are not limited to, the California Public Records Act (California Government Code Sections 6250 et seq.) ("Disclosure Laws").

20. Notices.

In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage prepaid. When so given, such notice shall be effective from the date of mailing of the same. For the purpose hereof, unless otherwise provided by notice in writing from the respective parties, notice to City's Harbor Department shall be addressed to Executive Director, Los Angeles Harbor Department, P.O. Box 151, San Pedro, California 90733-0151, and notice to Consultant shall be addressed to it at the address set forth above. Nothing herein contained shall preclude or render inoperative service of such notice in the manner provided by law.

21. Taxpayer Identification Number ("TIN").

The Internal Revenue Service (IRS) requires that all consultants and suppliers of materials and supplies provide a TIN to the party that pays them. Consultant declares that its authorized TIN is 52-1248616. No payments will be made under this Agreement without a valid TIN.

22. Service Contractor Worker Retention Policy and Living Wage Requirements.

Board adopted Resolution No. 5771 on January 13, 1999, agreeing to adopt the provisions of Los Angeles City Ordinance No. 171004 relating to Service Contractor Worker Retention ("SCWR"), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of City's Harbor Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle City to terminate this Agreement and otherwise pursue legal remedies that may be available.

23. Wage and Earnings Assignment Orders/Notices of Assignments.

Consultant and Subconsultants shall comply with all applicable state and federal employment reporting requirements for employees.

Consultant and Subconsultants shall certify that the principal owner(s) are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignments applicable to them personally. Consultant and Subconsultants shall fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with Section 5230 et seq. of the California Family Code.

24. Equal Benefits Policy.

Board adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance No. 172,908, as amended, relating to Equal Benefits, Section 10.8.2.1 et seq. of the Los Angeles Administrative Code, as a policy of City's Harbor Department. Consultant shall comply with the policy wherever applicable. Violation of this policy shall entitle the City to terminate any agreement with Consultant and pursue any and all other legal remedies that may be available. See Exhibit "L."

25. Compliance With Los Angeles City Charter Section 470(c)(12).

The Consultant, Subconsultants, and their Principals are obligated to fully comply with City of Los Angeles Charter Section 470(c)(12) and related ordinances, regarding limitations on campaign contributions and fundraising for certain elected City officials or candidates for elected City office if the agreement is valued at \$100,000 or more and requires approval of a City elected official. Additionally, Consultant is required to provide and update certain information to the City as specified by law. Any Consultant subject to Charter Section 470(c)(12), shall include the following notice in any contract with a subconsultant expected to receive at least \$100,000 for performance under this Agreement:

Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions

As provided in Charter Section 470(c)(12) and related ordinances, you are a subconsultant on Harbor Department Agreement No. \_\_\_\_\_. Pursuant to City Charter Section 470(c)(12), subconsultant and its principals are prohibited from making campaign contributions and fundraising for certain elected City officials or candidates for elected City office for 12 months after the Agreement is signed. Subconsultant is required to provide to Consultant names and addresses of the subconsultant's principals and contact information and shall update that information if it changes during the 12 month time period. Subconsultant's information must be provided to Consultant within 10 business days. Failure to comply may result in termination of the Agreement or any other available legal remedies including fines. Information about the restrictions may be found at the City Ethics Commission's website at <http://ethics.lacity.org/> or by calling 213-978-1960.

Consultant, Subconsultants, and their Principals shall comply with these requirements and limitations. Violation of this provision shall entitle the City to terminate this Agreement and pursue any and all legal remedies that may be available.

26. State Tidelands Grants.

This Agreement is entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, this Agreement is at all times subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City," approved June 3, 1929 (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Consultant agrees that any interpretation of this Agreement and the terms contained herein must be consistent with such limitations, conditions, restrictions and reservations.

27. Construction of Agreement.

This Agreement shall not be construed against the party preparing the same,

shall be construed without regard to the identity of the person who drafted such and shall be construed as if all parties had jointly prepared this Agreement and it shall be deemed their joint work product; each and every provision of this Agreement shall be construed as though all of the parties hereto participated equally in the drafting hereof; and any uncertainty or ambiguity shall not be interpreted against any one party. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting party shall not be applicable.

28. Titles and Captions.

The parties have inserted the section titles in this Agreement only as a matter of convenience and for reference, and the section titles in no way define, limit, extend or describe the scope of this Agreement or the intent of the parties in including any particular provision in this Agreement.

29. Modification in Writing.

This Agreement may be modified only by written agreement of all parties. Any such modifications are subject to all applicable approval processes required by, without limitation, City's Charter and City's Administrative Code.

30. Waiver.

A failure of any party to this Agreement to enforce the Agreement upon a breach or default shall not waive the breach or default or any other breach or default. All waivers shall be in writing.

31. Governing Law.

This Agreement is made and entered into in the State of California and shall in all respects be construed, interpreted, enforced and governed under and by the laws of the State of California, without reference to choice of law rules.

32. Severability.

Should any part, term, condition or provision of this Agreement be declared or determined by any court of competent jurisdiction to be invalid, illegal or incapable of being enforced by any rule of law, public policy, or city charter, the validity of the remaining parts, terms, conditions or provisions of this Agreement shall not be affected thereby, and such invalid, illegal or unenforceable part, term, condition or provision shall be treated as follows: (a) if such part, term, condition or provision is immaterial to this Agreement, then such part, term, condition or provision shall be deemed not to be a part of this Agreement; or (b) if such part, term, condition or provision is material to this Agreement, then the parties shall revise the part, term, condition or provision so as to comply with the applicable law or public policy and to effect the original intent of the parties as closely as possible.

33. Jurisdiction.

The parties hereto consent to the jurisdiction of the State of California for the enforcement of this Agreement.

34. Integrated Agreement.

This Agreement contains the entire understanding and agreement between the parties hereto with respect to the matters referred to herein. No other representations, covenants, undertakings, or prior or contemporaneous agreements, oral or written, regarding such matters which are not specifically contained, referenced, and/or incorporated into this Agreement by reference shall be deemed in any way to exist or bind any of the parties. Each party acknowledges that it has not been induced to enter into the Agreement and has not executed the Agreement in reliance upon any promises, representations, warranties or statements not contained, referenced, and/or incorporated into the Agreement. **THE PARTIES ACKNOWLEDGE THAT THIS AGREEMENT IS INTENDED TO BE, AND IS, AN INTEGRATED AGREEMENT.**

35. Exhibits; Sections.

All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached. To the extent the terms of an exhibit conflict with or appear to conflict with the terms of the body of the Agreement, the terms of the body of the Agreement shall control. References to sections are to sections of this Agreement unless stated otherwise.

36. Counterparty.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.

/////

/////

/////

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date next to their signatures.

THE CITY OF LOS ANGELES, by its Board of Harbor Commissioners

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

By: \_\_\_\_\_  
EUGENE D. SEROKA  
Executive Director

Attest: \_\_\_\_\_  
Secretary

Date: 7/29/2015

CONSULTANT  
By: [Signature]

Name: Ralph E. Morris  
Title: Managing Principal

Attest: [Signature]  
Name: Lit-Mien Chen  
Title: Principal

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_, 2015  
MICHAEL N. FEUER, City Attorney  
Janna B. Sidley, General Counsel

By \_\_\_\_\_  
Christopher B. Bobo, Assistant

Account #	54410	W.O. #	6832600
Ctr/Div #	0120	Job Fac. #	636-0000
Proj/Prog #	_____		
Budget FY:		Amount:	
	2015-16	916,000	
	2016-17	215,000	
	2017-18	25,000	
	TOTAL	1,200,000	
For Acct/Budget Div. Use Only:			
Verified by: _____			
Verified Funds Available: _____			
Date Approved: _____			

## Scope of Work

**CATEGORY 1:** Professional services in the preparation and defense of CEQA/NEPA documents. These documents address capital improvement projects and major tenant projects and must be prepared in compliance with the CEQA/NEPA. The consultant shall provide professional expert litigation consulting services to the Office of the City Attorney in connection with such CEQA/NEPA documents.

All Initial Study (IS), Negative Declarations (ND), Mitigated Negative Declarations (MND), and EIRs must be prepared in accordance with State and City CEQA Guidelines and CEQA-related legislation. In cases where NEPA compliance is also required, all EIS shall be prepared in accordance with Federal NEPA Guidelines and NEPA-related legislation. If NEPA compliance is required, NEPA documents will normally be prepared as joint CEQA/NEPA documents and involve oversight by the Federal Lead Agency, which is typically the US Army Corps of Engineers (USACE).

The environmental analyses shall focus on the project, as delineated in the project description, preliminary engineering designs, and other information provided by the Harbor Department or gathered during the preparation of the CEQA/NEPA document. Special studies may be necessary to adequately assess project impacts. Specialized expertise will be required in assessing impacts, as well as in identifying and assessing a range of feasible project alternatives and feasible mitigation measures to reduce or avoid impacts. Consultant will be expected to identify concerns and recommend analyses for inclusion in all CEQA/NEPA documents.

A collection of sample reports (special studies, select EIR/EIS, ND/MND, etc.) are available for review on our website at [www.portoflosangeles.org/environment.htm](http://www.portoflosangeles.org/environment.htm).

The steps required by the Harbor Department for the preparation of CEQA/NEPA documents are as follows:

A. NEGATIVE DECLARATIONS (ND) AND MITIGATED NEGATIVE DECLARATIONS (MND)

1. Kick-Off Meeting

The Harbor Department will discuss with the Consultant the practices and requirements to be followed in the preparation of a given ND/MND.

2. Project Schedule

The Consultant shall commit to a schedule for the preparation of the IS/ND or IS/MND. The schedule shall be no longer than one-year from the initial kickoff meeting to Board consideration of the ND/MND and preparation of the final administrative record, unless otherwise specifically requested by the Harbor Department.

3. Preparation of Initial Study (IS)

The Consultant shall prepare and submit to the Harbor Department's Project Manager an administrative draft IS/ND or IS/MND for the Harbor Department's review. The IS/ND or IS/MND may require the following technical analyses:

a. **Aesthetics Analysis:** An expert in the field of Aesthetics is required to perform this analysis. The Aesthetic analysis shall use current standards and methodologies for conducting visual impact assessments. The analysis shall include visual simulations, when necessary.

b. **Air Quality Analysis:** The Air Quality analysis shall be based on the newest approved U.S. Environmental Protection Agency (USEPA), California Air Resource Board (CARB), the California Office of Environmental Health Hazard Assessment (COEHHA), and Southern California Air Quality Management District (SCAQMD) guidance, as well the Harbor Department's most recent air quality protocols, and shall be performed by a team of experts in the following sub-specialties:

1. Criteria Pollutant Modeling, including dispersion modeling and hotspot analysis;
2. Health Risk Assessments based on the most up-to-date guidance from USEPA, OEHHA, and CARB and include a Particulate Matter (PM) Morbidity/Mortality analysis; and
3. General Conformity - The Consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, interpret study results, and prepare guidance on new and existing rules and regulations.

c. **Greenhouse Gas (GHG) Analysis:** The GHG analysis must model GHG emissions based on current models from CARB or inventory data or procedures provided by the Harbor Department.

d. **Biological Analysis:** The Biological Analysis must assess impacts from both construction and operation to terrestrial and marine species and will necessitate a full understanding of National Marine Fisheries Service (NMFS), US Fish and Wildlife Service (USFWS), and California Department of Fish and Game (CDFG) rules and regulations. The Consultant must perform all studies required for the analysis to assess biological function, offer expert advice in terms of establishing new methodologies, mitigation measures, interpret study results, and prepare guidance on new and existing rules and regulations.

e. **Cultural Resource Analysis:** The Cultural Resource Analysis will assess ethnographic, paleontological, archaeological and historical resources. The analysis of historic architectural resources requires experts that meet professional standards established by the US Secretary of the Interior and knowledge of the City of Los Angeles Historic-Cultural Monument database, the State Register of Historic Places, and the National Register of Historic Places.

f. **Transportation Analysis:** The Ground Transportation Analysis shall include complex traffic modeling using the Port Travel Demand Model and report traffic impacts in both Level of Service (LOS) and Vehicle Delay (V/C or Delay). The consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, mitigation measures, interpreting study results, and preparing guidance on new and existing rules and regulations. The Rail Transportation Analysis shall include complex rail traffic modeling using the Harbor Department's most recent guidance to assess rail traffic volumes and at-grade rail crossing delays. The Marine Transportation Analysis shall assess any impacts during construction and operations to marine navigation and safety due to project design or increased vessel traffic and include recent data obtained by the Harbor Department.

g. Hazards and Hazardous Materials Analysis: The Hazards and Hazardous Materials Analysis must assess any environmental impacts from hazardous materials such as Phase I or Phase II environmental site assessments, and will require expert level analysis in the following areas: consistency with the Harbor Department's Risk Management Plan, terrorism, and sea level rise whether as a result of long term climate change or short term seismic activity. The analysis shall include a complex risk matrix.

h. Noise Analysis: The Noise Analysis must include direct data collection and noise projection modeling, including use of the Federal Highway Administration (FHA) Traffic Noise Model.

4. Transmittal of the IS/ND or IS/MND

The Consultant shall publish, both on CD's and as hard copies, and distribute the IS/ND or IS/MND to organizations and individuals on a mailing list provided by the Harbor Department, with cover letters.

5. Finalize the IS/ND or IS/MND

The Consultant shall collect all comments received during the comment period and finalize the IS/ND or IS/MND.

6. Public Meetings/Hearings

The Harbor Department may request the Consultant to attend/participate in public meetings/hearings/leal proceedings during the IS/ND or IS/MND.

7. Submittal of an Administrative Draft and Final Mitigation Monitoring and Reporting Program

If necessary, the Consultant shall prepare a Mitigation Monitoring and Reporting Program (MMRP) for the project in electronic format.

B. EIRs AND JOINT EIR/EISs

1. Kick-Off Meeting

The Harbor Department will discuss with the Consultant the practices and requirements to be followed in the preparation of a given EIR and EIR/EIS.

2. Project Schedule

The Consultant shall commit to a schedule for the preparation of the EIR or EIR/EIS. The schedule shall be no longer than eighteen months from the initial kickoff meeting to Board consideration of the Final EIR and preparation of the final administrative record, unless otherwise specifically requested by the Harbor Department.

3. Preparation of Initial Study (IS), Notice of Preparation (NOP), or NOP/Notice of Intent (NOI)

The Consultant shall prepare and submit to the Harbor Department's Project Manager an administrative draft IS/NOP or IS/NOP/NOI for the Harbor Department's review.

4. Transmittal of the NOP or NOP/NOI

The Consultant shall publish, both on CDs and as hard copies, and distribute the NOP or NOP/NOI to organizations and individuals on a mailing list provided by the Harbor Department, with cover letters.

5. Information Requests

The Consultant shall provide the Office of the City Attorney/Harbor Department with information requests.

6. Preliminary EIR Sections

The Consultant shall prepare the Draft EIR or Draft EIR/EIS sections under the direction of the Harbor Department's Project Manager.

The Draft EIR or Draft EIR/EIS shall include, among others, the same special studies described above for the IS and the following special studies, where applicable:

- a. Environmental Justice Analysis: The Environmental Justice Analysis must be based on guidance from the Council on Environmental Quality Guidance for Environmental Justice under NEPA.

7. Submittal of an Administrative Draft EIR or Administrative Draft EIR/EIS

The Consultant shall deliver copies of the Administrative Draft EIR or Draft EIR/EIS for Office of the City Attorney/Harbor Department/USACE review, as determined to be appropriate by City respectively. There are typically two Administrative Draft review cycles and one Screencheck review in the environmental review process.

8. Finalize Public Draft EIR or EIR/EIS

The Consultant shall incorporate the Harbor Department's comments from the Administrative Draft EIR or EIR/EIS into the Screencheck Draft EIR or EIR/EIS.

9. Transmittal of the Public Draft EIR or EIR/EIS

The Consultant shall distribute the Public Draft EIR or Public Draft EIR/EIS and Notice of Availability to organizations and individuals on a mailing list provided by Harbor Department.

10. Drafting and Submittal of an Administrative Final EIR or EIR/EIS

The Consultant shall incorporate Public Comments and Response to Comments, with any corrections to the Public Draft EIR or Public Draft EIR/EIS into an Administrative Final EIR or Administrative Final EIR/EIS and deliver copies for internal Harbor Department review. There are typically two Administrative Draft review cycles and one Screencheck review during the Final EIR or EIR/EIS process.

## 11. Finalize Final EIR or EIR/EIS

The Consultant shall incorporate the Harbor Department's comments from the Administrative Final EIR or Administrative Final EIR/EIS into the Screencheck Final EIR or Screencheck Final EIR/EIS.

The Consultant shall prepare, as necessary, all documents to support the certification of the Final EIR by the Board and the Record of Decision by the USACE. The consultant shall assist the Office of the City Attorney as directed in the defense of any such documents.

**CATEGORY 2:** As-needed Special Environmental Services in support of Harbor Department operational and capital improvement projects in the following areas:

- Cultural Resources (historical resources, archaeology and paleontology);
- Air Quality, Toxic Air Contaminants, and Greenhouse Gases;
- Sustainability Planning and Reporting;
- Mitigation Monitoring and Reporting;
- In-House CEQA/NEPA Project Management; and
- Expert consulting litigation services.

Special Environmental Services include, but are not limited to, data-gathering and survey of cultural resources; monitoring and reporting on general project issues and compliance with approved mitigation measures and other environmental requirements; researching new regulations and guidelines related to air quality; performing peer-reviews of technical air quality assessments; developing general protocols; preparing technical overviews and primers; and providing support in sustainability planning and developing annual sustainability reports.

The tasks for performing Special Environmental Services are as follows:

## A. Project Initiation

The Harbor Department will discuss with the Consultant the procedures and requirements to be followed in performing a given special services study/task.

## B. Project Schedule

The Consultant will commit to a schedule for performing special service study/task.

## C. Special Service Study Report/Tasks

The Consultant shall provide electronic copies of draft and final reports for review by the Harbor Department's Project Manager, as well as hard copies when requested.

1. **Cultural Resource Studies and Surveys:** Cultural Resource Studies and Surveys may be needed to assess ethnographic, paleontological, archaeological and historical resources. The work shall be done by qualified experts.

2. **Air Quality Analysis:** The Air Quality analysis shall be based on the newest approved USEPA/CARB/OEHHA/SCAQMD guidance, as well as Harbor Department air quality protocols, and shall be performed by a team of experts in the following sub-specialties:

- a. Criteria Pollutant Modeling, including dispersion modeling and hotspot analysis;
- b. Health Risk Assessments, including PM Morbidity/Mortality analysis;
- c. Greenhouse gas emissions and climate change; and
- d. General Conformity.

The consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, feasible mitigation measures, interpret study results, and prepare guidance on new and existing rules and regulations.

3. Sustainability Planning and Reporting: Work under this special service shall include support in sustainability planning and preparation of annual sustainability reports, including data collection.

4. Mitigation Monitoring and Reporting: The Consultant shall conduct mitigation monitoring and reporting duties for construction projects undertaken by tenants and long-term operations through tenant leases. Duties may include, but are not limited to, reviewing contract bid specifications and leases/permits to incorporate environmental requirements and approved mitigation measures; attending pre-construction meetings and coordinating the need for specialized surveys or monitors by qualified experts in areas such as cultural resources and marine biology; conducting onsite field inspections; reviewing contractor and tenant submittals for mitigation compliance; preparing environmental compliance reports; and maintaining a database for tracking and reporting purposes. The Consultant will need to perform such services at the Harbor Department and at EMD offices.

5. In-House CEQA/NEPA Project Management: The Consultant shall provide in-house support for managing and preparing environmental assessments under CEQA and NEPA such as, but not limited to, reviewing Applications for Discretionary Projects, conducting screening level analysis for CEQA/NEPA determinations, reviewing technical data and interpreting engineering design plans, and managing consultant teams preparing CEQA/NEPA documents. The Consultant will need to perform such services at EMD offices.

#### E. Submittal Requirements

Consultant will prepare and submit copies of the deliverable(s) to the Office of the City Attorney/Harbor Department's Project Manager for review.

#### F. Meetings

The Harbor Department may request the Consultant to attend/participate in meetings/hearings and legal proceedings when performing the special services study/task.

### **GENERAL PERFORMANCE REQUIREMENTS:**

A. Consultant, as directed, shall attend in person or telephonically all meetings, conferences and hearings, and provide drawings and exhibits necessary to complete the work.

- B. Consultant shall prepare and deliver minutes of all meetings attended by Consultant, whether or not Harbor Department is represented, where Consultant in its judgment believes the subject of any such meeting is material to the assigned Projects. The minutes shall also be retained by the Consultant in the Project's Administrative File.
- C. Consultant shall promptly consider any comments from the Director or Staff of EMD upon the receipt thereof, and, in the event it disagrees with such comments, promptly notify the Director of EMD or Staff of such disagreement.
- D. Any information provided by the Harbor Department, whether in the form of drawings, documents, and/or written or verbal comments, excluding survey data, shall be reviewed by Consultant. Consultant shall promptly provide written notice to the Director of EMD if it believes that any information provided by the Harbor Department is inaccurate, incomplete or inapplicable.
- E. The Director of EMD shall assist the Consultant in coordinating with tenant(s) or property owner(s) to gain access to the Project area and for minimizing disruption of tenant or owner operations.
- F. Consultant's staff who are classified by the law as professionals and who perform services within that professional discipline shall exercise that degree of diligence, skill, judgment and care which is consistent with the standard of care for that profession. Consultants who perform services outside the scope of professional services shall exercise that degree of care required of ordinary persons. Consultants shall be responsible for all services performed by Consultant and Subconsultants and shall assure all services are competently performed. Consultants shall correct or remedy any errors, omissions or deficiencies that occur in performance of the services at its expense.

## Project Management

Consultant will work directly under the supervision of a Project Manager from the EMD. As a result of the need for close coordination with the Project Manager, Consultants will need to be located and conduct services from an office that is located within the Southern California region or at least 50 miles from the Harbor Department.

Consultant performing in-house CEQA/NEPA Project Management Support will work directly under the supervision of the CEQA/NEPA Supervisor of EMD and will need to perform such services at EMD offices.

## Exhibit B

### Form of Directive

(Date)  
(Consultant)  
(Consultant address)  
(City, State, Zip)

Attention: (Project Manager)

Subject: Directive No. 1

#### Project Name

Pursuant to Section 2.2(a) of Agreement No. \_\_\_\_\_, after receipt of a written Notice to Proceed signed by the Director of the Environmental Management Division, Consultant shall proceed with the following:

#### Tasks or Services

#### Authorized Amount

Consultant shall provide all required tasks, services, and deliverables in accordance with Exhibit A to Agreement No. \_\_\_\_\_.

Consultant shall complete the work within \_\_\_ calendar days from City's transmittal of its written Notice to Proceed.

Consultant shall undertake the following MBE/WBE/SBE/VSBE/DVBE/OBE utilization in connection with its performance of this Directive No. \_\_\_\_.

Consultant acknowledges that the terms and conditions of Agreement No. \_\_\_ govern this Directive and that its signature below reflects its agreement with the terms and conditions of this Directive No. \_\_\_\_.

If you have any questions, please contact \_\_\_\_\_ at (310) 732-\_\_\_\_\_.

ACCEPTED:

(Consultant Name)  
Consultant  
Date:

(Name)  
Executive Director  
Date:

**Exhibit C**

**Form of Notice to Proceed**

(Date)  
(Consultant)  
(Consultant address)  
(City, State, Zip)

Attention: (Project Manager)

Subject: Notice to Proceed - Directive No. \_\_\_\_  
Project Name: \_\_\_\_\_

This is to notify and direct you to commence performance of the subject Directive.  
Enclosed is your set of the executed Directive documents.

If you have any questions, please contact \_\_\_\_\_ at (310) 732-\_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
Director, Environmental Management Division

Enclosure: Directive No. \_\_\_\_

**EXHIBIT D**  
**COMPENSATION**

OTHER PROJECT CHARGES

Subconsultant/Subcontractors

The cost of services rendered by subconsultants/subcontractors will be charged at actual costs.

Communications

The cost of communications including telephone, telex, facsimile, routine postage and incidental copying will be charged at cost.

Travel and Subsistence (Meals, Lodging and Airfare)

Travel and subsistence will be reimbursed in accordance with the City of Los Angeles travel policy.

Vehicles and Mileage

Company vehicle mileage (not listed in the rate schedule) will be charged at the current Federal Travel Regulation (FTR) mileage allowance. IRS rates are posted annually at [www.irs.gov](http://www.irs.gov)

Reproduction

All outside reproduction materials and supplies will be charged at cost.

Field Equipment

Field equipment will be charged at cost.

**NOTE:**

When staff appears as expert witnesses in court trials, mediations, arbitration hearings and depositions, their time will be charged at 1.5 times individual hourly rates as stated in Consultant's rate schedule.

**CONFLICTS:**

If any provision of this page of Exhibit D conflicts with any fee or charge set forth on any other page of Exhibit D, the fee or charge on this page shall supersede any such conflicting provision.



ENVIRON International Corporation

---

**SCHEDULE OF FEES AND CHARGES**  
**FIXED HOURLY RATES FOR TIME AND MATERIALS CONTRACT**  
**Effective January 2013**

---

ENVIRON will bill monthly for the actual time and expenses incurred on the client's behalf in performance of the contracted effort. ENVIRON labor rates will be billed at the fixed hourly rates indicated below through period ending December 31, 2014. ENVIRON does not directly charge for in house copies or normal phone company charges. The cost of services rendered by subconsultants/subcontractors will be charged at actual cost plus five percent. Any other direct costs, not specifically identified herein shall be reimbursed at cost.

<u>Category:</u>	<u>Rate</u> <u>\$/hr.</u>
Principal	270
Principal Consultant	270
Manager 10	235
Manager 9	215
Manager 8	200
Senior Associate 7	185
Senior Associate 6B	170
Associate 6	150
Associate 5	140
Associate 4	125
Senior Support	105
Support	80

This document is PROPRIETARY to ENVIRON International Corporation. It is being made available for the recipient's proposal evaluation and/or contract administration purposes only. No right is granted to the recipient to use, disclose or reproduce any information presented herein without ENVIRON's express written permission.

Above rates will have a 3% annual increase beginning January 1, 2015.

Date:

Port of Los Angeles  
 Attn: Director of Environmental Management  
 Environmental Management Division  
 425 S. Palos Verdes Street  
 San Pedro, CA 90731

AGREEMENT NUMBER: ####  
 BTRC NUMBER: ####  
 TIN: ####

BILLING # MMDDYYYY

BILLING PERIOD: March, 2008 through March 31, 2008

**Cost Summary:**

PD # Task #	POLA PM	Authorized PD Budget	Invoice Number	Current Invoice	Invoiced to Date	Balance	Status Open/Closed
<b>TOTALS:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

AGREEMENT AMOUNT:	\$0.00	AUTHORIZED PD BUDGET:	\$0.00
AUTHORIZED PD BUDGET:	\$0.00	INVOICED TO DATE:	\$0.00
UNCOMMITTED AGMT BAL:	<u>\$0.00</u>	AUTHORIZED PD BALANCE:	<u>\$0.00</u>

If you have any questions about these invoices, please contact NAME at PHONE or EMAIL.

Company Letterhead

Agreement No.:  
ADP No.:  
BTRC No.:  
TIN:

Invoice Number:  
Date:  
POLA PM:

Task number, Project Title  
Billing Period: Month/Day/Year to Month/Day/Year

Authorized PD Budget	Current Invoice	Invoiced To-Date	PD Balance
\$0.00	\$0.00	\$0.00	\$0.00

PERSONNEL:	Rate/Hour	Current Hours	Cumulative Hours	Current Total
Name & Title	\$0.00	0	0	\$0.00
	\$0.00	0	0	\$0.00
	\$0.00	0	0	\$0.00
	\$0.00	0	0	\$0.00
	\$0.00	0	0	\$0.00
	\$0.00	0	0	\$0.00
<b>Total Labor Cost:</b>				\$0.00

SUBCONSULTANT:	Activity	Current Total
Name of Subconsultant	Work Performed	\$0.00
"		\$0.00
"		\$0.00
"		\$0.00
<b>Total Subconsultant Cost:</b>		\$0.00

REIMBURSABLE EXPENSES:	Current Total	
Mileage, Parking, Car Rentals, Reproduction/Copies, etc.	\$0.00	
"	\$0.00	
"	\$0.00	
"	\$0.00	
"	\$0.00	
<b>Total Other Direct Cost:</b>		\$0.00

<b>REMIT PAYMENT TO:</b> Company Name Address City, ST Zip
---

**TOTAL AMOUNT NOW DUE: \$0.00**

**Progress Report:** Describe the work undertaken during this billing period. Identify accomplishments and challenges encountered. Provide other info as appropriate.

I certify under penalty of perjury that the above bill is just and correct according to the terms of Agmt # \_\_\_\_\_ and that payment has not been received. I further certify that I have complied with the provisions of the City's Living Wage Ordinance.

\_\_\_\_\_  
Consultant Representative Name

Date: \_\_\_\_\_  
APPROVED AS TO SCOPE AND  
AMOUNT OF WORK PERFORMED

\_\_\_\_\_  
POLA PROJECT MANAGER

# AS-NEEDED/ON-CALL SERVICES

## MONTHLY SUBCONTRACTOR MONITORING REPORT

Blue Cells - Enter \$ Amounts

Please indicate the subcontractant participation levels achieved for the period of:

Contract No. \_\_\_\_\_

Division \_\_\_\_\_

Contract Administrator \_\_\_\_\_

Contractant Name \_\_\_\_\_

Group \_\_\_\_\_

Contract Title/Project \_\_\_\_\_

Contract Amount \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

	MBE	WBE	OBE	SBE	DVBE
Consultant Amount Committed to-date	0.00%	0.00%	0.00%	0.00%	0.00%
Consultant Amount Invoiced to-date	0.00%	0.00%	0.00%	0.00%	0.00%

	MBE	WBE	OBE	SBE	DVBE
Consultant Amount Committed to-date	0.00%	0.00%	0.00%	0.00%	0.00%
Consultant Amount Invoiced to-date	0.00%	0.00%	0.00%	0.00%	0.00%

Subcontractant Name	Type of Work Performed	PD#	Group (MBE/WBE/OBE/ SBE/DVBE)	PROPOSED		ACTUALS	
				Committed Amount	Committed Percent	Amount Invoiced to Date	Percent Invoice to-date
1					#DIV/0!		0.00%
2					#DIV/0!		0.00%
3					#DIV/0!		0.00%
4					#DIV/0!		0.00%
5					#DIV/0!		0.00%
6					#DIV/0!		0.00%
7					#DIV/0!		0.00%
8					#DIV/0!		0.00%
9					#DIV/0!		0.00%
10					#DIV/0!		0.00%
11					#DIV/0!		0.00%
12					#DIV/0!		0.00%
13					#DIV/0!		0.00%
14					#DIV/0!		0.00%
15					#DIV/0!		0.00%
16					#DIV/0!		0.00%
17					#DIV/0!		0.00%
<b>TOTALS</b>				\$0:00	#DIV/0!	\$0:00	0.00%

Group = MBE/WBE/OBE/SBE/DVBE  
 Committed Amount = Amount authorized by PD's  
 Committed Percent = % sub commitment of Prime commitment  
 Percent invoiced to-date = % invoiced of sub committed amount

## EXHIBIT G

### BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER

The City of Los Angeles Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal Code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do NOT have a BTRC number contact the Tax and Permit Division at the office listed below, or log on to [www.lacity.org/finance](http://www.lacity.org/finance) to download the business tax registration application.

#### MAIN OFFICE

LA City Hall

201 N. Main Street, Rm. 101 (213) 473-5901

## EXHIBIT H

### Sec. 10.8.4 Affirmative Action Program Provisions.

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$100,000 or more and every construction contract with or on behalf of the City of Los Angeles for which the consideration is \$5,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such contract:

- A. During the performance of City contract, the contractor certifies and represents that the contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
  2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  3. The contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
- C. As part of the City's supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, the contractor shall certify on an electronic or hard copy form to be supplied, that the contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
- D. The contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts, and on their or either of their request to provide evidence that it has or will comply therewith.

- E. The failure of any contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the contractor.
- F. Upon a finding duly made that the contractor has breached the Affirmative Action Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.
- G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to the contractor by the City of Los Angeles under the contract, a penalty of TEN DOLLARS (\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.
- H. Notwithstanding any other provisions of a City contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.
- I. The Public Works Board of Commissioners shall promulgate rules and regulations through the Office of Contract Compliance and provide to the awarding authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish this contract compliance program.
- J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.
- K. The Contractor shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it registers to do business with the City. The plan shall be subject to approval by the

Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve

months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, the contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, the contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.

1. Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.
2. A contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.

L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and the contractor.

M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
2. Classroom preparation for the job when not apprenticeable;
3. Pre-apprenticeship education and preparation;
4. Upgrading training and opportunities;

5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
6. The entry of qualified women, minority and all other journeymen into the industry; and
7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.

N. Any adjustments which may be made in the contractor's or supplier's workforce to achieve the requirements of the City's Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.

O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its Contract Compliance Affirmative Action Program.

P. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by contractors or suppliers engaged in the performance of City contracts.

Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

## EXHIBIT I

### SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM AND LOCAL BUSINESS PREFERENCE PROGRAM

#### (1) SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM

The City of Los Angeles Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), minority-owned business enterprises (MBEs), and disabled veteran business enterprises (DVBEs). The SBE Program allows the Harbor Department to target small business participation, including MBEs, WBEs, and DVBEs, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner. **In order to ensure the highest participation of SBE/VSBE/MBE/WBE/DVBEs, all proposers shall utilize the City's contracts management and opportunities database, the Los Angeles Business Assistance Virtual Network (LABAVN), at <http://www.labavn.org>, to outreach to potential subcontractors.**

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to [www.sba.gov](http://www.sba.gov) for more information. The Harbor Department defines a VSBE based on the State of California's Micro-business definition which is 1) a small business that has average annual gross receipts of \$3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The SBE Program is a results-oriented program, requiring consultants who receive contracts from the Harbor Department to perform outreach and utilize certified small businesses. **Based on the work to be performed, it has been determined that the percentage of small business participation will be 25%, including 5% VSBE participation.** The North American Industry Classification System (NAICS) Code for the scope of services is 541620. This NAICS Code is the industry code that corresponds to at least 51% of the scope of services and will be used to determine the size standard for SBE participation of the Prime Consultant. The maximum SBE size standard for this NAICS Code is \$14 million.

Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement. Subconsultants must qualify as an SBE based on the type of services that they will be performing under the Agreement. All business participation will be determined by the percentage of the total amount of compensation under the agreement paid to SBEs. The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

#### (2) LOCAL BUSINESS PREFERENCE PROGRAM:

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

The Harbor Department defines a LBE as:

- (a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or
- (b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Consultant shall complete, sign, notarize (where applicable) and submit the attached Affidavit and Contractor Description Form. The Affidavit and Contractor Description Form will signify the LBE status of the Consultant and subconsultants. Prior to contract award, the Harbor Department will verify the status of all LBEs.

Consultant shall complete, sign, notarize (where applicable) and submit as part of the executed agreement the attached Affidavit and Contractor Description Form. The Contractor Description Form, when signed, will signify the Consultant's intent to comply with the SBE and LBPP requirements. Prior to contract award, the Harbor Department will verify the status of all SBEs. In addition, prior to being awarded a contract with the Harbor Department, all contractors and subcontractors must be registered on LABAVN.

In the event of Consultant's noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City's audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.

## AFFIDAVIT OF COMPANY STATUS

"The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on the attached **Consultant Description Form** is true and correct and includes all material information necessary to identify and explain the operations of

ENVIRON International Corporation

Name of Firm

as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents in association with this agreement."

(1) **Small/Very Small Business Enterprise Program:** Please indicate the ownership of your company. Please check all that apply. At least one box must be checked:

SBE     VSBE     MBE     WBE     DVBE     OBE

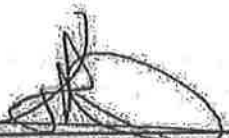
- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Very Small Business Enterprise (VSBE) is 1) a small business that has average annual gross receipts of \$3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at least 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
  - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
  - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
  - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- A Disabled Veteran Business Enterprise (DVBE) is defined as a business in which a disabled veteran owns at least 51% of the business, and the daily business operations are managed and controlled by one or more disabled veterans.
- An OBE (Other Business Enterprise) is any enterprise that is neither an SBE, VSBE, MBE, WBE, or DVBE.

(2) **Local Business Preference Program:** Please indicate the Local Business Enterprise status of your company.

Only one box must be checked:

LBE     Non-LBE

- A Local Business Enterprise (LBE) is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. "Headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.
- A Non-LBE is any business that does not meet the definition of a LBE.

Signature: 

Title: Principal

Printed Name: Lit-Mian Chan

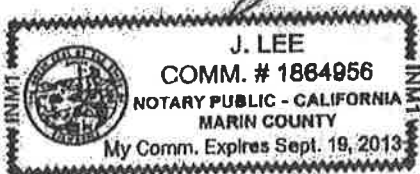
Date Signed: April 24, 2013

**NOTARY:**

**State of California  
County of Marin**

On this 24th day of April, 2013, before me JLEE appeared Lit-Mian Chan who proved to me on the basis of satisfactory evidence subscribed and duly sworn, did execute the forgoing affidavit, and did state that he was properly authorized by ENVIRON International Corporation to execute the affidavit and did so as his free act and deed.

Witness my hand and official seal  
SEAL Notary Public: 



Commission Expires: September 19, 2013

## Consultant Description Form

### PRIME CONSULTANT:

Contract Title: CEQA / NEPA Documentation and Special Environmental Studies

Business Name: ENVIRON INTERNATIONAL CORPORATION Award Total: \$ \_\_\_\_\_

Owner's Ethnicity: N/A Gender N/A Group: SBE VSBE MBE WBE DVBE OBE

Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)

(Circle all that apply)

Primary NAICS Code: 541620 Average Three Year Gross Revenue: \$ 267M

Address: 707 Wilshire Boulevard, Suite 4950

City/State/Zip: Los Angeles, CA 90017

Telephone: 213-943-6300 FAX: 213-943-6301

Contact Person/Title: Lit-Mian Chan

Email Address: lchan@environcorp.com

I certify that I have utilized the LABAVN to outreach to SBES/SBES/MBE/WBE/DVBES of potential subcontracting opportunities associated with this RFQ. X Yes (Please check)

### SUBCONSULTANT:

Business Name: Acoustics Group, Inc. Award Total: \$ \_\_\_\_\_

Services to be provided: Noise

Owner's Ethnicity: Asian Gender M Group: SBE / SBE MBE WBE DVBE OBE

Local Business Enterprise: YES \_\_\_\_\_ NO X (Check only one)

(Circle all that apply)

Primary NAICS Code: 541330 Average Three Year Gross Revenue: \$ 400K

Address: 2102 Business Center Drive, Suite 130

City/State/Zip: Irvine, CA 92612

Telephone: 877-595-9988 FAX: 877-595-9989

Contact Person/Title: Robert Woo / President

Email Address: RobertWoo@AcousticsGroupInc.com

### SUBCONSULTANT:

Business Name: Burns & McDonnell Award Total: \$ \_\_\_\_\_

Services to be provided: MMRP

Owner's Ethnicity: N/A Gender N/A Group: SBE VSBE MBE WBE DVBE OBE

Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)

(Circle all that apply)

Primary NAICS Code: 54160 Average Three Year Gross Revenue: \$ 1.11 Billion

Address: 1 Pointe Drive, Suite 540

City/State/Zip: Brea, CA 92821

Telephone: 714-256-1595 FAX: 714-256-1764

Contact Person/Title: Matt Wartian, PhD / Regional Business Development Director

Email address: mwartian@burnsmcd.com

## Consultant Description Form

### SUBCONSULTANT:

Business Name: Cambridge Systematics, Inc. Award Total: \$ \_\_\_\_\_  
Services to be provided: Transportation Consulting  
Owner's Ethnicity: Caucasian Gender M Group: SBE VSBE MBE WBE DVBE **OBE**  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 5416 Average Three Year Gross Revenue: \$ 59M  
Address: 445 S. Figueroa Street, Suite 2600  
City/State/Zip: Los Angeles, CA 90071  
Telephone: 213-612-7755 FAX: 213-612-7758  
Contact Person/Title: Gill V. Hicks, Senior Associate  
Email Address: ghicks@camsys.com

### SUBCONSULTANT:

Business Name: Castle Environmental Consulting, LLC Award Total: \$ \_\_\_\_\_  
Services to be provided: Air Quality  
Owner's Ethnicity: Anglo Gender M Group: **SBE VSBE** MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541990 Average Three Year Gross Revenue: \$ 260K  
Address: 10829 Westminster Avenue  
City/State/Zip: Los Angeles, CA 90034  
Telephone: 424-298-8026 FAX: 310-765-4773  
Contact Person/Title: John Castleberry / Principal  
Email Address: j.castleberry@cecair.com

### SUBCONSULTANT:

Business Name: Discovery Works, Inc. Award Total: \$ \_\_\_\_\_  
Services to be provided: Cultural Resources  
Owner's Ethnicity: Non-Minority Gender F Group: SBE **VSBE** MBE WBE DVBE OBE  
Local Business Enterprise: YES \_\_\_\_\_ NO X (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541620 Average Three Year Gross Revenue: \$ 176K  
Address: 1428 E. 33rd Street  
City/State/Zip: Signal Hill, CA 90755  
Telephone: 562-427-3474 FAX: ( )  
Contact Person/Title: Beth Padon, President  
Email address: bpadon@discoveryworks.com

**SUBCONSULTANT:**

Business Name: Eco Tierra Consulting Award Total: \$ \_\_\_\_\_  
Services to be provided: AES, LU, PS/Ut, NEPA  
Owner's Ethnicity: White Gender M Group: SBE / SBE MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541620 Average Three Year Gross Revenue: \$305K  
Address: 555 W. 5th Street, 31st Floor  
City/State/Zip: Los Angeles, CA 90013  
Telephone: 213-235-4770 FAX: ( ) \_\_\_\_\_  
Contact Person/Title: Craig Fajnor, Principal/CFO  
Email Address: craig@ecotierraconsulting.com

**SUBCONSULTANT:**

Business Name: Galvin Preservation Associates, Inc. Award Total: \$ \_\_\_\_\_  
Services to be provided: Cultural Resources  
Owner's Ethnicity: Caucasion Gender F Group: SBE / SBE MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541620, 541720, 541690 Average Three Year Gross Revenue: \$ 1M  
Address: 231 California Street  
City/State/Zip: El Segundo, CA 90245  
Telephone: 310-792-2690 FAX: 310-792-2696  
Contact Person/Title: Andrea Galvin, President  
Email Address: andrea@gpaconsulting-us.com

**SUBCONSULTANT:**

Business Name: GeoSoils, Inc. Award Total: \$ \_\_\_\_\_  
Services to be provided: Geology  
Owner's Ethnicity: White Gender M Group: SBE / SBE MBE WBE DVBE OBE  
Local Business Enterprise: YES \_\_\_\_\_ NO X (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541380 Average Three Year Gross Revenue: \$ 2M  
Address: 5741 Palmer Way, Suite D  
City/State/Zip: Calrsbad, CA 92010  
Telephone: 760-438-3155 FAX: 760-931-0915  
Contact Person/Title: John P. Franklin, President  
Email address: jfranklin@geosoilsinc.com

**SUBCONSULTANT:**

Business Name: Ilanco Environmental, LLC Award Total: \$ \_\_\_\_\_  
Services to be provided: Air Quality, Conformity  
Owner's Ethnicity: N/A Gender F Group: SBE VSBE MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541620 Average Three Year Gross Revenue: \$ 150K  
Address: 1817 Harriman Lane, Suite B  
City/State/Zip: Redondo Beach, CA 90278  
Telephone: 310-408-8297 FAX: ( ) \_\_\_\_\_  
Contact Person/Title: Lora Granovsky / President  
Email Address: lora.granovsky@ilancoenvironmental.com

**SUBCONSULTANT:**

Business Name: Iteris, Inc. Award Total: \$ \_\_\_\_\_  
Services to be provided: Support on traffic/transportation issues for CEQA/NEPA  
Owner's Ethnicity: N/A Gender N/A Group: SBE VSBE MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541330 Average Three Year Gross Revenue: \$ 24.7M  
Address: 1700 Carnegie Ave., Suite 100  
City/State/Zip: Santa Ana, CA 92705  
Telephone: 562-432-8484 FAX: 562-432-8485  
Contact Person/Title: Gary Hamrick, Vice President, Transp. Sys.  
Email Address: gjh@iteris.com

**SUBCONSULTANT:**

Business Name: MBI Award Total: \$ \_\_\_\_\_  
Services to be provided: Public Outreach  
Owner's Ethnicity: White Gender F Group: SBE VSBE MBE WBE DVBE OBE  
Local Business Enterprise: YES X NO \_\_\_\_\_ (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 512199 Average Three Year Gross Revenue: \$ 1.56M  
Address: 957 S. Village Oaks Drive  
City/State/Zip: Covina, CA 91724  
Telephone: 626-967-1510 FAX: 626-967-1718  
Contact Person/Title: Mary McCormick, President & CEO  
Email address: Mary@mbimedia.com

**SUBCONSULTANT:**

Business Name: RCSC Award Total: \$ \_\_\_\_\_  
Services to be provided: Marine Transportation/Hazards  
Owner's Ethnicity: White Gender M Group: SBE VSBE MBE WBE DVBE OBE  
Local Business Enterprise: YES \_\_\_\_\_ NO X (Check only one)  
(Circle all that apply)  
Primary NAICS Code: 541620 Average Three Year Gross Revenue: \$ 200K  
Address: 3379 Somis Road, Suite F, PO Box 8  
City/State/Zip: Somis, CA 93066  
Telephone: 805-386-4343 FAX: ( ) \_\_\_\_\_  
Contact Person/Title: Tim Chambers, Vice President  
Email address: tim@reesechambers.com

## EXHIBIT J

### Sec. 10.8.2.1. Equal Benefits Ordinance.

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance, to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

#### (c) Equal Benefits Requirements.

(1) No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

(2) A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

(3) A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

(4) A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

(1) A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

(2) Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.

(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) **Mandatory Contract Provisions Pertaining to Equal Benefits.** Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.