

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
HF&H CONSULTANTS, LLC.  
FOR  
SOLID WASTE CONTRACT PROCUREMENT SERVICES**

THIS AGREEMENT for consulting services is made by and between the City of San Leandro (“City”) and HF&H Consultants, LLC (“Consultant”) (together sometimes referred to as the “Parties”) as of February 6<sup>th</sup>, 2023(the “Effective Date”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City’s right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant’s obligations hereunder.
- 1.5 **Public Works Requirements.** Reserved.
- 1.6 **City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Consultant’s attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Consultant must submit completed self-certification form and comply with the LWO if covered.
- 1.7 **Public Works Contractor Registration.** Reserved.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed one hundred thirty-seven thousand fifty (\$137,050), notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

**2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;
- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall

include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice if all services required have been satisfactorily performed.
- 2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.
- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit A.
- 2.6 Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit A, and shall not exceed \$500.00. Expenses not listed in Exhibit A are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

**4.1 Workers' Compensation.**

**4.1.1 General Requirements.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000. In the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

**4.1.2 Submittal Requirements.** To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

**4.2 Commercial General and Automobile Liability Insurance.**

**4.2.1 General Requirements.** Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.

- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**4.2.4 Submittal Requirements.** To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

#### **4.3 Professional Liability Insurance.**

**4.3.1 General Requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

**4.3.2 Claims-Made Limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

**4.3.3 Submittal Requirements.** To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

**4.4 Cyber Liability Insurance** Reserved.

**4.5 All Policies Requirements.**

**4.5.1 Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

**4.5.2 Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

**4.5.3 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**4.5.4 Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

**4.5.5 Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

**4.5.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**4.6 Submittal of Proof of Insurance Coverage.** All certificates of insurance and original endorsements effecting coverage required in this Section 4 must be electronically submitted through the City's online insurance document management program. Contractor

shall comply with all requirements provided by City related to the online insurance document management program.

**4.7 Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** Refer to the attached Exhibit B, which is incorporated herein and made a part of this Agreement.

**Section 6. STATUS OF CONSULTANT.**

**6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

**6.2 Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**Section 7. LEGAL REQUIREMENTS.**

**7.1 Governing Law.** The laws of the State of California shall govern this Agreement.



- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

**Section 8. TERMINATION AND MODIFICATION.**

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of

such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
  - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
  - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
  - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

**Section 10. MISCELLANEOUS PROVISIONS.**

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any

provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the San Leandro City Clerk for the Form 700 and directions on how to prepare it.

- 10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

**10.9 Contract Administration.** This Agreement shall be administered by Jennifer Auletta\_ ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**10.10 Notices.** Any written notice to Consultant shall be sent to:  
Rob Hilton, President  
590 Ygnacio Valley Road, Suite 105  
Walnut Creek, CA 94596  
Rchilton@hfh-consultants.com

Any written notice to City shall be sent to:  
Jennifer Auletta , Deputy Public Works Director  
14200 Chapman Road  
San Leandro, CA 94578  
Jauletta@sanleandro.org

With a copy to:  
City of San Leandro  
Department of Finance  
c/o Purchasing Agent  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

**10.11 Professional Seal.** Reserved.

**10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services & Compensation Schedule
<u>Exhibit B</u>	Indemnification
<u>Exhibit C</u>	COVID-19 Compliance Requirements

**10.13 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**10.14 Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

**SIGNATURES ON FOLLOWING PAGE**

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

HF&H Consultants, LLC

DocuSigned by:  
*Fran Robustelli*  
C063C023AF624E3  
\_\_\_\_\_  
Frances Robustelli, City Manager

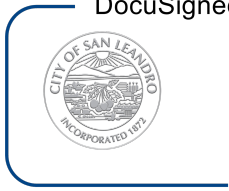
DocuSigned by:  
*Rob Hilton*  
88276C880CEG47F...  
\_\_\_\_\_  
Rob Hilton, President

Attest:

DocuSigned by:  
*Kelly B. Clancy*  
F21D2CC07F5866...  
\_\_\_\_\_  
Kelly B Clancy, City Clerk

DocuSigned by:

Budget Approved:  x



Approved as to Fiscal Authority:

DocuSigned by:  
*Mayette Bailey*  
CFC80F52427D423...  
\_\_\_\_\_  
Michael Yuen, Finance Director

For

010-17-001-5120  
Account Number

Approved as to Form:

DocuSigned by:  
*Richard Pio Roda*  
7B41638F6D6F470...  
\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

Per Section 10.7: Form 700 Required  No

DocuSigned by:  
**Debbie Pollart**  
79AD76F00F05400...  
\_\_\_\_\_  
Debbie Pollart, Public Works Director

## EXHIBIT A

### SCOPE OF SERVICES & COMPENSATION SCHEDULE



Managing Tomorrow's Resources Today

590 Ygnacio Valley Road, Suite 105  
Walnut Creek, California 94596  
Telephone: 925/977-6950  
[www.hfh-consultants.com](http://www.hfh-consultants.com)

Robert D. Hilton, Emeritus  
John W. Farnkopf, PE  
Laith B. Ezzet, CMC  
Richard J. Simonson, CMC  
Marva M. Sheehan, CPA  
Robert C. Hilton

December 23, 2022

Jennifer Auletta  
Deputy Public Works Director  
City of San Leandro  
Department of Public Works  
14200 Chapman Road  
San Leandro, CA 94578

*Via email: [jauletta@sanleandro.org](mailto:jauletta@sanleandro.org)*

**Subject: Proposal to Assist City with Phase 1 Solid Waste Services Procurement Process**

Dear Jennifer Auletta,

HF&H Consultants, LLC (HF&H) is pleased to provide this proposal to assist the City of San Leandro (City) in preparing for, and in obtaining Council direction for conducting a process to procure solid waste collection, processing, and disposal services. We appreciate the trust inherent in the City's request for our assistance with this important task. Provision of solid waste services is often the largest municipal/private entity contract with a direct financial impact for ratepayers. We do not take this responsibility lightly.

The City's franchise agreement with Alameda County Industries (ACI) to provide solid waste, recyclables, and organics collection, processing, and disposal services ends on February 1, 2025. The City is currently in discussions with ACI regarding award of a short-term extension to the agreement to provide the City the opportunity to conduct a full and considered procurement process prior to entering into the next long-term agreement(s). The overall procurement process will entail five general steps:

1. Obtaining City Council direction regarding the design and conduct of the procurement process.
2. Developing a draft request for proposal (RFP) package(s) defining the requested services, leading the proposal evaluation and contractor selection process, and developing a draft agreement, for City Council review and approval.
3. Finalizing and issuing the RFP package(s) and managing communications with the proposer(s) during proposal development.
4. Evaluating the submitted proposal(s); identifying a short-list for City Council consideration, as applicable; conducting any necessary CEQA work; and conducting negotiations with one or more proposers.
5. Recommending contractor selection and contract award(s) for City Council consideration; assisting the City team in finalizing the agreement(s) for administrative execution.



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This proposal addresses "Phase 1," consisting of Steps 1 and 2 as outlined above. The Council's key decisions resulting from Steps 1 and 2 will be whether specific services are to be procured on a sole-source basis, through limited competition with specified service providers, and/or through a full competitive process. These decisions will reflect local market conditions as well as City and ratepayer needs. While the results of Steps 1 and 2 will broadly define the tasks and level of effort required for Steps 3 through 5, the scopes of work that will be necessary to complete Steps 3 through 5 will also be a function of factors such as the number of proposals, the number of parties the City team negotiates with, and the degree to which CEQA analysis is required. Cities are commonly reimbursed by the selected vendor(s) for consultant and attorney costs associated with conducting a procurement, with the vendor(s) recovering the cost over the agreement term through rate revenue.

HF&H will be separately available to assist the City Attorney with key legal issues, including options for addressing the California Supreme Court's recent *Zolly v Oakland* decision.

### **Scope of Work**

HF&H proposes the following tasks for Steps 1 and 2.

#### **Task 1 Develop and Assist in Negotiating a Short-Term ACI Extension**

HF&H will develop a draft short-term extension to the City's franchise agreement with ACI for City team review and comment, and will develop up to two revised versions and a final version. HF&H will support, and as requested participate in City negotiations with ACI. Our scope and fee estimate assume a simple extension based on continuation of current contractual terms and does not provide for detailed analysis or negotiation of significant changes to substantive provisions of the current agreement.

#### **Task 2 Support Development of an Integrity Policy**

City Council adoption of an integrity policy can help ensure the conduct of a fair, equitable, and transparent process. HF&H will assist the City as requested in drafting an integrity policy for Council consideration to govern communications between all parties, including Council members, City management and staff, service providers participating in the process, and consultants.

#### **Task 3 Assist in Defining the Procurement Process**

HF&H will further assist the City team in identifying the full range of available options for procuring collection, processing, and disposal services, with analysis of the pros and cons of each option. This effort will build on materials developed to-date for discussion with the City team. HF&H will assist the City in developing recommendations to Council for the procurement approach and process, including definition of the roles of the various parties, key milestone activities, and target completion dates.

#### **Task 4 Define the RFP Package**

HF&H will assist the City team in defining the elements of the RFP package by facilitating a "design intake" process that addresses the specific required services and key policy issues for collection, processing, and disposal. This process generally entails three to four meetings of about three hours each. HF&H will





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facilitate the topic-by-topic discussion. HF&H will use the final document to develop the RFP package for Task 5.

#### **Task 5 Develop Draft RFP Package**

HF&H will develop a draft RFP, proposal forms, and agreement addressing the services and key policy issues identified during Task 4 for City team review and comment, and will prepare a final draft version of the two documents for Council review. We anticipate building on similar materials we've recently developed on behalf of other Alameda County jurisdictions, tailored to the City's specific needs. Prior to starting start work for this task, we will consult with the City team on the best options for use of relevant materials.

#### **Task 6 Support City Team in City Council Meetings and Communications**

HF&H will develop draft Council presentation materials for City team review and comment and will prepare revised and final versions addressing comments. HF&H staff will be available to attend, and to participate in Councilmember briefings and up to three Council work sessions and/or regular meetings.

#### **Task 7 Other Meetings and Communications**

HF&H will be available for up to 98 hours for planning and coordination meetings, calls, and email communication with the City team, and to support and participate in other meetings or communications with the Council, service providers, etc.

#### **Contingency**

Our fee estimate includes 60 hours to further assist the City team should the necessary level of effort exceed that anticipated for any of the above tasks, as well as to assist with any other issues that may arise. In particular, the contingency can allow for additional drafts or revisions for materials developed in Tasks 1 and 5, and for HF&H participation in additional meetings as needed. Note that the contingency may not be adequate to develop a separate RFP package for post-collection services (processing and/or disposal) should that be necessary. HF&H will consult with the City's project manager prior to use of the contingency.

#### **Fee Estimate**

HF&H proposes to perform the Phase 1 work on a time-and-materials basis, based on the rates contained in Attachment A, and with a total not-to-exceed budget of \$137,050. The fee estimate includes specific task work budgeted at \$121,010 and a contingency of \$15,540. The following table provides our estimate of the hours, by position, that will be required to complete the scope of work described above. As an estimate, HF&H reserves the right to reallocate budget across tasks and staff positions to best meet the needs of each task.



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		Rob Hilton	Peter Deibler	Felisia Castanea	Assoc Analyst	Asst Analyst	Admin	Total Hours	Proposed Cost
		\$ 330	\$ 305	\$ 245	\$ 160	\$ 150	\$ 145		
<b>Task 1</b>	<b>Develop, Assist in Negotiating an ACI Extension</b>								
1A	Prepare Draft Extension	0	2	0	0	0	0	2	\$610
1B	Prepare Up to Two Revisions of the Extension	1	2	1	0	0	0	4	\$1,185
1C	Prepare Final Extension	0	1	1	0	0	1	3	\$695
1D	Provide Support During Discussions with ACI	2	6	6	2	0	0	16	\$4,280
	<b>Task 1</b>	<b>3</b>	<b>11</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>25</b>	<b>\$6,770</b>
<b>Task 2</b>	<b>Support Development of an Integrity Policy</b>								
2A	Provide Assistance as Requested	1	4	2	0	0	1	8	\$2,185
	<b>Task 2</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>\$2,185</b>
<b>Task 3</b>	<b>Assist in Defining the Procurement Process</b>								
3A	Identify and Describe Options	1	6	8	4	0	0	19	\$4,760
	<b>Task 3</b>	<b>1</b>	<b>6</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>\$4,760</b>
<b>Task 4</b>	<b>Define RFP Package</b>								
4A	Review Background Material	1	4	8	5	0	0	18	\$4,310
4B	Populate Design Intake Document with Current Services	2	4	12	12	0	0	30	\$6,740
4C	Facilitate Up to Four Design Intake Meetings	8	12	16	0	0	0	36	\$10,220
	<b>Task 4</b>	<b>11</b>	<b>20</b>	<b>36</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>84</b>	<b>\$21,270</b>
<b>Task 5</b>	<b>Develop Draft RFP Package</b>								
5A	Develop Draft RFP, Proposal Forms, and Agreement	4	16	40	24	16	4	104	\$22,820
5B	Develop Revised RFP, Proposal Forms, and Agreement	2	12	20	16	12	2	64	\$13,870
	<b>Task 5</b>	<b>6</b>	<b>28</b>	<b>60</b>	<b>40</b>	<b>28</b>	<b>6</b>	<b>168</b>	<b>\$36,690</b>



Managing Tomorrow's Resources Today

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		Rob Hilton	Peter Deibler	Felisia Castanea	Assoc Analyst	Asst Analyst	Admin	Total Hours	Proposed Cost	
		\$ 330	\$ 305	\$ 245	\$ 160	\$ 150	\$ 145			
<b>Task 6</b>	<b>Support City Team in City Council Communications</b>									
6A	Prepare Draft Council Presentation Materials	1	6	12	20	0	0	39	\$8,300	
6B	Prepare Revised and Final Council Presentation Materials	1	3	6	12	0	0	22	\$4,635	
6C	Participate in Council Briefings and Up to Three Council Meetings	2	18	14	0	0	0	34	\$9,580	
	<b>Task 6</b>	<b>4</b>	<b>27</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>95</b>	<b>\$22,515</b>	
<b>Task 7</b>	<b>Other Meetings and Communications</b>									
7A	Prepare for and Participate in City Team and Other Meetings	4	36	36	0	0	0	76	\$21,120	
7B	Other Communications	2	8	8	4	0	0	22	\$5,700	
	<b>Task 7</b>	<b>6</b>	<b>44</b>	<b>44</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>\$26,820</b>	
<b>Subtotal</b>								<b>497</b>	<b>\$121,010</b>	
<b>Contingency</b>										
		6	20	24	8	2	0	60	\$15,540	
<b>TOTAL</b>										
		<b>Labor</b>	<b>38</b>	<b>160</b>	<b>214</b>	<b>107</b>	<b>30</b>	<b>8</b>	<b>557</b>	<b>\$136,550</b>
		<b>Out-of-Pocket Expenses</b>								<b>\$500</b>
		<b>Total Budget</b>								<b>\$137,050</b>



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## Preliminary Schedule

The following are key preliminary monthly milestones for the Phase 1 activities described above:

### December

- City staff and ACI discuss short-term extension.
- City prepares City Council communication policy.

### January

- City Council work session to review key issues related to the procurement process.
- City Council considers approval of communications policy and ACI extension.

### January – February

- HF&H facilitates the process with the City team to identify the components of the RFP package.

### March

- City Council work session(s) covering key issues and options to shape the procurement.
- City Council to provide direction on staff recommendations

### Late April – Early May

- City Council reviews and comments on draft RFP package.

### May

- City releases RFP package.

## The HF&H Team

Rob Hilton, HF&H's President, will serve as the Principal-in-Charge and Project Advisor. Rob specializes in conducting municipal service solid waste contracting processes and has recently assisted the cities of Alameda and San Ramon, and the CVSan (Castro Valley) in negotiating new SB 1383-compliant service agreements with ACI. Rob also has extensive experience in negotiating with other key service providers in the East Bay, such as Waste Management (WM). He understands ACI's approach to providing service and how they have supported other agencies' compliance with SB 1383 and other applicable law. Rob will participate in the design intake process, review the draft RFP and agreement, and participate in negotiations.

Peter Deibler, HF&H Senior Manager, will serve as Project Director. Peter has over 30 years of experience in the waste management field. He specializes in policy, regulatory, financial, and legal issues related to procurement of collection and facility services, SB 1383 program development, regulatory compliance, and contractor performance, and is currently assisting the City with SB 1383 compliance. He has been directly involved in negotiating well over \$3 billion in solid waste contracts on behalf of municipal agencies, including recent agreements with ACI affiliates on behalf of Sunnyvale and agreements with WM on behalf of Stockton and municipalities in Santa Clara County. Recent Alameda County work includes supporting Oakland with contracting issues, conducting a performance review of an ACI affiliate on behalf of Pleasanton, and a funding analysis for StopWaste. Other current and recent clients include the counties



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of Kern, Monterey, San Diego, Santa Clara, Santa Cruz, and Stanislaus, and the cities of Cupertino and San Jose.

Felisia Castañeda is an HF&H Senior Associate and will serve as Project Manager and primary day-to-day contact with the City team. Felisia has expertise in franchise agreement drafting and negotiations, SB 1383 compliance, contract management, policy and ordinance development, and education and outreach. She is managing HF&H's current SB 1383 compliance assistance to the City, working in close coordination with ACI. She has recently provided contracting and negotiations support to Oakland. Other current and recent clients include the cities of Carlsbad, Oceanside, and Merced County, the San Luis Obispo Integrated Waste Management Authority, and Stanford University.

Peter and Felisia will engage the services of other HF&H staff with the appropriate skills for assigned tasks to provide the best type and level of expertise and experience, as necessary.

HF&H sincerely appreciates the opportunity to continue assisting the City. We are happy to discuss any requested adjustments to our proposal. If you have any questions or concerns regarding this proposal, please do not hesitate to contact Peter at (925) 977-6968 or [pdeibler@hfh-consultants.com](mailto:pdeibler@hfh-consultants.com) or Rob at (925) 977-6959 or [rchilton@hfh-consultants.com](mailto:rchilton@hfh-consultants.com).

Very truly yours,  
HF&H CONSULTANTS, LLC

A handwritten signature in black ink, appearing to read 'Rob Hilton'.

Rob Hilton  
President

A handwritten signature in black ink, appearing to read 'Peter M. Deibler'.

Peter M. Deibler  
Senior Project Manager

Attachment A – Standard Hourly Rates and Billing Arrangements

## **EXHIBIT B INDEMNIFICATION**

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the City. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

## **EXHIBIT C**

### **COVID-19 Compliance Requirements**

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. The City of San Leandro is currently in a local emergency and state of emergency due to the COVID-19 pandemic.

COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact, through touched surfaces, and in airborne particles. As a result, federal, state, and local governments, including the City of San Leandro, and federal, state, county, and local health agencies recommend social distancing and additional cleaning protocols to limit the spread of the disease. The City has taken steps and put in place preventative measures recommended by federal, state, and local health agencies to reduce the spread of COVID-19. These measures include steps each person must take to prevent the spread of COVID-19 and include, but are not limited to, requiring face coverings, frequent hand washing and/or use of hand sanitizer, social distancing where possible, limiting of person-to-person contact, frequent cleanings of high-touch surfaces, and avoiding entering any building if they have COVID-19 symptoms.

Consultant shall obey all local orders and abide by all applicable preventative measures recommended by federal, state, county, and local health agencies and any preventative measures specifically implemented by the City. Consultant agrees that when entering any City buildings, Consultant will follow all COVID-19 related signage, wear a face covering, follow all social distancing protocols, and abide by any other COVID-19 preventative measure that are in place when performing the services described in this Agreement. Consultant shall also adhere to any subsequently communicated COVID-19 preventative measures as directed by City staff. The COVID-19 preventative measures are subject to change over time, and Consultant shall maintain knowledge of and adhere to the current COVID-19 preventative measures when interacting with City employees, officials, volunteers, agents, and representatives, and when entering City buildings.

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

RESOLUTION NO. 2023-009

**RESOLUTION OF THE CITY OF SAN LEANDRO CITY COUNCIL TO APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH HF&H CONSULTANTS, LLC TO DEVELOP A PROCUREMENT PROCESS FOR SOLID WASTE, RECYCLABLES, AND ORGANICS SERVICES CONTRACTING (PHASE 1) FOR A TOTAL NOT TO EXCEED \$137,050**

**WHEREAS**, the Franchise Agreement for Solid Waste, Recyclables, and Green Waste Services between the City of San Leandro and Alameda County Industries is set to expire on January 31, 2025; and

**WHEREAS**, a procurement process will define the terms under which the City negotiates services with one or more contractors to ensure a smooth transition of services beyond the current franchise term; and

**WHEREAS**, the agreement with HF&H Consultants, LLC will provide technical assistance to develop a procurement process for future services; and

**WHEREAS**, this initial phase of the procurement process includes negotiation of a short-term extension with the current franchisee, development of an integrity policy, and development of a procurement package to solicit services from prospective contractor(s); and

**WHEREAS**, HF&H Consultants, LLC has agreed to the terms of the agreement pending City Council approval; and

**WHEREAS** the City Council is familiar with the contents of the agreement; and

**WHEREAS**, the City Manager recommends approval of said agreement.

**NOW, THEREFORE**, the City of San Leandro City Council does **RESOLVE** as follows:

That the agreement is hereby approved and execution by the City Manager is hereby authorized.

Introduced by Councilmember Aguilar and passed and adopted this 6<sup>th</sup> day of February 2023, by the following vote:

Members of the Council:

**AYES:** Councilmembers Aguilar, Azevedo, Ballew, Bowen, Reynes, Simon, and Mayor Gonzalez (7)

**NOES:** None (0)

**ABSENT:** None (0)

**ATTEST:**   
Kelly B. Clancy, City Clerk