

**AGREEMENT BETWEEN
SAN DIEGO UNIFIED PORT DISTRICT
and
KTUA
for
CHULA VISTA BAYFRONT PARKS
AGREEMENT NO. 56-2021RH**

The parties to this Agreement are the SAN DIEGO UNIFIED PORT DISTRICT, a public corporation (District) and KTUA, a California Corporation (Design Professional).

WHEREAS, on March 5, 2015, District previously issued that certain Request for Qualifications (RFQ) for an urban waterfront park design team to provide landscape architectural and engineering consulting services for the development of two waterfront parks on the Chula Vista Bayfront: Sweetwater Park and Harbor Park; and

WHEREAS, Design Professional was selected in accordance with the terms of the RFQ; and

WHEREAS, in order to complete the work described in the RFQ, District and Design Professional previously entered into that certain Agreement for Chula Vista Bayfront Parks filed on the Office of the District Clerk on August 3, 2016 as Document No. 65392 (as amended or otherwise modified); and

WHEREAS, in order to provide for the completion of the design, documentation, and construction phase support for Sweetwater Park and to assist District in the budgeting process for the same, District and Service Provider desire to enter into this Agreement.

NOW, THEREFORE, the parties agree to the following:

1. **SCOPE OF SERVICES.** Design Professional shall furnish all technical and professional labor, and materials to satisfactorily comply with Attachment A, Scope of Services, attached hereto and incorporated herein, as requested by

District. Design Professional shall keep the Executive Director of the District or their designated representative informed of the progress of said services at all times.

2. **TERM OF AGREEMENT.** This Agreement shall commence on June 15, 2021, and shall terminate on June 30, 2024, subject to earlier termination as provided below.
3. **COMPENSATION.** For performance of services rendered pursuant to this Agreement and as further described in Attachment B, Compensation and Invoicing, attached hereto and incorporated herein; District shall compensate Design Professional based on the following, subject to the limitation of the maximum expenditure provided herein:
 - a. **Maximum Expenditure.** The maximum expenditure under this Agreement shall not exceed \$1,033,694.22. Said expenditure shall include without limitation all sums, charges, reimbursements, costs and expenses provided for herein. Design Professional shall not be required to perform further services after compensation has been expended. In the event that the Design Professional anticipates the need for services in excess of the maximum Agreement amount, the District shall be notified in writing immediately. District must approve an amendment to this Agreement before additional fees and costs are incurred.
 - b. **Payment Procedure.** For work performed on an hourly basis, Design Professional agrees to assign the person with the lowest hourly rate who is fully competent to provide the services required. If Design Professional finds it necessary to have work, which would usually be performed by personnel with a lower rate, performed by personnel paid at the higher hourly rate, Design Professional shall nevertheless, bill at the lower rate.
 - c. **Progress Documentation.** Design Professional shall provide District progress reports in a format and on a schedule as District directs.

Progress reports shall include a description of work completed, cumulative dollar costs incurred, anticipated work for the next reporting period, percentage of work complete, and the expected completion date for remaining work. The report shall identify problem areas and important issues that may affect project cost and/or schedule. The report shall present actual percent completion versus planned percent completion.

d. **Additional Services; Task Authorizations**

- (1) Additional services may be required for the completion of the services specified in this Agreement. For performance of Additional Services, District shall compensate Design Professional using the terms and conditions in Attachment B, Compensation and Invoicing. With Additional Services the maximum amount of this agreement shall not exceed \$1,033,694.22. If Additional Services are required, they shall be undertaken by Design Professional only upon issuance of a Task Authorization (TA), Exhibit A, attached hereto and incorporated herein, for said services.
- (2) An estimate of the level of effort shall be submitted to the District and negotiated for each Task Authorization. Pricing of each Task Authorization shall be governed by the cost and pricing information attached hereto and made a part of this Agreement as Attachment B, Compensation and Invoicing.
- (3) A Task Authorization shall not be considered effective until the Task Authorization form has been signed by District.
- (4) Design Professional shall bill for Additional Services in accordance with the terms of payment, including the documentation required in this Agreement. In addition, invoices for Additional Services shall cite the appropriate Task Authorization (TA) number.

4. **RECORDS**

- a. Design Professional shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to inspection of District at all reasonable times in the City of San Diego and such records shall be kept for at least three (3) years after the termination of this Agreement.
- b. Such records shall be maintained by Design Professional 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, whichever is later.
- c. Design Professional understands and agrees that District, at all times under this Agreement, has the right to review project documents and work in progress and to audit financial records, whether or not final, which Design Professional or anyone else associated with the work has prepared or which relate to the work which Design Professional is performing for District pursuant to this Agreement regardless of whether such records have previously been provided to District. Design Professional shall provide District at Design Professional's expense a copy of all such records within five (5) working days of a written request by District. District's right shall also include inspection at reasonable times of the Design Professional's office or facilities, which are engaged in the performance of services pursuant to this Agreement. Design Professional shall, at no cost to District furnish reasonable facilities and assistance for such review and audit. Design Professional's failure to provide the records within the time requested shall preclude Design Professional from receiving any compensation due under this Agreement until such documents are provided.

5. **DESIGN PROFESSIONAL'S SUB-CONTRACTORS**

- a. It may be necessary for Design Professional to sub-contract for the performance of certain technical services or other services for Design

Professional to perform and complete the required services; provided, however, all Design Professional's sub-contractors shall be subject to prior written approval by District. The Design Professional shall remain responsible to District for any and all services and obligations required under this Agreement, whether performed by Design Professional or Design Professional's sub-contractors. Design Professional shall compensate each Design Professional's sub-contractors in the time periods required by law. Any Design Professional's sub-contractors employed by Design Professional shall be independent Design Professionals and not agents of District. Design Professional shall ensure that Design Professional's sub-contractors satisfy all substantive requirements for the work set forth by this Agreement, including insurance and indemnification.

- b. Design Professional shall also include a clause in its Agreements with Design Professional's sub-contractors which reserves the right, during the performance of this Agreement and for a period of three (3) years following termination of this Agreement, for a District representative to audit any cost, compensation or settlement resulting from any items set forth in this Agreement. This clause shall also require Design Professional's sub-contractors to retain all necessary records 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, whichever is later.

6. **COMPLIANCE**

- a. In performance of this Agreement, Design Professional and Design Professional's sub-contractors shall comply with the California Fair Employment and Housing Act, the American with Disabilities Act, and all other applicable federal, state, and local laws prohibiting discrimination, including without limitation, laws prohibiting discrimination because of age,

ancestry, color, creed, denial of family and medical care leave, disability, marital status, medical condition, national origin, race, religion, sex, or sexual orientation. Design Professional shall comply with the prevailing wage provisions of the Labor Code, and the Political Reform Act provisions of the Government Code, as applicable.

- b. Design Professional shall comply with all Federal, State, regional and local laws, and district Ordinances and Regulations applicable to the performance of services under this Agreement as exist now or as may be added or amended.
7. **INDEPENDENT ANALYSIS.** Design Professional shall provide the services required by this Agreement and arrive at conclusions with respect to the rendition of information, advice or recommendations, independent of the control and direction of District, other than normal contract monitoring provided, however, Design Professional shall possess no authority with respect to any District decision.
8. **ASSIGNMENT.** This is a personal services Agreement between the parties and Design Professional shall not assign or transfer voluntarily or involuntarily any of its rights, duties, or obligations under this Agreement without the express written consent of District in each instance. Design Professional consents to the assignment of District's rights and obligations in this Agreement to RIDA Chula Vista, LLC, its assigns and/or its lenders and their respective assigns ("RIDA Parties"), and agrees that the warranties and obligations hereunder shall inure to the benefit of RIDA Parties, all as if RIDA Parties were a party of this Agreement. Such assignment will be effective when a RIDA Party delivers to Design Professional and District a notice accepting such assignment and assuming District's obligations under this Agreement from and after the date of such notice. From and after Design Professional's receipt of such notice, Design Professional will treat such RIDA Party as the District under this Agreement. Design Professional acknowledges that Port District may grant a security interest in this Agreement to the RIDA Parties and may take steps to evidence and perfect such

security interest including, without limitation, by authorizing a RIDA Party to file a UCC-1 financing statement with respect to this Agreement.

- a. **Additional Consulting Services.** Notwithstanding the foregoing assignment, if a RIDA Party terminates this Agreement, District and Design Professional acknowledge and agree that Design Professional may provide additional consulting services to the District related to District's review and acceptance of the work performed at Sweetwater Park. District and Design Professional therefore mutually agree to meet in good faith within thirty (30) days of any termination by a RIDA Party to determine the scope of work and any other terms of additional consulting services.

9. **INDEMNIFY, DEFEND, HOLD HARMLESS**

a. **Design Professional Services**

- (1) **Duty to Indemnify, duty to defend and hold harmless for "Design Professional" services (as that term is defined pursuant to California Civil Code Section 2782.8):** To the fullest extent provided by law, Design Professional agrees to indemnify, defend, and hold harmless District, its agents, officers and employees, from and against any claim, demand, action, proceeding, suit, liability, damage, cost (including reasonable attorneys' fees) or expense for, including but not limited to, damage to property, the loss or use thereof, or injury or death to any person, including Design Professional's officers, agents, and employees ("Claim"), to the extent that the claims against the indemnitee arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Design Professional. In no event shall the cost to defend charged to the Design Professional exceed the Design Professional's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more

defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the Design Professional shall meet and confer with other parties regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8. The Design Professional's duty to indemnify, defend, and hold harmless shall not include any Claim arising from the active negligence, sole negligence or willful misconduct of District, its agents, officers, or employees.

- (2) Design Professional further agrees that the duty to indemnify and the duty to defend the District as set forth in Section 9.a(1), requires that Design Professional pay all reasonable attorneys' fees and costs District incurs associated with or related to enforcing the indemnification provisions, and defending any Claim arising out of, pertaining to, or related to the negligence, recklessness or willful misconduct of Design Professional, its officers, agents, or employees for services as provided for in this Agreement and as limited by California Civil Code Section 2782.8.
- (3) The District may, at its own election, conduct its defense, or participate in the defense of any Claim related in any way to this Agreement. If the District chooses at its own election to conduct its own defense, participate in its own defense or obtain independent legal counsel in defense of any Claim arising out of, pertaining to, or related to the negligence, recklessness or willful misconduct of Design Professional, its officers, agents, or employees for services as provided for in this Agreement, Design Professional agrees to pay all reasonable attorneys' fees and all costs incurred by District and as limited by California Civil Code Section 2782.8.

b. **Non Design Professional Services**

- (1) **Duty to Indemnify, duty to defend and hold harmless for Non Design Professional Services:** To the fullest extent provided by law, except for Design Professional Services covered under Section 9.a, Design Professional, for all non-design professional services, agrees to defend, indemnify, and hold harmless the District, its agents, officers and employees, from and against any Claim (as defined in Section 9.a above), caused by, arising out of, or related to the performance of services by Design Professional as provided for in this Agreement, or failure to act by Design Professional, its officers, agents, subcontractors and employees. The Design Professional's duty to defend, indemnify, and hold harmless shall not include any Claim arising from the active negligence, sole negligence or willful misconduct of the District, its agents, officers, or employees.
- (2) Design Professional further agrees that the duty to indemnify and the duty to defend the District as set forth in 9.b(1), requires that Design Professional pay all reasonable attorneys' fees and costs District incurs associated with or related to enforcing the indemnification provisions, and defending any Claim arising from the services of the Design Professional provided for in this Agreement.
- (3) The District may, at its own election, conduct its defense, or participate in the defense of any Claim related in any way to this Agreement. If the District chooses at its own election to conduct its own defense, participate in its own defense or obtain independent legal counsel in defense of any Claim arising from the services of Design Professional provided for in this Agreement, Design Professional agrees to pay all reasonable attorneys' fees and all costs incurred by District.

10. **INSURANCE REQUIREMENTS**

- a. Design Professional shall at all times during the term of this Agreement maintain, at its expense, the following minimum levels and types of insurance:
 - (1) Commercial General Liability (including, without limitation, Contractual Liability, Personal Injury, Advertising Injury, and Products/Completed Operations) coverages, with coverage at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 0001) with limits no less than one million dollars (\$1,000,000) per Occurrence and two million dollars (\$2,000,000) Aggregate for bodily injury, personal injury and property damage.
 - (a) The deductible or self-insured retention on this Commercial General Liability shall not exceed \$5,000 unless District has approved of a higher deductible or self-insured retention in writing.
 - (b) The Commercial General Liability policy shall be endorsed to include the District; its agents, officers and employees as additional insureds in the form as required by the District. An exemplar endorsement is attached (Exhibit B, Certificate of Insurance, attached hereto and incorporated herein).
 - (c) The coverage provided to the District, as an additional insured, shall be primary and any insurance or self-insurance maintained by the District shall be excess of the Design Professional's insurance and shall not contribute to it.

- (d) The Commercial General Liability policy shall be endorsed to include a waiver of transfer of rights of recovery against the District ("Waiver of Subrogation").
- (2) Commercial Automobile Liability (Owned, Scheduled, Non-Owned, or Hired Automobiles) written at least as broad as Insurance Services Office Form Number CA 0001 with limits of no less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation, statutory limits, is required of the Design Professional and all sub-consultants (or be a qualified self-insured) under the applicable laws and in accordance with "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Employer's Liability, in an amount of not less than one million dollars (\$1,000,000) each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee. This policy shall be endorsed to include a waiver of subrogation endorsement, where permitted by law.
- (4) Professional Liability insurance in the amount of \$1,000,000 per claim and \$1,000,000 aggregate.
 - (a) At the end of the agreement period, Consultant shall maintain, at its own expense, continued Professional Liability insurance of not less than five (5) years, in an amount no less than the amount required pursuant to this Agreement.
 - (b) Alternately, if the existing Professional Liability is terminated during the above referenced five-year period, Consultant shall maintain at its own expense, "tail" coverage in the same minimum amount as set forth in this paragraph.

- (c) All coverages under this section shall be effective as of the effective date of this Agreement or provide for a retroactive date of placement that coincides with the effective date of this Agreement.
- (5) Umbrella or Excess Liability insurance with limits no less than one million dollars (\$1,000,000) per occurrence and aggregate. This policy must provide excess insurance over the same terms and conditions required above for the General Liability, Automobile Liability and Employer's Liability policies.
- b. Design Professional shall furnish District with certificates of insurance coverage for all the policies described above upon execution of this Agreement and upon renewal of any of these policies. A Certificate of Insurance in a form acceptable to the District, an exemplar Certificate of Insurance is attached as Exhibit B and made a part hereof, evidencing the existence of the necessary insurance policies and endorsements required shall be kept on file with the District. Except in the event of cancellation for non-payment of premium, in which case notice shall be 10 days, all such policies must be endorsed so that the insurer(s) must notify the District in writing at least 30 days in advance of policy cancellation. Design Professional shall also provide notice to District prior to cancellation of, or any change in, the stated coverages of insurance.
- c. The Certificate of Insurance must delineate the name of the insurance company affording coverage and the policy number(s) specifically referenced to each type of insurance, either on the face of the certificate or on an attachment thereto. If an addendum setting forth multiple insurance companies or underwriters is attached to the certificate of insurance, the addendum shall indicate the insurance carrier or underwriter who is the lead carrier and the applicable policy number for the CGL coverage.

- d. Furnishing insurance specified herein by the District will in no way relieve or limit any responsibility or obligation imposed by the Agreement or otherwise on Design Professional or Design Professional's sub-contractors or any tier of Design Professional's sub-contractors. District shall reserve the right to obtain complete copies of any of the insurance policies required herein.
11. **ACCURACY OF SERVICES.** Design Professional shall be responsible for the technical accuracy of its services and documents resulting therefrom and District shall not be responsible for discovering deficiencies therein. Design Professional shall correct such deficiencies without additional compensation. Furthermore, Design Professional expressly agrees to reimburse District for any costs incurred as a result of such deficiencies. Design Professional shall make decisions and carry out its responsibilities hereunder in a timely manner and shall bear all costs incident thereto so as not to delay the District, the project, or any other person related to the project, including the Design Professional or its agents, employees, or subcontractors.
12. **INDEPENDENT CONTRACTOR.** Design Professional and any agent or employee of Design Professional shall act in an independent capacity and not as officers or employees of District. The District assumes no liability for the Design Professional's actions and performance, nor assumes responsibility for taxes, bonds, payments or other commitments, implied or explicit by or for the Design Professional. Design Professional shall not have authority to act as an agent on behalf of the District unless specifically authorized to do so in writing. Design Professional acknowledges that it is aware that because it is an independent contractor, District is making no deductions from its fee and is not contributing to any fund on its behalf. Design Professional disclaims the right to any fee or benefits except as expressly provided for in this Agreement.
13. **ADVICE OF COUNSEL.** The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and

conditions of this Agreement, and that the decision of whether or not to seek the advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each of the parties hereto. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California.

14. **INDEPENDENT REVIEW.** Each party hereto declares and represents that in entering into this Agreement it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this Agreement is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent or attorney of any other party.
15. **INTEGRATION AND MODIFICATION.** This Agreement contains the entire Agreement between the parties and supersedes all prior negotiations, discussion, obligations and rights of the parties in respect of each other regarding the subject matter of this Agreement. There is no other written or oral understanding between the parties. No modifications, amendment or alteration of this Agreement shall be valid unless it is in writing and signed by the parties hereto.
16. **OWNERSHIP OF RECORDS.** Any and all materials and documents, including without limitation drawings, specifications, computations, designs, plans, investigations and reports, prepared by Design Professional pursuant to this Agreement, shall be the property of District from the moment of their preparation and the Design Professional shall deliver such materials and documents to District at the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101) whenever requested to do so by District. However, Design Professional shall have the right to make duplicate copies of such materials and documents for its own file, or other purposes as may be

expressly authorized in writing by District. Said materials and documents prepared or acquired by Design Professional pursuant to this Agreement (including any duplicate copies kept by the Design Professional) shall not be shown to any other public or private person or entity, except as authorized by District. Design Professional shall not disclose to any other public or private person or entity any information regarding the activities of District, except as expressly authorized in writing by District. In the event of any assignment of District's rights to a RIDA Party, District shall continue to have ownership of all records as set forth in this Section 16. Design Professional expressly authorizes RIDA Parties to receive copies of and to use any and all materials and documents, including without limitation drawings, specifications, computations, designs, plans, investigations and reports, prepared by Design Professional pursuant to this Agreement relating to Sweetwater Park for the purpose of completing the development of Sweetwater Park, and District expressly consents to Design Professional providing any and all such materials and documents to RIDA Parties without limitation.

17. **TERMINATION.** In addition to any other rights and remedies allowed by law, the Executive Director (President/CEO) of District (or its successors or assigns) or a RIDA Party may terminate this Agreement at any time with or without cause by giving ten (10) days written notice to Design Professional of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall at the option of District be delivered by Design Professional to the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101). Termination of this Agreement by Executive Director (President/CEO) as provided in this paragraph shall release District from any further fee or claim hereunder by Design Professional other than the fee earned for services which were performed prior to termination but not yet paid. Said fee shall be calculated and based on the schedule as provided in this Agreement.

18. **DISPUTE RESOLUTION**

- a. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and is not settled by direct negotiation or such other procedures as may be agreed, and if such dispute is not otherwise time barred, the parties agree to first try in good faith to settle the dispute amicably by mediation administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, prior to initiating any litigation or arbitration. Notice of any such dispute must be filed in writing with the other party within a reasonable time after the dispute has arisen. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate.
- b. If mediation is unsuccessful in settling all disputes that are not otherwise time barred, and if both parties agree, any still unresolved disputes may be resolved by arbitration administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, provided, however, that the Arbitration Award shall be non-binding and advisory only. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate. On demand of the arbitrator or any party to this Agreement, sub-contractor and all parties bound by this arbitration provision agree to join in and become parties to the arbitration proceeding.
- c. The foregoing mediation and arbitration procedures notwithstanding, all claim filing requirements of the Agreement documents, the California Government Code, and otherwise, shall remain in full force and effect regardless of whether or not such dispute avoidance and resolution procedures have been implemented, and the time periods within which claims are to be filed or presented to the District Clerk as required by said Agreement, Government Code, and otherwise, shall not be waived, extended or tolled thereby. If a claim is not timely filed or presented, such

claim shall be time barred and the above dispute avoidance and resolution procedures, whether or not implemented or then pending, shall likewise be time barred as to such claims.

19. **PAYMENT BY DISTRICT.** Payment by the District pursuant to this Agreement does not represent that the District has made a detailed examination, audit, or arithmetic verification of the documentation submitted for payment by the Design Professional, made an exhaustive inspection to check the quality or quantity of the services performed by the Design Professional, made an examination to ascertain how or for what purpose the Design Professional has used money previously paid on account by the District, or constitute a waiver of claims against the Design Professional by the District. The District may in its sole discretion withhold payments or seek reimbursement from the Design Professional for expenses, miscellaneous charges, or other liabilities or increased costs incurred or anticipated by the District which are the fault of or as result of work performed or negligent conduct by or on behalf of the Design Professional. Upon five (5) day written notice to the Design Professional, the District shall have the right to estimate the amount of expenses, miscellaneous charges, or other liabilities or increased costs and to cause the Design Professional to pay the same; and the amount due the Design Professional under this Agreement or the whole or so much of the money due or to become due to the Design Professional under this Agreement as may be considered reasonably necessary by the District shall be retained by the District until such expenses, miscellaneous charges, or other liabilities or increased costs shall have been corrected or otherwise disposed of by the Design Professional at no expense to the District. If such expenses, miscellaneous charges, or other liabilities or increased costs are not corrected or otherwise disposed of at no expense to the District prior to completion date of the Agreement, the District is authorized to pay for such expenses, miscellaneous charges, or other liabilities or increased costs from the amounts retained as outlined above or to seek reimbursement of same from the Design Professional. It is the express intent of the parties to this Agreement to protect the District from loss because of conduct by or on behalf of the Design Professional.

20. **COMPLIANCE WITH PREVAILING WAGE LAWS (IF APPLICABLE)**

- a. Design Professional acknowledges and agrees that it is the sole and exclusive responsibility of Design Professional to: (a) ensure that all persons and/or entities (including, but not limited to, Design Professional or Subcontractors) who provide any labor, services, equipment and/or materials (collectively, "Services") in connection with any work shall comply with the requirements of California's and any other prevailing wage laws ("PWL") to the extent such laws are applicable and (b) determine whether any Services are subject to the PWL by obtaining a determination by means that do not involve the District.
- b. **Certified Payrolls.** Design Professional acknowledges and agrees that it is the sole and exclusive responsibility of the Design Professional to ensure that all certified payrolls are provided to the District. Design Professional shall submit certified payrolls electronically via the software LCPtracker.
 - (1) LCPtracker is a web-based system, accessed on the World Wide Web by a web browser. Design Professional will be given a Log-On identification and password to access the San Diego Unified Port District's reporting system upon Design Professional's request.
 - (2) The use of LCPtracker by the Design Professional is mandatory. Access to LCPtracker will be provided at no cost to the Design Professional.
 - (3) In order to utilize LCPtracker, the Design Professional needs a computer and internet access. A digital camera and a scanner may be useful. For more information, go to www.lcptracker.com. To Login, go to www.lcptracker.net and from the homepage, select LOGIN and enter the Username and Password that will be provided to you by the District upon Design Professional's request.

- (4) Use of the system will entail data entry of weekly payroll information including; employee identification, labor classification, total hours worked and hours worked on this project, wage and benefit rates paid etc. The Design Professional's payroll and accounting software might be capable of generating a 'comma delimited file' that will interface with the software.
- (5) Design Professional must require all lower-tier sub participants the mandatory requirement to use LCPtracker to provide any required labor compliance documentation. Lower-tier sub participants will be given a Log-On identification and password from the Design Professional.
- (6) Training options can be provided to the Design Professional upon request.

21. **DESIGN PROFESSIONAL/CONTRACTOR REGISTRATION PROGRAM (IF APPLICABLE)**

- a. In accordance with the provisions of Labor Code section 1771.1. (a) A contractor or subcontractor shall not be qualified to bid on; be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

- b. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
 - c. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
 - d. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
22. **CAPTIONS.** The captions by which the paragraphs of this Agreement are identified are for convenience only and shall have no effect upon its interpretation.
23. **EXECUTIVE DIRECTOR'S SIGNATURE.** It is an express condition of this Agreement that said Agreement shall not be complete nor effective until signed by either the Executive Director (President/CEO) or Authorized Designee on behalf of the District and by Authorized Representative of the Design Professional.
- a. Submit all correspondence regarding this Agreement to:
Mark McIntire, Capital Project Manager II
Engineering-Construction Department
San Diego Unified Port District
P.O. Box 120488
San Diego, CA 92112-0488
Tel. (619) 686-8064
Email: mmcintir@portofsandiego.org

- b. The Design Professional's Authorized Representative assigned below has the authority to authorize changes to the scope, terms and conditions of this Agreement:

Chris Langdon, Principal
KTUA
3916 Normal Street
San Diego, CA 92103
Tel. (619) 294-4477
Email: chris@ktua.com

- c. Written notification to the other party shall be provided, in advance, of changes in the name or address of the designated Authorized Representative.

SAN DIEGO UNIFIED PORT DISTRICT**KTUA**

Ernesto Medina
Chief Engineer, Engineering-Construction

Chris Langdon

Chris Langdon
Principal

Approved as to form and legality:
GENERAL COUNSEL

By: Assistant/Deputy

A manually signed copy of this Agreement transmitted by email or any other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

ATTACHMENT A SCOPE OF SERVICES

San Diego Unified Port District

Project Description:

The Sweetwater Park project is located within the Sweetwater District of the Chula Vista Bayfront adjacent to the San Diego Bay National Wildlife Refuge. The project objective is to develop a new, resource based passive recreation park that will serve as a regional, coastal destination. The park is designed to comply with the Chula Vista Bayfront Masterplan and associated development policies such as the approved Coastal Development Permit issued at the completion of the Schematic Design phase and the Districts Design Procedures including the Engineering-Construction Design Procedures Manual. Park improvements include parking for 216 vehicles, a new park restroom, plazas and informal small group gathering areas, a nature-themed play area, an adventure dunes play area, a large multi-use meadow with perimeter walkway and picnic areas, a shade pavilion, multiple trail and path routes for walking, jogging, and bicycling, and elevated scenic overlook areas, that will provide sweeping views of San Diego Bay. The park will be designed in compliance with ADA accessibility standards. The Park will include District provided Public Art integrated into the park improvements. KTUA will coordinate the park design for integration of the Public Art.

Project Background Information:

In July 2016 the Board of Port Commissioners authorized selection of KTUA for Chula Vista Bayfront park design services including the design of Sweetwater Park. The preliminary design of Sweetwater Park started in 2018 as part of the Site Preparation at Chula Vista Bayfront project per an initial agreement between the District and KTUA. That agreement provided the services to establish design parameters for the public outreach, schematic design, and Coastal Development Permit (CDP) process for the streetscape and the parks at the Chula Vista Bayfront. The Sweetwater Park schematic design was completed in March 2020 and the Board of Port Commissioners authorized the CDP in April 2020. Currently, the District is establishing Sweetwater Park as a capital improvement project. This agreement will provide the services for the balance of the design, contract documents, and construction phase support for the Sweetwater Park capital improvement project.

Project Parameters:

In addition to the scope of the project (Project Description as described above) KTUA shall perform these services per the design schedule and project budget identified in the following tables.

DESIGN SCHEDULE		
Task	Description	Completion Date
A	Design Development (30% Design Submittal)	Aug 31, 2021
B	Construction Documents: Plans, Specification and Estimate – (60% CD Submittal)	Oct 15, 2021
C	Construction Documents: Plans, Specification and Estimate – (90% CD	Dec 15, 2021

	Submittal)	
D	Construction Documents: Plans, Specification and Estimate – (100% CD Submittal)	Feb 15, 2022
E	Construction Documents: Plans, Specification and Estimate – (Final Documents Submittal)	Mar 31, 2022
F	City Processing and Permitting	Feb 28, 2022
G	Bidding and Construction Administration (As Determined by District)	Fall 2023

PROJECT BUDGET		
Item	Description	Amount
1	Design Fee	\$ 1,034,000
2	Other Soft Cost	\$ 400,000
3	Construction	\$10,435,000
4	Public Art	\$ 125,000
5	Construction Contingency (5%)	\$ 506,000
Total Budget		\$12,500,000

SCOPE OF SERVICES

- a) **As-Needed Landscape Architecture Services** Design Professional shall provide landscape Architecture Services and expertise that may include, but is not limited to, the following:

i) **PHASE 1: DESIGN**

Task A: Design Development Documents (30% Design)

A.1 Design Development Documents

This phase shall consist of the design development of the approved and permitted Sweetwater Park Schematic Design for the areas within the established scope of work. This phase will consist of further development of the schematic design to include the following elements:

1. Updated Aerial Topographic and Field Survey of newly constructed conditions.
2. Site Grading and Drainage Plans including Permanent Stormwater Best Management Practice (BMP's).
3. Parking Lot Plans.
4. Site Paving and Hardscape Plans, Materials, Finishes, and Preliminary Details
5. Site Electrical Plans and Schedule.
6. Site Furnishings and Shade Structure Plans, Materials, and Preliminary Details.
7. Play Area Plans, Equipment Schedules, and Preliminary Details.
8. Preliminary Restroom Plans, Schedules, and Preliminary Details.
9. Preliminary Interpretive Signage Plan, and Preliminary Details.
10. Planting Plans and Schedule.

11. Preliminary Irrigation Point of Connection (POC), Mainline, and Zoning Plans and Schedule.
12. Outline Specifications.
13. Design Development Level Assumption of Probable Costs.

A.2: Update Topographic Survey

1. Design professional shall update the current aerial topographic survey with a new aerial and field survey to record site conditions that have changed as a result of the completion of the Sweetwater Bicycle Path and Promenade and the completion of the E Street improvements and Costa Vista RV Resort Campground.

A.3: Coordination Meetings

1. Design Professional team shall participate in coordination meetings with District and City of Chula Vista staff to coordinate design issues that arise and track the overall progress of the progression of the Design Development Documents.

A.4: Prepare Outline Specifications

1. Working with the design team's cost estimator, the design professional will review and validate the projected construction cost of the Design Development level plans and specifications.

A.5: Prepare Design Development Level Assumption of Probable Costs

1. Working with the design team's cost estimator, design professional will review and validate the projected construction costs of the Design Development level plans and specifications.

A.6: Coordination and Project Management

1. Design Professional will maintain close coordination with design team, the District, and The City of Chula Vista to resolve questions and key issues so that the project can proceed as scheduled. This shall include in-house team management and administration.

Task A Work Products:

1. Updated Aerial Topographic Survey.
2. Design Development Level Plans, Details, and Sections- including grading/drainage, architecture, electrical, hardscape, irrigation and planting.
3. Materials Finish and Color Boards.
4. Outline Specifications.
5. Design Documents Level Assumption of Probable Costs.

Task A Meetings:

1. Kickoff Meeting with District and City of Chula Vista (1)
2. Team Site Visit (1)
3. Coordination meetings with District and City of Chula Vista (6 total).
4. Design Development Review Meeting with District and City of Chula Vista (1)
5. Design Team Coordination Meetings, as needed

TASKS B-E: Construction Documents (CDs): Plans, Specifications and Estimate

- Task B: 60% CDs
- Task C: 90% CDs (First Building Department Submittal Only)
- Task D: 100% CDs (Includes Second Building Department Submittal)
- Task E: Final CDs and Bid Document Preparation

The scope for park improvements includes construction documents (60%, 90%, 100% and Final submittals) for installation of the proposed park improvements related to the approved Design Development submittal. This includes: Site utilities, parking improvements, path and walkway improvements, play areas, passive recreation improvements, park restroom, and landscape planting and irrigation improvements.

B-E.1 Preparation of Construction Documents

Construction Documents (60%, 90%, 100% and Final submittals)

Design Professional will prepare a landscape construction document package with specifications for submittal in hard copy form for review and coordination as requested. A probable cost of construction will be provided at the 60%, 100% and Final submittal stages. Design Professional will address plan check comments after each District and City of Chula Vista review. All work will be coordinated with the design team and prepared using AutoCAD. The documents included are:

- Title Sheet
- Demolition Plans
- Environmental Documents: Biological Report, Mitigation Plan, Raptor Management Plan
- Civil Park Improvement Plans (including grading, drainage/storm water treatment, water and sewer utilities, layout of walkways, parking, striping and signage, and site walls and horizontal control is site improvements
- Site Utility Plans
- Storm Water Quality Management Plan (SWQMP)
- Erosion Control Plans and Details
- Drainage Study
- Site Electrical Plans, Schedule, and Details
- Restroom Architectural Plans, Elevations, Sections
- Restroom Architectural Schedules and Details
- Restroom Plumbing Plans, Schedules, Details (restroom)
- Restroom Electrical Plans, Schedules, Details (restroom)
- Restroom Structural Plans, Details and Calculations
- Landscape Paving / Hardscape and Materials Plans and Legend
- Landscape Furnishings and Play Equipment Plans and Legend
- Landscape Construction Details

- Structural Details and Calculations (site features and play structures)
 - Irrigation Plan, Legend and Details
 - Planting Plan, Legend and Details
 - Specifications
 - Geotech Review of final grading plans for compliance with Geotechnical Report
1. Demolition Plans. Design Professional to prepare a site demolition plan including limits of demolition and specific items to be removed or protected in place. Irrigation items to be indicated on the irrigation plans.
 2. Park Improvement Plans. Design Professional will prepare grading and drainage plan indicating the grading and spot elevations for all site improvement areas, Accessible Path of Travel design, limits of grading, proposed surface contours, drainage facilities, and permanent stormwater BMPs. Parking lot design including striping layout and parking signage for standard and ADA parking. Grading and drainage depicted will include geotechnical design recommendations. Water and Sewer site utility plans. Grading plans will be prepared and processed in a combined plan set with the remainder of the project drawings. Earthwork quantities will be calculated for cost estimating.
 3. Site Utility Plans and Details. Design Professional will update the onsite utility plans for sewer and water to the 60%, 100%, and final levels of design while addressing comments by the District from the previous submittal plan set and bring the design level of detail up to the corresponding submittal level.
 4. Erosion Control Plans and Details. Design Professional will update the erosion and sediment control plans to identify the scope of construction phase stormwater treatment required for this project. The anticipated scope of improvements for this project will be greater than one acre and will require a Storm Water Pollution Prevention Plan (SWPPP). The Erosion control plans will be prepared to give the contractor a base line for minimum construction related BMPs to provide for bidding. The Contractor will be responsible for preparing the SWPPP.
 5. Storm Water Quality Management Plan (SWQMP). Design Professional will update the Storm Water Quality Management Plan (SWQMP) to the 60%, 100%, and Final levels of design and will address the comments provided by the District from the previous submittal.
 6. Drainage Study. Civil Engineer will prepare a Drainage Study for the park improvements.
 7. Restroom Architectural Plans. Architect will prepare plans, sections, elevations, schedules, details, and notes for design of the new park restroom.
 8. Restroom Plumbing Plans. Plumbing engineer will prepare plans, schedules, sections/details, and notes for design of restroom plumbing.
 9. Restroom Electrical Plans. Electrical Engineer will prepare plans, schedules, sections/details, and notes for design of restroom lighting and electrical system including replacement of two restroom plaza lights.
 10. Restroom Structural Plans. The Structural Engineer will prepare structural design, calculations, and details for the new restroom building.
 11. Landscape Paving / Hardscape and Materials Plans and Legend. This plan will specifically call out all landscape site paving and hardscape improvements

- at 20' scale, and identify their materials, colors, finishes, and will refer to construction details and specifications required to install the work.
12. Landscape Furnishings and Play Equipment Plans and Legend. This plan will call out all landscape site furnishings and play equipment improvements at 20' scale and identify materials, colors, finishes and will refer to construction details and specifications required to install the work.
 13. Landscape Construction Details. Details include new play equipment at both playground areas, drinking fountain, trash receptacles, benches, as well as landscape and irrigation system adjustments. Manufactured items may be utilized. All structural calculations will be provided with details by the vendors or consultant where applicable.
 14. Structural Details and Calculations for site features including Play structure footings, light pole footings, shade structure footings, elevated boardwalk structural details, observation deck and railing structural details, monument signage structural details, and input on design of low site and seatwalls.
 15. Site Electrical Plans & Details. Design and layout of site electrical improvements including EV car charging stations, power distribution to the restroom building, site lighting, and site convenience outlets.
 16. Irrigation Plans, Legend and Details. The irrigation scope is limited to repair of any disturbed existing planting areas by construction activities. The plans will diagrammatically lay out retrofits and any new landscape irrigation required (i.e. piping, valves, control equipment, sprinkler heads and related irrigation equipment) for the irrigation of planting areas, at 20' scale, specifically calling out all pipe and equipment sizing and types; and will include legend and details required to install the irrigation system. Design Professional will coordinate with the Civil and Electrical sub consultants as required. A Water Efficient Landscape Worksheet shall be provided inclusive of the Hydrozone information table and Water budget calculations (MAWA, ETWU) as required by the District and City of Chula Vista.
 17. Planting Plans, Legend and Details. The planting scope is limited to repair of any disturbed existing planting areas by construction activities. The plans will graphically locate and identify retrofits and new planting materials required at 20' scale, including specific quantities, sizes, and varieties, and will include details and a planting legend to install the plant materials.
 18. Specifications. Design Professional will prepare CSI District Template format technical specifications in MS Word format for all design aspects of the park.
 19. Geotech Review Project Plans and Specifications. Geotech will review the final design for grading and foundation plans submitted for approval prior to construction to verify conformance with the recommendations provided in the geotechnical report and for any available updates and/or addenda thereof.
 20. Plan Check/Corrections. Design Professional will submit the revised Construction Documents to the District for Site Improvements Plan Check and to the City of Chula Vista.
 21. Building Department for building permit Plan Check. Design Professional will perform in-house design review and quality control of project; and meet with the District and City of Chula Vista to discuss their review comments and prepare plan revisions and comment responses as necessary.

22. Consultants Coordination and Project Management. Design Professional will maintain close coordination with the District and City of Chula Vista and consultant team to resolve questions and key issues so that the project can proceed as scheduled. Also includes in-house team management and administration.

Task B-E Work Products:

Design Professional shall provide Construction Document submittal packages (1 copy PDF's) of the following:

1. 60%, 90% (First Building Submittal), 100%, and Final Construction Document Plans as outlined above (20 scale).
2. Stormwater Documents.
3. Environmental Reports.
4. CSI District format Technical Specifications – updated at each submittal milestone.
5. Assumption of Probable Costs of Construction – updated at each submittal milestone.

Task B-E Meetings:

1. Coordination Meetings with District and City of Chula Vista Staff (7 total).
2. District and City of Chula Vista Milestone Review Meetings (60% and 100%) (2 total).
3. Bayfront Cultural and Design Committee (BCDC) Presentations at 100% (2 total)
4. Wildlife Advisory Group (WAG) Presentation at 100% (1 total)
5. Port Access Committee Presentation at 100% (1 total)

TASKS F: City Processing and Permitting

F.1 Agency Permitting

The District will be reviewing/permitting the design of the project with the exception of the Building Permit process that will follow the City of Chula Vista's building permit process. Design Professional will take the lead in submitting the building plans to the City of Chula Vista Building Dept. for review and permitting of the restroom building and will include the shade structures if required. Design Professional will support the DSD review effort by addressing outstanding comments and coordinating with DSD reviewers. This may involve meetings and/or over the counter review with City of Chula Vista review staff to advance the permit approval process. This scope will include normal plan check refinements to the construction drawings as required.

Task F Work Products:

Design Professional will prepare Building Permit review submittals to the City of Chula Vista:

1. 90% and 100% milestones

Task F Meetings:

1. Coordination meetings with City of Chula Vista Building Department as needed.

ii) PHASE 2: BIDDING AND CONSTRUCTION

TASK G: Bid Administration

G.1 Design Professional will attend the Pre-Bid meeting and respond to R.F.I. (Request for Information), preparation of addenda, advice on qualified landscape contractors, and be available to comment on bid analysis in our area of expertise. Includes input for preparation of landscape bid documents as required. Design Professional shall assist in any Request for Clarifications (RFCs) from bidding contractors.

Task G Work Products:

Design Professional will provide Bid Period documents as follows:

1. Bid RFI responses and Bid addenda.

Task G Meetings:

1. Pre-Bid Meeting (1)

Task H: Construction Administration

H.1 Site Observations and Reports

Design Professional will provide response to RFI's and review submittals as required. Design Professional will provide one (1) pre-con meeting, thirty-two (32) construction site coordination meetings for the landscape construction, during the period when the landscape construction is actively being installed, and twenty-four (24) site observations with reports. Design Professional meetings will include three (3) final sitewalkthroughs as follows: one (1) pre-maintenance site visit/report and one (1) pre-final site visit/report, and one (1) final walk-through site visits/reports for review and comment relative to landscape construction. Walkthroughs will be attended by related subs-consultants needed.

Site Observations by Design Professional will be provided as follows:

1. Design Professional
 - a. Bi-weekly construction coordination meetings (32 total).
 - b. Site Observations and Reports (12 total).
 - c. Pre-Maintenance, Maintenance Period, Pre-Final, and Final Walk-throughs and reports (12 total).
2. Civil Engineer
 - a. (2) site observations and reports and (4) construction coordination meetings and (2) walkthroughs/punch lists. Civil scope does not include construction staking.
3. Architect
 - a. Four (4) site observations and reports
4. Electrical Engineer

- a. (3) site observations and reports
- 5. Structural Engineer:
 - a. (6) site observations and reports
- 6. Geotechnical Engineer
 - a. (4) site observations and reports as needed to observe earthwork operations. Geotechnical scope does not include material or compaction testing.

H.2 Maintenance Period

All new park landscape areas as well as mitigation planting areas will require 180-day maintenance period. Design Professional will provide comments and recommendations for substantial completion acceptance. At the end of the 180-day maintenance periods, park landscape areas will be turned over to the District for long-term maintenance and the mitigation areas will be turned over to the District for the 5-year maintenance and monitoring period.

Task H Work Products:

Design Professional will provide Construction Period documents as follows:

- 1. Construction Site Observation Notes, RFI responses, and Construction Changes.
- 2. Construction Submittal Review.

Task H Meetings:

- 1. Pre-Con Meeting (1)
- 2. Bi-weekly Construction Coordination Meetings (32 total)
- 3. Construction Site Observation meetings (24 total)
- 4. Maintenance and Final Observation Walkthroughs (12 total)

Task I: Record Drawings

I.1 Record Drawing Preparation

Design Professional will prepare set of record drawings at completion of project provided by the contractor. Drawings will reflect significant changes made during construction. Drawings will include architecture, electrical, water and sewer, hardscape, and irrigation as-built conditions. This does not include field verification of contractor's drawings.

- 1. Prepare "as-built" changes to the record drawing from information furnished by the Contractor and the District's Inspector.
- 2. Make changes to the CAD drawings based on the mark-ups; remove clouds and revisions deltas on the drawings and on the title block; incorporate all approved change order request; and purge all unused layers, blocks, line types, etc.
- 3. Email check prints (PDF) to the District's Construction Manager (CDM) and the District's Civil Designer, review comments, and place Design Professionals signature and date as the Engineer of Record on the Record Drawing block on all of the drawing sheets.

4. Print final set of record drawings in PDF. Combine PDF sheets in one binder.
Name the PDF file to: Drawing#(R)-Drawing Title.pdf

Task I Work Product:

1. Preparation of final record drawings.
2. Deliver to the District's Civil Designer the following:
 - a. Submit final Record drawings signed and stamped by the Record Engineer.
 - b. Submit two (2) USB copies of PDF files of the record drawings and native AutoCAD files.

Task J: Reimbursables

J.1 Reimbursable costs will be billed up to a maximum of \$3,750.00 as needed. Items 1-2 listed are reimbursable items; anything else required or over maximum will be considered additional services:

1. Special Delivery Costs - cost plus 15%
2. Printing and Plotting - cost plus 15%. Includes minimal printing on both project areas for in-house use, color boards, client review & sub-consultant coordination.

**ATTACHMENT B
COMPENSATION & INVOICING
San Diego Unified Port District**

1. COMPENSATION

- a. For the satisfactory performance and completion of the services under this Agreement, District shall pay Design Professional compensation as set forth hereunder.

(1) Design Professional shall be compensated and reimbursed by District on the basis of invoices submitted each month for services performed during the preceding month. Invoices shall be Lump Sum, Fixed Fee, or Time and Materials or any combination of all three.

- (a) Each invoice for Lump Sum work shall include:

Date work performed;
Description of the work performed;
Direct Costs.

- (b) Each invoice for Fixed Fee work shall include:

Date work performed;
Description of the work performed;
Percent of total work being invoiced;
Percent of total work completed;
Direct Costs.

- (c) Each invoice for Time and Materials work shall include:

Date work performed;
Description of the work performed;
Hours worked by personnel classification;
Rate per personnel classification;
Total personnel cost by classification; and
Direct Costs.

- (4) Professional services shall be invoiced in accordance with the following Rate Schedules:

RATE SCHEDULE				
Task #	Description	WBS #	Compensation Type	Amount
A	Design Development	CP-0024-	Fixed Fee	\$244,064.76
B	Final Design – (60% CD Submittal)	CP-0024-	Fixed Fee	\$298,410.64
C	Final Design – (90% CD Submittal)	CP-0024-	Fixed Fee	\$ 66,637.00
D	Final Design – (100% CD Submittal)	CP-0024-	Fixed Fee	\$ 167,951.87
E	Final Design – (Final Documents Submittal)	CP-0024-	Fixed Fee	\$ 70,262.24
F	City Processing and Permitting	CP-0024-	Fixed Fee	\$ 16,600.00
G	Bid Administration	CP-0024-	Fixed Fee	\$ 29,739.26
H	Construction Administration	CP-0024-	Fixed Fee	\$ 108,831.45
I	Record Drawings	CP-0024-	Fixed Fee	\$ 27,447.00
J	Reimbursables	CP-0024-	Per Scope Task (Not to Exceed)	\$ 3,750.00
Total (Not-to-Exceed) Amount				\$1,033,694.22

Note: The following shall be considered part of the fully burdened hourly rates stated in this Agreement: vehicle expenses, parking, tolls, film, postage, facsimiles, computer usage, printing, normal copying and document reproduction, blue print services, travel, lodging telecommunications, photography, computer usage and all other costs and expenses incurred in completing such services.

b. **Reimbursable Expenses**

Sub-Contractor Costs	0% mark-up
Other Direct Costs	At Cost (zero mark-up)

<u>SERVICE</u>	<u>BILLING RATE</u>
1. Special Delivery Costs -	cost plus 15%
2. Printing and Plotting (Includes minimal printing on both project areas for in-house use, color boards, client review & sub-consultant coordination)	- cost plus 15%

Note: Reimbursement for direct costs in excess of \$50.00 shall require the advance written approval by District's Project Manager. All other

project related direct costs shall require appropriate documentation for reimbursement.

2. **INVOICING**

- a. **Payment Documentation.** As a prerequisite to payment for services, Design Professional shall invoice District for services performed and for reimbursable expenses authorized by this Agreement, accompanied by such records, receipts and forms as required.
- b. Design Professional shall include the following information on each invoice submitted for payment by District, in addition to the information required in Section 1, above:
 - (1) Agreement No. 56-2021RH
 - (2) If applicable, the Task Authorization(s) (TA) number being charged.
 - (3) The following certification phrase, with printed name, title and signature of Design Professional's project manager or designated representative:

"I certify under penalty of perjury that the above statement is just and correct according to the terms of Document No. _____, and that payment has not been received."
 - (4) Dates of service provided
 - (5) Date of invoice
 - (6) A unique invoice number
- c. District shall, at its discretion, return to Design Professional, without payment, any invoice, which has been submitted without the above information and certification phrase.
- d. Invoices shall be e-mailed to the attention of: eng_invoices@portofsandiego.org
- e. Should District contest any portion of an invoice, that portion shall be held for resolution, but the uncontested balance shall be processed for payment. District may, at any time, conduct an audit of any and all records kept by Design Professional for the Services. Any overpayment discovered in such an audit may be charged against the Design Professional's future invoices and any retention funds.
- f. Design Professional shall submit all invoices within thirty (30) days of completion of work represented by the request and within sixty (60) days of incurring costs to be reimbursed under the Agreement. Payment will be made to Design Professional within thirty (30) days after receipt by District of a proper invoice.

EXHIBIT A
TASK AUTHORIZATION FORM
San Diego Unified Port District



(DEPARTMENT NAME)

San Diego Unified Port District

P.O. Box 120488

San Diego, CA 92112-0488

(619) 686-____

Fax (619) 725-____

TASK AUTHORIZATION NO. _

(Date)

(Name)

(Title)

(Name of Company)

(Address)

(City, State, Zip)

Email:

Subject: Task Authorization for Agreement No. - 20
 (Agreement Title)

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed \$ _____. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #_** on invoice(s) for this Task.

TASK DESCRIPTION

1.	Requestor:		4.	WBS or IO/ Cost Center:	
2.	Date of Request:		5.	Task Start Date:	
3.	Task Budget:	\$	6.	Task End Date:	
7.	Task Title:				

8. **Scope of Services.**

9. Contractor Staffing (If applicable)

Name	Classification	Hours
	Staff as needed per Agreement rates	

10. List of Sub-Contractors (If applicable)

N/A

11. Please acknowledge acceptance of this Task Authorization by signing below and returning via mail to _____, Contracts Administrator, at the address above.

APPROVALS**Service Provider:**

Signature: _____

Name: _____

Title: _____

Firm: _____

Date: _____

Project Manager:

Signature: _____

Name: _____

Title: Project Manager

Date: _____

Manager:

Signature: _____

Name: _____

Title: Manager

Date: _____

Director/Chief Engineer:

Signature: _____

Name: _____

Title: Director/Chief Engineer

Date: _____

EXHIBIT B

CERTIFICATE OF INSURANCE

San Diego Unified Port District

By signing this form, the authorized agent or broker **certifies** the following:

- (1) The Policy or Policies described below have been issued by the noted Insurer(s) [Insurance Company(ies)] to the Insured and is (are) in force at this time.
- (2) As required in the Insured's agreement(s) with the District, the policies include, or have been endorsed to include, the coverages or conditions of coverage **noted on page 2 of this certificate.**
- (3) Signed copies of **all** endorsements issued to effect require coverages or conditions of coverage are attached to this certificate.

Return this form to: San Diego Unified Port District
c/o Ebix BPO
P.O. Box 100085 – 185
Duluth, GA 30096 – OR –
E-mail to: portofsandiego@ebix.com – OR –
Fax: 1-866-866-6516

Name and Address of Insured (Contractor or Vendor)	SDUPD Agreement Number: _____ This certificate applies to all operations of named insureds on District property in connection with all agreements between the District and Insured.
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CO LTR	TYPE OF INSURANCE	POLICY NO.	DATES	LIMITS
	Commercial General Liability <input type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims-made Form Retro Date _____ <input type="checkbox"/> Liquor Liability Deductible/SIR: \$ _____		Commencement Date: Expiration Date:	Each Occurrence: \$ _____ General Aggregate: \$ _____
	Commercial Automobile Liability <input type="checkbox"/> All Autos <input type="checkbox"/> Owned Autos <input type="checkbox"/> Non-Owned & Hired Autos		Commencement Date: Expiration Date:	Each Occurrence: \$ _____
	Workers Compensation – Statutory Employer's Liability		Commencement Date: Expiration Date:	E.L. Each Accident \$ _____ E.L. Disease Each Employee \$ _____ E.L. Disease Policy Limit \$ _____
	Professional Liability <input type="checkbox"/> Claims Made Retro-Active Date _____		Commencement Date: Expiration Date:	Each Claim \$ _____
	Excess/Umbrella Liability		Commencement Date: Expiration Date:	Each Occurrence: \$ _____ General Aggregate: \$ _____

CO LTR	COMPANIES AFFORDING COVERAGE	BEST'S RATING
A		
B		
C		
D		

A. M. Best Financial Ratings of Insurance Companies Affording Coverage Must be A-VII or better unless approved in writing by the District.

Name and Address of Authorized Agent(s) or Broker(s)	E-Mail Address:
	Phone: _____ Fax Number: _____
	Signature of Authorized Agent(s) or Broker(s)
	Date: _____

**SAN DIEGO UNIFIED PORT DISTRICT
REQUIRED INSURANCE ENDORSEMENT**

<u>ENDORSEMENT NO.</u>	<u>EFFECTIVE DATE</u>	<u>POLICY NO.</u>
NAMED INSURED:		
GENERAL DESCRIPTION OF AGREEMENT(S) AND/OR ACTIVITY(IES): All written agreements, contracts, and leases with the San Diego Unified Port District and/or any and all activities or work performed on District owned premises.		

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The San Diego Unified Port District, its officers, agents, and employees are additional insureds in relation to those operations, uses, occupations, acts, and activities described generally above, including activities of the named insured, its officers, agents, employees or invitees, or activities performed on behalf of the named insured.
2. Insurance under the policy(ies) listed on this endorsement is primary and no other insurance or self-insured retention carried by the San Diego Unified Port District will be called upon to contribute to a loss covered by insurance for the named insured.
3. This endorsement shall include a waiver of transfer of rights of recovery against the San Diego Unified Port District ("Waiver of Subrogation").
4. The policy(ies) listed on this endorsement will apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.
5. As respects the policy(ies) listed on this endorsement, with the exception of cancellation due to nonpayment of premium, thirty (30) days written notice by certified mail, return receipt requested, will be given to the San Diego Unified Port District prior to the effective date of cancellation. In the event of cancellation due to nonpayment of premium, ten (10) days written notice shall be given.

Except as stated above, and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements or exclusions of the policy(ies) to which this endorsement applies.

(NAME OF INSURANCE COMPANY)

(SIGNATURE OF INSURANCE COMPANY AUTHORIZED REPRESENTATIVE)

MAIL THIS ENDORSEMENT AND NOTICES OF CANCELLATION TO:

San Diego Unified Port District
 c/o Ebix BPO
 P.O. Box 100085 – 185
 Duluth, GA 30096 – OR –
 Email to: portofsandiego@ebix.com – OR –
 Fax: 1-866-866-6516