

## **Attachment D**

Professional Services Agreement with MIG, Inc.

**ON-CALL PROFESSIONAL SERVICES AGREEMENT  
WITH MOORE IACOFANO GOLTSMAN, INCORPORATED FOR  
PROFESSIONAL PLANNING SERVICES AND STAFF AUGMENTATION**

THIS ON-CALL PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into as of this 10th day of February, 2026 ("Effective Date"), by and between the CITY OF NEWPORT BEACH, a California municipal corporation and charter city ("City"), and MOORE IACOFANO GOLTSMAN, INCORPORATED, a California corporation ("Consultant"), whose address is 800 Hearst Avenue, Berkeley, CA 94710, and is made with reference to the following:

**RECITALS**

- A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of City.
- B. City desires to engage Consultant to provide professional planning services and staff augmentation ("Project").
- C. Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the professional services described in this Agreement.
- D. City has solicited and received a proposal from Consultant, has reviewed the previous experience and evaluated the expertise of Consultant, and desires to retain Consultant to render professional services under the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, it is mutually agreed by and between the undersigned parties as follows:

**1. TERM**

The term of this Agreement shall commence on the Effective Date, and shall terminate on February 9, 2029, unless terminated earlier as set forth herein.

**2. SERVICES TO BE PERFORMED**

2.1 Consultant shall perform the on-call services described in the Scope of Services attached hereto as Exhibit A and incorporated herein by reference ("Services" or "Work"). Upon written request from the Project Administrator as defined herein, Consultant shall provide a letter proposal for Services requested by the City (hereinafter referred to as the "Letter Proposal"). The Letter Proposal shall include the following:

2.1.1 A detailed description of the Services to be provided;

2.1.2 The position of each person to be assigned to perform the Services, and the name of the individuals to be assigned, if available;

2.1.3 The estimated number of hours and cost to complete the Services; and

2.1.4 The time needed to finish the specific project.

2.2 No Services shall be provided until the Project Administrator has provided written acceptance of the Letter Proposal. Once authorized to proceed, Consultant shall diligently perform the duties in the approved Letter Proposal.

### **3. TIME OF PERFORMANCE**

3.1 Time is of the essence in the performance of Services under this Agreement and Consultant shall perform the Services in accordance with the schedule included in Exhibit A and the Letter Proposal. In the absence of a specific schedule, the Services shall be performed to completion in a diligent and timely manner. The failure by Consultant to strictly adhere to the schedule set forth in Exhibit A and the Letter Proposal, if any, or perform the Services in a diligent and timely manner may result in termination of this Agreement by City.

3.2 Notwithstanding the foregoing, Consultant shall not be responsible for delays due to causes beyond Consultant's reasonable control. However, in the case of any such delay in the Services to be provided for the Project, each party hereby agrees to provide notice within two (2) calendar days of the occurrence causing the delay to the other party so that all delays can be addressed.

3.3 Consultant shall submit all requests for extensions of time for performance in writing to the Project Administrator as defined herein not later than ten (10) calendar days after the start of the condition that purportedly causes a delay. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays that are beyond Consultant's control.

3.4 For all time periods not specifically set forth herein, Consultant shall respond in the most expedient and appropriate manner under the circumstances, by hand-delivery or mail.

### **4. COMPENSATION TO CONSULTANT**

4.1 City shall pay Consultant for the Services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Letter Proposal and the Schedule of Billing Rates attached hereto as Exhibit B and incorporated herein by reference. Consultant's compensation for all Work performed in accordance with this Agreement, including all reimbursable items and subconsultant fees, shall not exceed **Three Hundred Thousand Dollars and 00/100 (\$300,000.00)**, without prior written authorization from City. No billing rate changes shall be made during the term of this Agreement without the prior written approval of City.

4.2 Consultant shall submit monthly invoices to City describing the Work performed the preceding month. Consultant's bills shall include the name of the person

who performed the Work, a brief description of the Services performed and/or the specific task in the Scope of Services to which it relates, the date the Services were performed, the number of hours spent on all Work billed on an hourly basis, and a description of any reimbursable expenditures. City shall pay Consultant no later than thirty (30) calendar days after approval of the monthly invoice by City staff.

4.3 City shall reimburse Consultant only for those costs or expenses specifically identified in Exhibit B to this Agreement and the Letter Proposal or specifically approved in writing in advance by City.

4.4 Consultant shall not receive any compensation for Extra Work performed without the prior written authorization of City. As used herein, "Extra Work" means any Work that is determined by City to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Compensation for any authorized Extra Work shall be paid in accordance with the Schedule of Billing Rates as set forth in Exhibit B and the Letter Proposal.

## **5. PROJECT MANAGER**

5.1 Consultant shall designate a Project Manager, who shall coordinate all phases of the Project. This Project Manager shall be available to City at all reasonable times during the Agreement term. Consultant has designated Deborah Drasler to be its Project Manager. Consultant shall not remove or reassign the Project Manager or any personnel listed in Exhibit A or assign any new or replacement personnel to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to the removal or assignment of non-key personnel.

5.2 Consultant, at the sole discretion of City, shall remove from the Project any of its personnel assigned to the performance of Services upon written request of City. Consultant warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.

5.3 If Consultant is performing inspection services for City, the Project Manager and any other assigned staff shall be equipped with a cellular phone to communicate with City staff. The Project Manager's cellular phone number shall be provided to City.

## **6. ADMINISTRATION**

This Agreement will be administered by the Community Development Department. City's Planning Manager or designee shall be the Project Administrator and shall have the authority to act for City under this Agreement. The Project Administrator shall represent City in all matters pertaining to the Services to be rendered pursuant to this Agreement.

## **7. CITY'S RESPONSIBILITIES**

To assist Consultant in the execution of its responsibilities under this Agreement, City agrees to provide access to and upon request of Consultant, one copy of all existing relevant information on file at City. City will provide all such materials in a timely manner so as not to cause delays in Consultant's Work schedule.

## **8. STANDARD OF CARE**

8.1 All of the Services shall be performed by Consultant or under Consultant's supervision. Consultant represents that it possesses the professional and technical personnel required to perform the Services required by this Agreement, and that it will perform all Services in a manner commensurate with community professional standards and with the ordinary degree of skill and care that would be used by other reasonably competent practitioners of the same discipline under similar circumstances. All Services shall be performed by qualified and experienced personnel who are not employed by City. By delivery of completed Work, Consultant certifies that the Work conforms to the requirements of this Agreement, all applicable federal, state and local laws, and legally recognized professional standards.

8.2 Consultant represents and warrants to City that it has, shall obtain, and shall keep in full force and effect during the term hereof, at its sole cost and expense, all licenses, permits, qualifications, insurance and approvals of whatsoever nature that is legally required of Consultant to practice its profession. Consultant shall maintain a City of Newport Beach business license during the term of this Agreement.

8.3 Consultant shall not be responsible for delay, nor shall Consultant be responsible for damages or be in default or deemed to be in default by reason of strikes, lockouts, accidents, acts of God, or the failure of City to furnish timely information or to approve or disapprove Consultant's Work promptly, or delay or faulty performance by City, contractors, or governmental agencies.

## **9. HOLD HARMLESS**

9.1 To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents, volunteers and employees (collectively, the "Indemnified Parties") from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, reasonable attorneys' fees, disbursements and court costs) of every kind and nature whatsoever (individually, a Claim; collectively, "Claims"), which may arise from or in any manner relate (directly or indirectly) to any breach of the terms and conditions of this Agreement, any Work performed or Services provided under this Agreement including, without limitation, defects in workmanship or materials or Consultant's presence or activities conducted on the Project (including the negligent, reckless, and/or willful acts, errors and/or omissions of Consultant, its principals, officers, agents, employees,

vendors, suppliers, consultants, subcontractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable, or any or all of them), and/or if it is subsequently determined that an employee of Consultant is not an independent contractor.

9.2 Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any Claim arising from the sole negligence or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorneys' fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant.

## **10. INDEPENDENT CONTRACTOR**

10.1 It is understood that City retains Consultant on an independent contractor basis and Consultant is not an agent or employee of City. The manner and means of conducting the Work are under the control of Consultant, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. No civil service status or other right of employment shall accrue to Consultant or its employees. Nothing in this Agreement shall be deemed to constitute approval for Consultant or any of Consultant's employees or agents, to be the agents or employees of City. Consultant shall have the responsibility for and control over the means of performing the Work, provided that Consultant is in compliance with the terms of this Agreement. Anything in this Agreement that may appear to give City the right to direct Consultant as to the details of the performance of the Work or to exercise a measure of control over Consultant shall mean only that Consultant shall follow the desires of City with respect to the results of the Services.

10.2 Consultant agrees and acknowledges that no individual performing Services or Work pursuant to this Agreement shall: work full-time for more than six (6) months; work regular part-time service of at least an average of twenty (20) hours per week for one year or longer; work nine hundred sixty (960) hours in any fiscal year; or already be a CalPERS member.

10.3 Consultant must submit to and pass a criminal background investigation by providing a complete set of fingerprints to City prior to commencing or performing Services or Work. Consultant is required to submit any fees for the criminal background investigation according to the City's most current administrative fee schedule or successor document. Fingerprints may be required to be updated every five (5) years.

## **11. COOPERATION**

Consultant agrees to work closely and cooperate fully with City's designated Project Administrator and any other agencies that may have jurisdiction or interest in the Work to be performed. City agrees to cooperate with the Consultant on the Project.

## **12. CITY POLICY**

Consultant shall discuss and review all matters relating to policy and Project direction with City's Project Administrator in advance of all critical decision points in order to ensure the Project proceeds in a manner consistent with City goals and policies.

## **13. PROGRESS**

Consultant is responsible for keeping the Project Administrator informed on a regular basis regarding the status and progress of the Project, activities performed and planned, and any meetings that have been scheduled or are desired.

## **14. INSURANCE**

Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement or for other periods as specified in this Agreement, policies of insurance of the type, amounts, terms and conditions described in the Insurance Requirements attached hereto as Exhibit C, and incorporated herein by reference.

## **15. PROHIBITION AGAINST ASSIGNMENTS AND TRANSFERS**

Except as specifically authorized under this Agreement, the Services to be provided under this Agreement shall not be assigned, transferred contracted or subcontracted out without the prior written approval of City. Any of the following shall be construed as an assignment: The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint-venture or syndicate or co-tenancy, which shall result in changing the control of Consultant. Control means fifty percent (50%) or more of the voting power or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

## **16. SUBCONTRACTING**

The subcontractors authorized by City, if any, to perform Work on this Project are identified in Exhibit A and the Letter Proposal. Consultant shall be fully responsible to City for all acts and omissions of any subcontractor. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law. City is an intended beneficiary of any Work performed by the subcontractor for purposes of establishing a duty of care between the subcontractor and City. Except as specifically authorized herein, the Services to be provided under this Agreement shall not be otherwise assigned, transferred, contracted or subcontracted out without the prior written approval of City.

## **17. OWNERSHIP OF DOCUMENTS**

17.1 Each and every report, draft, map, record, plan, document and other writing produced, including but not limited to, websites, blogs, social media accounts and applications (hereinafter "Documents"), prepared or caused to be prepared by Consultant, its officers, employees, agents and subcontractors, in the course of implementing this Agreement, shall become the exclusive property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or any other party. Additionally, all material posted in cyberspace by Consultant, its officers, employees, agents and subcontractors, in the course of implementing this Agreement, shall become the exclusive property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or any other party. Consultant shall, at Consultant's expense, provide such Documents, including all logins and password information to City upon prior written request.

17.2 Documents, including drawings and specifications, prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by City or others on any other project. Any use of completed Documents for other projects and any use of incomplete Documents without specific written authorization from Consultant will be at City's sole risk and without liability to Consultant. Further, any and all liability arising out of changes made to Consultant's deliverables under this Agreement by City or persons other than Consultant is waived against Consultant, and City assumes full responsibility for such changes unless City has given Consultant prior notice and has received from Consultant written consent for such changes.

17.3 All written documents shall be transmitted to City in formats compatible with Microsoft Office and/or viewable with Adobe Acrobat.

## **18. CONFIDENTIALITY**

All Documents, including drafts, preliminary drawings or plans, notes and communications that result from the Services in this Agreement, shall be kept confidential unless City expressly authorizes in writing the release of information.

## **19. INTELLECTUAL PROPERTY INDEMNITY**

Consultant shall defend and indemnify City, its agents, officers, representatives and employees against any and all liability, including costs, for infringement or alleged infringement of any United States' letters patent, trademark, or copyright, including costs, contained in Consultant's Documents provided under this Agreement.

## **20. RECORDS**

Consultant shall keep records and invoices in connection with the Services to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any Services, expenditures and disbursements charged to City, for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant

under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of City to examine, audit and make transcripts or copies of such records and invoices during regular business hours. Consultant shall allow inspection of all Work, data, Documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **21. WITHHOLDINGS**

City may withhold payment to Consultant of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. Consultant shall not discontinue Work as a result of such withholding. Consultant shall have an immediate right to appeal to the City Manager or designee with respect to such disputed sums. Consultant shall be entitled to receive interest on any withheld sums at the rate of return that City earned on its investments during the time period, from the date of withholding of any amounts found to have been improperly withheld.

## **22. ERRORS AND OMISSIONS**

In the event of errors or omissions that are due to the negligence or professional inexperience of Consultant which result in expense to City greater than what would have resulted if there were not errors or omissions in the Work accomplished by Consultant, the additional design, construction and/or restoration expense shall be borne by Consultant. Nothing in this Section is intended to limit City's rights under the law or any other sections of this Agreement.

## **23. CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS**

City reserves the right to employ other Consultants in connection with the Project.

## **24. CONFLICTS OF INTEREST**

24.1 Consultant or its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act") and/or Government Code §§ 1090 et seq., which (1) require such persons to disclose any financial interest that may foreseeably be materially affected by the Work performed under this Agreement, and (2) prohibit such persons from making, or participating in making, decisions that will foreseeably financially affect such interest.

24.2 If subject to the Act and/or Government Code §§ 1090 et seq., Consultant shall conform to all requirements therein. Failure to do so constitutes a material breach and is grounds for immediate termination of this Agreement by City. Consultant shall indemnify and hold harmless City for any and all claims for damages resulting from Consultant's violation of this Section.

## **25. NOTICES**

25.1 All notices, demands, requests or approvals, including any change in mailing address, to be given under the terms of this Agreement shall be given in writing, and conclusively shall be deemed served when delivered personally, or on the third business day after the deposit thereof in the United States mail, postage prepaid, first-class mail, addressed as hereinafter provided.

25.2 All notices, demands, requests or approvals from Consultant to City shall be addressed to City at:

Attn: Planning Manager  
Community Development Department  
City of Newport Beach  
100 Civic Center Drive  
Newport Beach, CA 92660

25.3 All notices, demands, requests or approvals from City to Consultant shall be addressed to Consultant at:

Attn: Daniel Iacofano  
Moore Iacofano Goltsman, Incorporated  
800 Hearst Avenue  
Berkeley, CA 94710

## **26. CLAIMS**

Unless a shorter time is specified elsewhere in this Agreement, before making its final request for payment under this Agreement, Consultant shall submit to City, in writing, all claims for compensation under or arising out of this Agreement. Consultant's acceptance of the final payment shall constitute a waiver of all claims for compensation under or arising out of this Agreement except those previously made in writing and identified by Consultant in writing as unsettled at the time of its final request for payment. Consultant and City expressly agree that in addition to any claims filing requirements set forth in the Agreement, Consultant shall be required to file any claim Consultant may have against City in strict conformance with the Government Claims Act (Government Code sections 900 et seq.).

## **27. TERMINATION**

27.1 In the event that either party fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) calendar days, or if more than two (2) calendar days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within two (2) calendar days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, and

thereafter diligently take steps to cure the default, the non-defaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.

27.2 Notwithstanding the above provisions, City shall have the right, at its sole and absolute discretion and without cause, of terminating this Agreement at any time by giving no less than seven (7) calendar days' prior written notice to Consultant. In the event of termination under this Section, City shall pay Consultant for Services satisfactorily performed and costs incurred up to the effective date of termination for which Consultant has not been previously paid. On the effective date of termination, Consultant shall deliver to City all reports, Documents and other information developed or accumulated in the performance of this Agreement, whether in draft or final form.

## **28. STANDARD PROVISIONS**

28.1 Recitals. City and Consultant acknowledge that the above Recitals are true and correct and are hereby incorporated by reference into this Agreement.

28.2 Compliance with all Laws. Consultant shall, at its own cost and expense, comply with all statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted. In addition, all Work prepared by Consultant shall conform to applicable City, county, state and federal laws, rules, regulations and permit requirements and be subject to approval of the Project Administrator and City.

28.3 Waiver. A waiver by either party of any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

28.4 Integrated Contract. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions herein.

28.5 Conflicts or Inconsistencies. In the event there are any conflicts or inconsistencies between this Agreement and the Scope of Services or any other attachments attached hereto, the terms of this Agreement shall govern.

28.6 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of the Agreement or any other rule of construction which might otherwise apply.

28.7 Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

28.8 Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

28.9 Controlling Law and Venue. The laws of the State of California shall govern this Agreement and all matters relating to it and any action brought relating to this Agreement shall be adjudicated in a court of competent jurisdiction in the County of Orange, State of California.

28.10 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, sexual orientation, age or any other impermissible basis under law.

28.11 No Attorneys' Fees. In the event of any dispute or legal action arising under this Agreement, the prevailing party shall not be entitled to attorneys' fees.

28.12 Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which together shall constitute one (1) and the same instrument.

**[SIGNATURES ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed on the dates written below.

**APPROVED AS TO FORM:**  
**CITY ATTORNEY'S OFFICE**

Date: 1/30/26

By: Jose Montoya for  
Aaron C. Harp  
City Attorney  
1.30.26  
AF

**ATTEST:**  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lena Shumway  
City Clerk

**CITY OF NEWPORT BEACH,**  
a California municipal corporation  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lauren Kleiman  
Mayor

**CONSULTANT: MOORE IACOFANO  
GOLTSMAN, INCORPORATED,**  
a California corporation  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Daniel Iacofano  
Chief Executive Officer and  
Chief Financial Officer

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

By: \_\_\_\_\_  
Roxanne Evanoff  
Secretary

**[END OF SIGNATURES]**

Attachments:      Exhibit A – Scope of Services  
                            Exhibit B – Schedule of Billing Rates  
                            Exhibit C – Insurance Requirements

# **EXHIBIT A**

## **SCOPE OF SERVICES**

# Scope of Work

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## DESCRIPTION OF WORK TO BE PERFORMED

Consultant shall provide on-call professional and specialized consulting services to assist the City on an as-needed basis. Services shall comply with all applicable laws, including federal, State, and local, as well as City policies.

Consultant shall deliver all requested work efforts that support City and its work program, including, but not limited to, the following:

- » Review, analyze, and process discretionary cases consistent with City codes, policies, and standards, including researching previous or related cases using City's electronic and paper files.
- » Prepare simple environmental analyses, including, but not limited to, categorical exemptions and statutory exemptions in accordance with the California Environmental Quality Act (CEQA) and the State CEQA Guidelines.
- » Route plans to relevant City departments, consolidate feedback, and provide recommendations and revisions to the applicant. When necessary, communicate with departments to confirm consistency and intent.
- » Maintain communication with applicants, property owners, homeowner associations, and other interested parties. This includes responding to inquiries about projects from residents and applicants.
- » Prepare notices for public meetings and hearings in accordance with City and State requirements.
- » Prepare technical documents related to the General Plan and/or Housing Element's implementation.
- » Prepare other planning-related documents, such as a best management practices manual for a specified planning issue.
- » Assess best practices and provide recommendations on necessary updates to the City's municipal code related to planning and zoning matters, inclusive of those pertinent to the Coastal Act and its implementation.
- » Prepare and submit application packages to outside agencies, including but not limited to, the John Wayne Airport Land Use Commission (ALUC) and the California Coastal Commission (CCC). This may include providing support and technical evaluation recommendations throughout the process, from application to action.
- » Attend community meetings and public hearings, as required, and present reports to City's various Boards, Commissions, Committees, and Council when requested.
- » Manage Project schedules in accordance with City's adopted timelines and required streamlining procedures for timely completion.
- » Open, maintain, and close out electronic and paper files.

- » Review grading and building plans for consistency with the City's municipal code and with any applicable discretionary approvals and environmental mitigation.
- » Staff City's public counter in the Permit Center to provide planning and zoning information to customers as needed.

## **OBJECTIVES TO BE ACCOMPLISHED**

Consultant shall seamlessly integrate with the Community Development Department to deliver responsive and efficient support that upholds the City's commitment to excellence in community planning, design, and public service.

Consultant shall prepare timely, high-quality work that meets the City's needs while maintaining clear communication and outstanding customer service.

## **PROJECT MANAGEMENT**

Consultant's Project Manager and/or Principal-in-Charge shall review all materials prior to submitting them to the City, providing comments to subconsultants as needed using Consultant's established Quality Assurance/Quality Control (QA/QC) process for technical accuracy. Only after completing that process will the work products be submitted for City review. Consultant's Project Manager shall coordinate communications with City staff to confirm deliverables meet expectations.

Consultant's project management procedures include assigning appropriate staff, careful scoping, engagement of senior project management throughout the Project, and consistent quality control, in order to fulfill the requirements of this Project.

## **QUALITY ASSURANCE/QUALITY CONTROL**

Consultant shall provide their staff with clear guidance on deliverables, and subject matter technical experts shall be assigned to review deliverables prior to finalizing them and sending them to the City. Consultant shall hold a project management kick-off meeting with the City and the applicant to verify the Project's scope, schedule, budget, communications protocols, and deliverables. Consultant's Project Manager shall determine how often the City expects to monitor Project progress. All of Consultant's staff shall follow the QA/QC procedures so Project remains on schedule and on budget, and client expectations are met.

## **PROJECT CONTROLS**

Consultant shall continuously monitor and manage the Project scope, schedule, and budget to optimize time and resources during all phases of the Project. Consultant shall notify the City in advance of any possible impacts to the Project scope, schedule, and fees established during Project initiation. These potential impacts will be reviewed with the City for immediate resolution.

Consultant will use real-time Project budgeting and monitoring software so budget allocations and expenditures are aligned and support Project success. Consultant shall generate reports of staff hours and costs by each staff member each month and cumulatively for the monthly

Project invoice. Status reports shall be reviewed regularly with the internal project team and the City to proactively address potential overruns; thus, avoiding change orders and requests for additional services.

## **STAFF AVAILABILITY**

Consultant can call on staff in other offices as needed to respond to unusual assignments, including those that may arise on short notice. Consultant shall work with City to expedite acquiring and managing new assignments, maintaining Project delivery, quality control, quality assurance, and the full capability and flexibility to provide the appropriate staffing as needed.

## **GENERAL PLANNING AND TECHNICAL SUPPORT SERVICES**

Consultant shall allocate sufficient personnel, time, and resources to deliver on-call services, and assign staff capable of traveling to when needed. Consultant shall be responsive to deadlines, provide timely Project status updates when required, and thoroughly review private Project applications to provide comments representative of the City's position, interpretations, and/or policy direction.

Consultant shall regularly communicate with City by phone, e-mail, and online meetings throughout each Project's duration to address issues and to meet Project milestones. Consultant shall provide useful feedback to managers when asked to help improve customer service and contribute positively to the Department's overall performance.

Consultant shall provide as-needed planning services by having a deep understanding of City's General Plan policies, the 2021–2029 Housing Element, Historic Preservation, Design Guidelines, Local Coastal Program Land Use and Implementation Plan, Zoning Code, Planned Community Zoning Districts, and specific plans, Ordinances, Subdivision Map Act, and CEQA, as well as the Brown Act, basic planning law, and other regulatory statutes.

Consultant shall process housing projects and have a thorough understanding of State housing laws, including the Housing Accountability Act, Housing Crises Act (SB 330), State Density Bonus law, and other relevant housing legislation. Consultant shall also be well informed with the requirements of State housing laws and be prepared to process housing projects to meet those requirements.

Consultant shall have the ability to:

- » Analyze development applications for compliance with all City policies and regulations;
- » Provide planning plan-check services in a timely manner;
- » Successfully manage projects from submittal to approval, collaborating and working with City staff, applicants, community groups, and stakeholders, including coordination of comments and interpreting information in a clear and organized manner;
- » Maintain open communication with City staff and departments;
- » Write comment letters, staff reports, resolutions, ordinances, findings, and

conditions of approval as needed;

- » Review projects for compliance with CEQA and prepare CEQA determinations and/or peer review CEQA documents;
- » Confer with and respond to public inquiries related to projects, conformance standards, policy determinations, and code interpretations; evaluate alternatives; and provide general information to constituents by phone, through email, and at City's public counter;
- » Prepare for, attend, and make public presentations for citizen organizations, community groups, zoning administrators, historic preservation commissions, planning commissions, and city councils, which may at times require working outside of normal business hours;
- » Present concepts and recommendations through graphs, charts, models, and plans;
- » Conduct thorough reviews of building plans prior to permit issuance, confirming compliance with Conditions of Approval and CEQA mitigation measures, as well as providing ongoing site monitoring and inspections until Project completion;
- » Independently research various land use and planning topics to provide objective analysis and informed recommendations. This may involve reviewing policies, regulations, best practices, and relevant data to support decision-making;
- » Effectively manage projects by maintaining the development database with accurate and up-to-date records. Consultant shall diligently track deadlines, monitor application submittal requirements, and manage workloads to support timely and efficient Project completion; and
- » Provide efficient and cost-effective services.

Consultant's entitlement services shall have the following specific areas of knowledge:

**Permit Streamlining Act.** Consultant shall incorporate necessary adjustments to Map Act Requirements imposed by CEQA or special requirements (e.g., telecommunication facilities).

**Subdivision Map Act.** Consultant shall apply the Subdivision Map Act to a broad range of projects involving tentative maps, parcel maps, including vesting maps, and final map applications. Consultant shall also work with lot line adjustments and condominium projects, as well as large and small land divisions.

**State Housing Laws.** Consultant shall review large and small housing and mixed-use projects that are subject to State Housing Laws, including projects subject to SB330, SB35, and SB9. Consultant shall timely review eligibility for ministerial approval and compliance with objective development standards. Consultant shall interpret and apply State density bonus requirements as part of updating Housing Elements and local ordinances during the development entitlement process.

**General Plan, Specific Plan, and Zoning Code Implementation.** Consultant shall provide support, interpret, and apply General Plan policies and Zoning Ordinances to development applications

through the entitlement process. Consultant shall prepare General Plans, Specific Plans, and Zoning Codes to help address policy objectives.

**California Environmental Quality Act.** Consultant shall properly scope and prepare or peer review environmental impact analysis documents for a wide variety of projects. This includes preparing clearly written, legally defensible environmental impact reports (EIRs) and other CEQA/NEPA compliance documentation; for example, Initial Studies/Negative Declarations/ Mitigated Negative Declarations (IS/NDs or IS/MNDs), Environmental Assessments/Findings of No Significant Impact (EA/FONSI), Environmental Impact Statements (EIS), and Categorical Exemptions/Exclusions.

**Building Permits.** Following Project entitlement approvals, Consultant shall conduct thorough reviews of building plans prior to permit issuance to confirm compliance with Conditions of Approval and CEQA mitigation measures and providing ongoing site monitoring and inspections until Project completion. Following Project approval, Consultant shall plan-check review of projects, including construction plans, grading plans, landscape and irrigation plans, lighting plans, etc., for compliance with conditions of approval and mitigation measures.

Consultant shall undertake the following responsibilities:

- » Prepare a Letter Proposal outlining the scope of work, estimated timeline, and budget for the provision of services. The Letter Proposal shall be submitted for City approval by City's indicated deadline. Work will commence once the Letter Proposal has been finalized and signed by both Consultant and the City, and a Purchase Order has been issued.
- » Establish City's specific performance measures and expectations prior to the start of work.
- » Assist the City as needed when processing an entitlement application. Collaborate with City staff and the applicant so the Project complies with City policies, zoning regulations, ordinances, design guidelines, relevant housing legislation and the Subdivision Map Act, if applicable, and overall Project requirements.

## **SCHEDULE/IMPLEMENTATION TIMELINE**

Project processing schedules shall adhere to required deadlines pursuant to the Permit Streamlining Act and deadlines and timeframes dictated from applicable affordable housing-based provisions. Consultant shall adhere to City's protocols for internal review, coordination, and finalization of comments for timely delivery in accordance with the City's deadlines and priorities.

# **EXHIBIT B**

## **SCHEDULE OF BILLING RATES**

# Cost Proposal

Rates subject to increase once each year, after the first 12 months of the contract. Fee quotes for a specific project shall remain firm through the duration of the project. All fee increases shall be approved in writing by the City prior to being incurred.

## MIG Staff Billing Rates

CATEGORY	\$/HR
Senior Principal/CEO	\$300-350
Principal	\$235-275
Director/Senior Project Manager III	\$210-255
Senior Project Manager I-II	\$185-205
Project Manager	\$155-170
Senior Planner	\$190-205
Planner	\$115-165
Sr. Biologist/Ecologist/Analyst III	\$210-230
Sr. Biologist/Ecologist/Analyst I-II	\$185-205
Biologist/Ecologist/Analyst I-IV	\$115-170
Field Crew	\$105
Senior CAD/GIS/Graphic Analyst	\$140-170
CAD/GIS/Graphic Analyst	\$115-135
Administrative Support	\$115
Senior Archaeologist/Historian	\$190-205
Archaeologist/Historian	\$115-170
Senior Landscape Architect	\$190-205
Landscape Architect	\$155-170
Landscape Designer	\$125-135
ADA Specialist	\$140-160
Sr. Facilitator/Engagement Specialist	\$160-190
Facilitator/Engagement Specialist	\$115-155
Digital Engagement/Web Design	\$150-195
Graphic Designer/Visualization	\$115-170

## Expenses

CATEGORY	BASIS
Commercial travel	Cost + 10%
Automobile travel	Current IRS rate
Lodging/Meals	Cost + 10%
Photocopy (A and B sizes)	\$0.10/image
Color copies	\$0.50/image
Commercial report reproduction	Cost + 10%
Noise meter setup	\$50/unit/day
Bat acoustic detector	\$50/unit/night
Wildlife remote cameras	\$50/unit/day
Small mammal traps	\$60/day/site
Subcontractors	Cost + 10%
Other (lab, materials, equipment rental, etc.)	Cost + 10%

## EXHIBIT C

### INSURANCE REQUIREMENTS – PROFESSIONAL SERVICES

1. Provision of Insurance. Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City. Consultant agrees to provide insurance in accordance with requirements set forth here. If Consultant uses existing coverage to comply and that coverage does not meet these requirements, Consultant agrees to amend, supplement or endorse the existing coverage.
2. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.
3. Coverage Requirements.
  - A. Workers' Compensation Insurance. Consultant shall maintain Workers' Compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of California, Section 3700 of the Labor Code.

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its City Council, boards and commissions, officers, agents, volunteers and employees.
  - B. General Liability Insurance. Consultant shall maintain commercial general liability insurance, and if necessary umbrella liability insurance, with coverage at least as broad as provided by Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate. The policy shall cover liability arising from premises, operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - C. Automobile Liability Insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit each accident.

D. Professional Liability (Errors & Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and four million dollars (\$4,000,000) in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the Services required by this Agreement.

4. Other Insurance Requirements. The policies are to contain, or be endorsed to contain, the following provisions:

- A. Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its City Council, boards and commissions, officers, agents, volunteers and employees or shall specifically allow Consultant or others providing insurance evidence in compliance with these requirements to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers from each of its subconsultants.
- B. Additional Insured Status. All liability policies including general liability, excess liability, pollution liability, and automobile liability, if required, but not including professional liability, shall provide or be endorsed to provide that City, its City Council, boards and commissions, officers, agents, volunteers and employees shall be included as insureds under such policies.
- C. Primary and Non Contributory. All liability coverage shall apply on a primary basis and shall not require contribution from any insurance or self-insurance maintained by City.
- D. Notice of Cancellation. All policies shall provide City with thirty (30) calendar days' notice of cancellation (except for nonpayment for which ten (10) calendar days' notice is required) or nonrenewal of coverage for each required coverage.

5. Additional Agreements Between the Parties. The parties hereby agree to the following:

- A. Evidence of Insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation and other endorsements as specified herein for each coverage. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least

fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

B. City's Right to Revise Requirements. City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant sixty (60) calendar days' advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation.

C. Right to Review Subcontracts. Consultant agrees that upon request, all agreements with subcontractors or others with whom Consultant enters into contracts with on behalf of City will be submitted to City for review. Failure of City to request copies of such agreements will not impose any liability on City, or its employees. Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.

D. Enforcement of Agreement Provisions. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any requirement imposes no additional obligations on City nor does it waive any rights hereunder.

E. Requirements not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

F. Self-insured Retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these requirements unless approved by City.

- G. City Remedies for Non-Compliance. If Consultant or any subconsultant fails to provide and maintain insurance as required herein, then City shall have the right but not the obligation, to purchase such insurance, to terminate this Agreement, or to suspend Consultant's right to proceed until proper evidence of insurance is provided. Any amounts paid by City shall, at City's sole option, be deducted from amounts payable to Consultant or reimbursed by Consultant upon demand.
- H. Timely Notice of Claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.
- I. Consultant's Insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.